


Risk Assessment Form – Covid-19 Pandemic Staff and Staff Areas V12			Reference: RA 6.23
	Centre: All Facilities	Site Manager: All Managers	Implementation Date: 19th July 2021
	Person/s Carrying out RA: Paul Metcalfe	People at Risk: Staff, Customers, Contractors	Review Date: Ongoing
<p>Additional Information: This risk assessment is aimed at reducing the risk of contracting Covid-19 upon opening facilities post government lockdown.</p> <p>Existing task specific risk assessments and guidance provided by the government/Public Health England.</p> <p>Government/Public Health England Advice: https://www.gov.uk/coronavirus</p> <p>HSE Advice: www.hse.gov.uk/news/coronavirus.htm</p>			

Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
6.23.1	Keeping Up to Date with Official Guidance						
	Lack of up to date information regarding the virus.	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	High	Attendance at Covid-19 clinics, webinars and other CPD by SMT. Regular review of NGB Guidance. Advice and guidance from the UK government followed and implemented. Following advice and guidance from industry bodies such as CIMSPA, UK Active, RLSS, PWTAG. Reviewing Best Practice examples			Low

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				<p>Covid-19 response team established (SMT) and meet regularly to share information and feed into the risk assessment process.</p> <p>Government and NHS website regularly checked for updates by members of ELT.</p> <p>Head of Operations receives updates from Gov.uk.</p>			
6.23.2	Staff Planning						
	<p>Possible transmission of Covid-19 due to staff being in work when not necessary.</p> <p>Possible transmission of Covid-19 due to staff coming into increased contact with one another and visitors.</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Staff audits continually reviewed to determine roles that can be undertaken from home and those that are essential to be physically within the building.</p> <p>Staffing levels identified for each service area, in line with easing of restrictions.</p> <p>Staff levels take into account requirement for increased cleaning and sanitisation of high touch points and busy areas.</p> <p>Working from home is available to some groups.</p> <p>Remote access systems in place for remote workers along with any</p>			Low

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				office chairs and equipment that may be required. Staff advised to wear face coverings when car sharing and to open windows.	GM's to reinforce travel arrangements with returning staff		
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6.23.3	High Risk Employees (as defined by the Government)						
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	Employees who are a higher risk of contracting Covid-19.	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	High	Prior to returning to work, all staff contacted by General Manager or Line Manager to discuss return to work plan. Any concerns raised discussed during phone call and escalated to ELT and HR where appropriate. Individual risk assessments completed with staff identified as having an increased risk to assess whether, when and how they can return to work. Government guidance followed. HR advice taken where appropriate. Home working arranged as appropriate. Where clinically vulnerable staff cannot work from home and are required to be in a facility, they are			Low
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				<p>reminded to socially distance and work as remotely as possible from other people.</p> <p>Good hygiene measures encouraged.</p> <p>Clinically vulnerable staff offered the opportunity to remain furloughed, where requested and roles can be covered.</p> <p>Any notifications of a positive test are shared with staff and close contacts identified and advised to self-isolate.</p>			
6.23.4	Staff presenting symptoms whilst in the workplace.						
	<p>Staff continuing to work if feeling unwell or presenting Covid-19 symptoms.</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions</p>	High	<p>Company is registered to provide LFD test kits to employees in the workplace.</p> <p>Regular communications to all staff encouraging them to undertake testing twice a week.</p> <p>Staff required to sign in and out at each facility they visit, as well as register the visit via the NHS QR code (displayed in staff entrance and areas).</p> <p>Staff required to confirm at the start of each shift that they (and members of their household) are</p>	<p>GMs to encourage staff to undertake regular testing.</p>	Ongoing	Low

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				<p>feeling well and free of Covid symptoms and have not been notified by Test and Trace that they have been in contact with someone who has symptoms.</p> <p>Staff also required to declare whether they have undertaken an LFD test in the previous 4 days.</p> <p>Clear guidance in place that staff must self-isolate if they (or a member of their household) feel unwell and have Covid-19 symptoms in accordance with NHS advice.</p> <p>Staff with symptoms to arrange for PCR test and inform the Manager of results once received.</p> <p>Training and information prior to re-opening for staff to ensure that they are clear about what to do if they or a member of their household is exhibiting Covid-19 symptoms.</p> <p>Advice continually provided to staff in relation to requirements for self-isolation.</p> <p>Efforts made to enable self-isolating staff to complete duties or CPD whilst working from home.</p>			

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				Government/NHS guidance followed: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection HR disciplinary process to deal with non-compliance.			
6.23.5	Staff Behaviour						
	Staff in workplace increase risk of community transmission.	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	High	Staff are encouraged to collect home LFD test kits from place of work and take tests twice a week. Staff encouraged to report results via national reporting website using UON. Staff required to sign in and out at each facility they visit, as well as register the visit via the NHS QR code (displayed in staff entrance and areas). Staff required to confirm at the start of each shift that they (and members of their household) are feeling well and free of Covid symptoms and have not been notified by Test and Trace that they have been in contact with someone who has symptoms. Staff also required to declare whether they have undertaken an LFD test in the previous 4 days.	Guidance to be reinforced to all staff returning to work.	GM's Ongoing	Low

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				<p>Staff are encouraged to wear a face covering in order to protect each other and customers when in public areas and moving throughout the building.</p> <p>Staff are advised to continue to practice social distancing where practical.</p> <p>Risk Assessment for tasks that require more than one person to complete that identifies correct use of PPE.</p> <p>Duty Managers and line managers are trained in the requirements of their role in acknowledging good practice and supporting others to achieve same.</p> <p>Training is delivered to all staff to ensure understanding of what is required and why.</p> <p>Reinforcement message refreshed in staff briefings, work instructions, signage, website, social media.</p>		GM's – Ongoing.	
6.23.6	Workspace Hygiene						
	Poor workspace hygiene leading to increased risk of transferring the virus.	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	Information posters, advisory notices and staff training in good hygiene practice in line with government guidance.			Low

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			High	<p>Deep clean completed prior to facilities re-opening and at the end of each day.</p> <p>Deep clean undertaken after a confirmed case of Covid in a building, including the fogging of all areas.</p> <p>Revised cleaning plan and monitoring regime in place.</p> <p>All staff instructed on personal hygiene as part of their return to work.</p> <p>Hand sanitiser at key points throughout the facility on top of handwashing facilities.</p> <p>Hand sanitiser available in all workspaces.</p> <p>Training delivered to all staff in cleaning tasks.</p>			Low
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6.23.7	Office based and Contact Centre Staff
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	Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas.	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	Office based staff continue to have the option to work from home, where roles allow.			Low
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				<p>Where practical, workstations are arranged to ensure a 1m person separation between colleagues.</p> <p>Additional workstations utilised where staff are working from home.</p> <p>Workstations arranged for staff to work back to back or side to side rather than face to face.</p> <p>Where face to face is the only option, screens are put up to separate workstations.</p> <p>Hot desking is discouraged, but where necessary, workstation cleaning and sanitisation is undertaken between users, to include keyboards, mouse, calculators, mouse etc.</p> <p>All pens and pencils removed from the desk and kept individually for the workstation user.</p> <p>Hand sanitiser is available.</p> <p>Offices are kept well ventilated with windows open where possible.</p> <p>Good practice social distancing and hygiene promoted in office areas.</p>			
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				<p>Contact Centre staff have their own headsets.</p> <p>Staff advised to wear a face covering when leaving office and moving around the building</p>			
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6.23.8	Staff Rooms and Staff Changing Areas						
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	<p>Possible transmission of Covid-19 through poor hygiene and lack of social distancing in staff rooms.</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Staff are advised to maintain social distancing within staff changing areas.</p> <p>Where practical, additional staff room facilities are made available.</p> <p>Break times staggered to keep numbers in rooms to a minimum.</p> <p>Staff encouraged to leave personal items in lockers to avoid the need to keep returning to the staff room.</p> <p>Staff are instructed to wash hands for at least 20 seconds with soap and water before using a kettle, microwave, opening a fridge etc.</p> <p>Enhanced cleaning regime extends to the staff room.</p> <p>Prominent signage displayed to remind staff of good hygiene procedures.</p>			Low
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6.23.9	Qualifications past expiry date						
Lifeguard qualification past expiry date.	Staff are not deemed to be competent to undertake their roles.	High	<p>Training Manager arranging renewal at earliest opportunity.</p> <p>Lifeguard NPLQ</p> <p>Lifeguards complete the free online training modules prior to return to duties to continue their ongoing training.</p> <p>Competency test completed prior to re-opening.</p> <p>Ongoing competency tests undertaken each month.</p> <p>Lifeguard qualification checks undertaken and lifeguard not permitted to work as a lifeguard where qualification has expired.</p> <p>RLSS guidance followed.</p> <p>First Aid at Work</p> <p>Online opportunities for refresher and revalidation utilised</p> <p>Rotas reviewed to ensure there are always sufficient first aiders available within the facility with qualifications in date.</p>				Low

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				<p>Pool Plant</p> <p>Online opportunities for revalidation utilised.</p> <p>Refresher pool plant induction completed by General Manager for individual to demonstrate competency.</p>			
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6.23.10	Provision of First Aid						
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	Illness or injury requiring first aid	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>First Aid trained personnel available during all opening hours.</p> <p>First Aiders to use disposable gloves for all treatments.</p> <p>Regular checks resumed prior to opening to ensure first aid equipment is fit for purpose and in date.</p> <p>First Aiders should cover any open wounds.</p> <p>Self-treatment encouraged where appropriate.</p> <p>PPE to be worn when providing first aid (water resistant face mask, disposable apron, disposable gloves and face shield)</p>			Low
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				<p>Casualties to wear face mask/cover mouth where appropriate.</p> <p>Contact with casualty's face minimised.</p> <p>First Aiders not to provide rescue breaths for adult sudden collapse.</p> <p>First Aiders to provide rescue breaths to pediatrics and suspected drowning casualties.</p> <p>Sufficient protective face shields available with a defibrillator.</p> <p>Immediate responder first aiders identified and issued with their own supply of equipment to include 1x water resistant face masks, basic face mask disposable apron, disposable gloves, eye protection and face shield.</p> <p>Equipment to be stored in bum bags and worn at all times away from pool duties.</p> <p>Soiled dressings to be disposed of safely in the normal manner, unless a known case of Covid-19 has been identified, in which case should be treated as biohazard</p>			

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				<p>waste and bagged and collected accordingly.</p> <p>PPE to be disposed of as if general waste.</p> <p>First Aiders wash hands before and after administering first aid.</p> <p>First Aiders to report to line manager if they develop Covid-19 symptoms.</p>			
6.23.11	CPR training						
	Possible transmission of Covid-19 through poor hygiene.	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Only compressions practiced during training</p> <p>Compressions and rescue breaths demonstrated during a qualification course.</p> <p>If rescue breaths carried out, lungs/airways to be replaced and disposed of safely, face and mouth of manikin wiped with disinfectant wipes after each use, with wipes that are disposed of safely after use.</p> <p>Manikin face thoroughly washed with disinfectant at the end of each session.</p>			Low

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				RLSS and Resus Council guidance followed.			
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6.23.12	Pool Rescue						
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	Illness or injury requiring rescue from water.	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	High	<p>Rescue procedures in conjunction with RLSS guidance to minimise contact with casualties.</p> <p>To maximise the distance between the rescuer and the casualty, lifeguards are:</p> <p>Encouraged to use equipment in the first instance to perform a rescue</p> <p>Where possible rescue all conscious casualties using rescue equipment</p> <p>Use an extended arm tow to rescue unconscious casualties</p> <p>Keep the casualty facing away where possible</p> <p>Keep the casualty at arm's length away (as a minimum)</p> <p>Get the casualty to the poolside as quickly as possible</p> <p>Hand over quickly to lifeguards/trained staff on poolside wearing PPE, to include protective</p>			Low
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				<p>eye goggles due to the higher risk of contamination from water being expelled from the lungs</p> <p>Rescue breaths in the water are not to be given</p> <p>Spinal rescues are to be performed whilst maintaining as much distance as possible and facing away from the casualty where possible</p> <p>Lifeguards undertaking assisted lifts to wear PPE and lift the casualty out of the water with their face turned away from them.</p> <p>Staff to demonstrate competency prior to re-opening.</p>			
6.23.13	Staff Stress/Mental Wellbeing						
	<p>Staff concerned on returning to work following lockdown and entering the facility with numerous other people.</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>General Managers and Duty Managers continue to undertake undertaken wellness calls for those who remain on furlough leave</p> <p>General Managers and Line Managers to advise staff of return to work plans and any furlough/part furlough arrangements.</p>			Low

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				<p>Any concerns from staff identified and highlighted and escalated to HR/ELT so appropriate support is provided.</p> <p>Staff to be trained in updated NOP/EAP</p> <p>Ongoing communications and updates via newsletter and specific updates.</p> <p>General Managers provide advice and support in relation to concerns around potential exposures.</p> <p>Occupational Health Service available.</p>			
6.23.14	Personal Protective Equipment						
	<p>Possible transmission of Covid-19 where 2m social distancing guidelines cannot be maintained.</p> <p>Spread of virus due to insufficient cleaning and hygiene arrangements</p> <p>Spread of virus as a result of touching contaminated touch points/shared items</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Supply of PPE on site - disposable gloves, rubber gloves, disposable aprons, basic face mask, water resistant face mask, goggles and face shield</p> <p>Staff to be trained as to how to correctly put on and take off PPE.</p> <p>PPE available for staff groups and roles in relation to government guidance.</p>			Low

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				Face coverings supplied and to be worn in public areas.			
6.23.15	Equality						
	Discrimination of staff due to inappropriate covid-19 measures.	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions. Discrimination claim.	High	Government Guidance Followed Individual assessments with all staff. Reasonable adjustments are made to accommodate staff who fall under Equality Act Disabled use is prioritised in changing rooms, lifts and toilets.			Low

Risk Assessment Review – Staff and Staff Areas During COVID-19 Pandemic.

<u>Reason for review:</u> Government Control Measures for COVID-19 Pandemic 2021	Approved by: Head of Operations Name: PAUL METCALFE Signature: <i>P A Metcalfe</i>	Review Date: Ongoing
<u>Changes From Last Review</u> Updated to reflect return to operation at stage 4 of the reopening roadmap.		