


Risk Assessment Form – Covid-19 Pandemic Team Members and Team Member Areas V13

Reference: **RA 6.23**

	Centre: All Facilities	Site Manager: All Managers	Implementation Date: 10th Dec 2021
	Peron/s Carrying out RA: Paul Metcalfe	People at Risk: Team members, Customers, Contractors	Review Date: Ongoing

Additional Information: **This risk assessment is aimed at reducing the risk of contracting Covid-19 upon opening facilities post government lockdown.**

Existing task specific risk assessments and guidance provided by the government/Public Health England.

Government/Public Health England Advice: <https://www.gov.uk/coronavirus>

HSE Advice: www.hse.gov.uk/news/coronavirus.htm

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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	Team Member Planning						
	<p>Possible transmission of Covid-19 due to team members being in work when not necessary.</p> <p>Possible transmission of Covid-19 due to team members 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>Team members 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>Where colleagues can work from home, they are encouraged to do so.</p> <p>Team member levels identified for each service area</p> <p>Team member levels take into account requirement for increased cleaning and sanitisation of high touch points and busy areas.</p> <p>Remote access systems in place for remote workers along with any</p>			Low

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				<p>office chairs and equipment that may be required.</p> <p>Team members advised to wear face coverings when car sharing and to open windows.</p>			
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6.23.3	High Risk Employees (as defined by the Government)						
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	<p>Employees who are a higher risk of contracting Covid-19.</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Individual risk assessments completed with team members identified as having an increased risk to assess whether, when and how they can return to work.</p> <p>Government guidance followed.</p> <p>HR advice taken where appropriate.</p> <p>Home working arranged as appropriate.</p> <p>Where clinically vulnerable team members cannot work from home and are required to be in a facility, they are encouraged to socially distance and work as remotely as possible from other people.</p> <p>Good hygiene measures encouraged.</p> <p>Any notifications of a positive test are shared with team members and close contacts identified and</p>			Low
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				advised to undertake daily lateral flow tests.			
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6.23.4	Team members presenting symptoms whilst in the workplace.						
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	Team members continuing to work if feeling unwell or presenting Covid-19 symptoms.	<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 team members encouraging them to undertake testing twice a week.</p> <p>Team members required to undertake daily testing where they are a close contact of a positive case.</p> <p>Team members required to sign in and out at each facility they visit, as well as register the visit via the NHS QR code (displayed in team members entrance and areas).</p> <p>Team members 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.</p> <p>Team members also required to declare whether they have</p>	GMs to encourage team members to undertake regular testing.	Ongoing	Low
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				<p>undertaken an LFD test in the previous 4 days.</p> <p>Team members with symptoms to arrange for immediate LFT test and follow up PCR test if result is positive.</p> <p>Team member to leave work immediately upon a positive LFT undertaken in the workplace.</p> <p>Advice continually provided to team members in relation to requirements for self-isolation and testing.</p> <p>HR disciplinary process to deal with non-compliance.</p>			
6.23.5	Team Member Behaviour						
	<p>Team members in workplace increase risk of community transmission.</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Team members are encouraged to collect home LFD test kits from place of work and take tests twice a week.</p> <p>Team members encouraged to report results via national reporting website using UON.</p> <p>Team members required to sign in and out at each facility they visit, as well as register the visit via the NHS QR code (displayed in team members entrance and areas).</p> <p>Team members required to confirm at the start of each shift</p>	<p>Team Members required to undertake daily testing if identified as a contact of a confirmed positive case.</p>		Low

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				<p>that they 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.</p> <p>Team members also required to declare whether they have undertaken an LFD test in the previous 4 days.</p> <p>Team members are required to wear a face covering in order to protect each other and customers when in public areas and moving throughout the building.</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>Reinforcement message refreshed in team members briefings, work instructions, signage, website, social media.</p>			
6.23.6	Workspace Hygiene						
	Poor workspace hygiene leading to increased risk of transferring the virus.	Exposure to live virus resulting in contracting Coronavirus.	High	Information posters, advisory notices and team members training in good hygiene practice in line with government guidance.			Low

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		Exacerbation of existing medical conditions.	High	<p>Deep clean completed prior to facilities re-opening and at the end of each day.</p> <p>Deep clean undertaken after notification from Test and Trace of confirmed cases of Covid in a building.</p> <p>Revised cleaning plan and monitoring regime in place.</p> <p>All team members 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 team members in cleaning tasks.</p>			Low
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6.23.7	Office based and Contact Centre Team members
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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 team members are encouraged to work from home, in line with government guidance.			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 team members are working from home.</p> <p>Workstations arranged for team members to work back to back or side to side rather than face to face.</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> <p>Contact Centre team members have their own headsets.</p> <p>Team members are required to wear a face covering when leaving office and moving around the building</p>			
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6.23.8	Team Member Rest Rooms and Changing Areas						
	Possible transmission of Covid-19 through poor hygiene and lack of social distancing in team members rooms.	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Team members are encouraged to wear face coverings in changing and rest areas.</p> <p>Break times staggered to keep numbers in rooms to a minimum.</p> <p>Team members encouraged to leave personal items in lockers to avoid the need to keep returning to the team changing or rest rooms.</p> <p>Team members 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 team member areas.</p> <p>Prominent signage displayed to remind team members of good hygiene procedures.</p>			Low

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6.23.9	Qualifications past expiry date						
	Lifeguard qualification past expiry date.	Team members are not deemed to be competent to undertake their roles.	Low	<p>Training Manager arranging renewal at earliest opportunity.</p> <p>Lifeguard NPLQ</p> <p>Lifeguards attend training every month.</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>Rotas reviewed to ensure there are always sufficient first aiders available within the facility with qualifications in date.</p>			Low
6.23.10	Provision of First Aid						
	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>			Low

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				<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> <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</p>			
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				<p>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 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>			
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6.23.11	CPR training						
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	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>	Medium	<p>Only compressions practiced during training</p> <p>Compressions and rescue breaths demonstrated during a qualification course.</p>			Low
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				<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> <p>RLSS and Resus Council guidance followed.</p>			
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6.23.12	Pool Rescue						
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	Illness or injury requiring rescue from water.	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	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>			Low
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				<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 team members on poolside wearing PPE, to include protective 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 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>			
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6.23.13	Team Members Stress/Mental Wellbeing						
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	Team members concerned on returning to work following lockdown and entering the facility with numerous other people.	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	Medium	<p>General Managers to hold regular team meetings to identify any concerns.</p> <p>Open door policy for team members to discuss health concerns.</p> <p>Any concerns from team members identified and highlighted and escalated to HR/ELT so appropriate support is provided.</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>			Low
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6.23.14	Personal Protective Equipment						
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	Possible transmission of Covid-19 where 2m social distancing guidelines cannot be maintained.	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.	High	Supply of PPE on site - disposable gloves, rubber gloves, disposable aprons, basic face mask, water resistant face mask, goggles and face shield			Low
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	<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>Team members to be trained as to how to correctly put on and take off PPE.</p> <p>PPE available for team members groups and roles in relation to government guidance.</p> <p>Face coverings supplied and to be worn in public areas.</p>			
6.23.15	Equality						
	<p>Discrimination of team members due to inappropriate covid-19 measures.</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p> <p>Discrimination claim.</p>	High	<p>Government Guidance Followed</p> <p>Individual assessments with all team members.</p> <p>Reasonable adjustments are made to accommodate team members who fall under Equality Act</p> <p>Disabled use is prioritised in changing rooms, lifts and toilets.</p>			Low

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

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<p><u>Reason for review:</u></p> <p>Government Control Measures for COVID-19 Pandemic 2021</p>	<p>Approved by: Director of Operations</p> <p>Name: PAUL METCALFE</p> <p>Signature: <i>PA Metcalfe</i></p>	<p>Review Date: Ongoing</p>
<p><u>Changes From Last Review</u></p> <p>Introduction of Government Plan B in relation to Omicron variant.</p>		