



Covid-19 (Coronavirus) Pandemic - Safe Operation - Activities

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Right Directions

Covid-19 (Coronavirus) Pandemic - Safe Operation - Activities

Location of Activity

Throughout the facility

Ref No.

OXY_5197

Assessors Name *

Dani Boncea

Date of Assessment

17-07-2020

Next Review Date

17-07-2021

QMS/Work Instructions

Please select a instruction or manually write it

Names of Employees Consulted

Please select a employee or manually write it

Hazard Risk Rating

VERY LOW

Training/Qualifications Required to Complete this Activity

Please select a qualification or manually write it

Personal Protective Equipment (PPE) Required to Complete this Activity

Please select a equipment or manually write it

Legislation, guidance and information used in support of this assessment

Other Risk Assessments Cross Referenced

Covid-19 (Coronavirus) Pandemic - Safe Operation - Building/Facility General

Covid-19 (Coronavirus) Pandemic - Safe Operation - Staff and Staff Areas

Potential Risk Rating

VERY LOW

Potential Harm/Consequence		Likelihood That Harm Will Occur		The risk rating indicates the level of response required to be taken when adding actions to the improvement plan (RRP). Ratings between 15 and 25 require an urgent review of existing control measures.	Risk Rating	
1	Insignificant	1	Very Unlikely		Very Low Risk 1 - 2	No action required
2	Minor	2	Unlikely		Low Risk 3 - 6	Monitor
3	Moderate	3	Possible		Medium Risk 8- 12	Action required
4	Major	4	Likely		High Risk 15 - 16	Urgent Action
5	Catastrophic	5	Very Likely		Critical Risk 20 - 25	Work Must Stop and take immediate action
If the Risk Rating is 15 or more and no further control measures are practicable, add the risk to the H&S Risk Register.						

Hazard	Who May be Harmed	Current Control Measure in Place	Risk Rating With Current Control Measures In Place	Sample of any Reviewed Control Measures	Additional Control Measures Required	Potential Risk Rating After Additional Control Measures Implemented
+ Category	Keeping up to date with official guidance					
+ Information			1 x 1 1		Please select additional control measure or manual	1 x 1 1

	Lack of up-to-date information regarding the Covid-19 virus	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Attendance at Covid-19 clinics, webinars and other CPD"/> <input type="text" value="Regular review of NGB advice and guidance"/> <input type="text" value="Following advice and guidance from industry bodies such as CIMSPA, UKactive, RLSS, PWTAG"/> <input type="text" value="Reviewing best practice examples from within the industry"/> <input type="text" value="Reviewing other sectors where applicable"/>			<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>			
-	<input type="text" value="Information - Responsibilities"/> Lack of up-to-date information regarding the Covid-19 virus	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Covid-19 Response Team established. Chris Welch and Dani Boncea to develop sources of information to keep up to date with the latest guidance available on managing response to the pandemic and feed this into the risk assessment process"/>	1 x 1	1	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	<input type="text" value="Information - Responsibilities"/> Lack of up-to-date information regarding the Covid-19 virus	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Government (www.gov.uk) and NHS (www.nhs.uk) advice is regularly checked and followed by Chris Welch and Dani Boncea"/>	1 x 1	1	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	Category	Activities - General							
+	<input type="text" value="Activities - General"/> Possible transmission of Covid-19 due to not following 2m social distancing guidelines Spread of virus due to	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Arrangements regarding re-opening are communicated to customers prior to opening so they know what activities are available and what to expect"/> <input type="text" value="Communications regarding re-opening arrangements include the use of website, social media, email and text"/> <input type="text" value="Customers displaying Covid-19 symptoms are asked to leave and advised to stay home"/> <input type="text" value="As far as possible, activities are booked and paid for in advance either online or over the telephone"/> <input type="text" value="Frontline Staff Pandemic Awareness Training / Covid-19 training is delivered prior to re-opening/re-engaging staff"/>	1 x 1	1	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	Category	Children's Activities							
+	<input type="text" value="Children's Activities"/>			1 x 1	1		Please select additional control measure or manual	1 x 1	1

	Possible transmission of Covid-19 due to not following 2m social distancing guidelines Spread of virus due to	Staff Customer - Child	Parties are not permitted due to the current social distancing guidelines and inability to maintain 2m distance		Add Sample Measure View Files View Links		
<div style="display: flex; justify-content: space-between; align-items: center;"> - Category Food and Beverage ▼ </div>							
+	Food and Beverage Possible transmission of Covid-19 due to not following 2m social distancing guidelines Spread of virus due to	Staff Customer - Adult Customer - Child	Tables and chairs are removed from cafe areas or cordoned off if they cannot be moved 2m distance markers are in place to ensure social distancing is adhered to when queuing A perspex screen is positioned at the point of sale Card and contactless payments are encouraged Tills/touchscreens are sanitised on staff changeover Card payment machines are sanitised frequently Staff sanitise their hands after handling cash Vending machines are cleaned regularly Contactless card vending machines are encouraged Hand sanitiser stations are in place in cafe areas and near vending machines Staff check sanitiser levels regularly Prominent signage is displayed reminding of social distancing guidelines and hygiene Menus are not placed on tables. All products on sale are displayed via wall mounted display/chalk boards only	1 x 1 1	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1 1
<div style="display: flex; justify-content: space-between; align-items: center;"> - Category Meeting Rooms and Community Spaces ▼ </div>							
+	Meeting Rooms and Commur Possible transmission of Covid-19 due to not following 2m social distancing guidelines Spread of virus due to	Staff Customer - Adult Customer - Child		1 x 1 1	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1 1

			<p>Separate risk assessments are carried out if hirers with to book meeting rooms or community space (depending on what they want it for) to ensure social distancing guidelines can be met</p> <p>Tables and chairs are set up to ensure at least a 2m distance</p> <p>Only essential participants attend meetings face to face; virtual meetings are encouraged</p> <p>Hand sanitiser stations are in place on entry to meeting rooms and community spaces</p> <p>Staff check sanitiser levels regularly</p> <p>Prominent signage is displayed reminding of social distancing guidelines and hygiene</p> <p>All coffee cups, mugs, plates, water jugs, spoons etc. are washed in a dishwasher or glass washer at a high temperature >60oC</p> <p>Staff wash hands before and after putting out / clearing up catering items</p>						
-	<p>Ventilation</p> <p>Spread of virus due to inadequate ventilation</p>	<p>Staff</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Windows/doors are opened to promote fresh air flow (without compromising air handling)</p> <p>Air handling units turned on when needed and monitored closely</p>	1 x 1	1	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	1 x 1	1
<p>- Category Changing Rooms, Showers and Toilets</p>									
+	<p>Changing Rooms, Showers ar</p> <p>Possible transmission of Covid-19 due to not following 2m social distancing guidelines</p> <p>Spread of virus due to</p>	<p>Staff</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Ciublicle showers and toilets only to be used</p> <p>Urinals spaced out to 2m apart by closing off the numbers available</p> <p>Electric hand dryers or paper towels are available for hand drying</p> <p>Sanitiser is avaiable adjacent to hand dryers and hair dryers</p> <p>Staff supervise access to facilities to ensure social distancing</p> <p>Signage promoting social distancing guidelines and requirements is displayed</p> <p>Cleaning schedule is followed to ensure all areas are cleaned and sanitised regularly</p> <p>Changing rooms and toilet areas are regularly checked throughout the day</p>	1 x 1	1	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	1 x 1	1
-	Toilets - Capacity			1 x 1	1		<p>Please select additional control measure or manual</p>	1 x 1	1

Possible transmission of Covid-19 due to not following 2m social distancing guidelines

Staff

Customer - Adult

Customer - Child

Where possible, the maximum number of users in each toilet area is defined (and recorded)

The maximum number of users in toilets is 2

Add Sample Measure

View Files

View Links

Revision History			
Reviewed By	Name	Comment	Date
actonmanager@stitch.com	Dani Boncea	Review date July 2021	17-07-2020 09:25:34

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