



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

Powered By

Right Directions

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

Location of Activity

Ref No.

Assessors Name *

Date of Assessment

Next Review Date

QMS/Work Instructions

Names of Employees Consulted

Hazard Risk Rating

VERY LOW

Training/Qualifications Required to Complete this Activity

Personal Protective Equipment (PPE) Required to Complete this Activity

Potential Risk Rating

VERY LOW

Legislation, guidance and information used in support of this assessment

Other Risk Assessments Cross Referenced

-
-

Potential Harm/Consequence		Likelihood That Harm Will Occur		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.					

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.

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 <input type="text" value="Keeping up to date with official guidance"/>						
+ Information <input type="text" value="Information"/>			1 x 1 1	<input type="text" value="Add Sample Measure"/>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1 1

	Lack of up-to-date information regarding the 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="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="button" value="View Files"/> <input type="button" value="View Links"/>			
-	Information - Responsibilities Lack of up-to-date information regarding the 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 develop sources of information to keep up-to-date with the latest guidance available on managing the response to the pandemic and feed this into the risk assessment"/>	1 x 1	1	<input type="button" 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
-	Information - Responsibilities Lack of up-to-date information regarding the 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="button" 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	Preventing the spread of Covid-19 in the building - General							
+	Access points to premises No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area	<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="Suitable locking/closing mechanisms available on non-emergency exit doors"/> <input type="text" value="Restricted entry/exit on some external doors (not compromising emergency exits)"/>	1 x 1	1	<input type="button" 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
-	Touch points High touch points increasing risk of transmission of 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="High touch points identified across all facility areas and used to develop additional cleaning and sanitising points and cleaning regimes"/> <input type="text" value="Hourly cleaning schedules in places"/>	1 x 1	1	<input type="button" 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
-	Door mechanisms Contact points on doors / revolving doors creating increased risk of virus contamination			1 x 1	1	<input type="button" value="Add Sample Measure"/> <input type="button" value="View Files"/>	Please select additional control measure or manual	1 x 1	1

		<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="Sensor operated mechanisms in place"/> <input type="text" value="Foot operated door opening mechanisms in place"/> <input type="text" value="Additional / enhanced cleaning regime in place"/> <input type="text" value="Hand sanitisation provided on entry / exit to activity areas"/> <input type="text" value="Magnetic door hold opener linked to fire alarm panel / noise operated door hold open / foot grips to assist in opening doors"/>			<input type="button" value="View Links"/>			
-	<input type="text" value="Lack of handwashing facilities"/> <input type="text" value="Lack of handwashing facilities leading to increased risk of spread of the 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="Hand soap dispensers checked regularly and refilled"/> <input type="text" value="Hand dryers maintained in working order"/> <input type="text" value="Paper towels provided along with foot operated pedal bins"/> <input type="text" value="Hot water system maintained to provide constant supply"/> <input type="text" value="Additional hand sanitiser points provided around the facility to complement existing hand washing facilities"/> <input type="text" value="Sanitiser is either anti-viral or minimum 60% alcohol based"/> <input type="text" value="Hand washing, sanitising, toilet facilities and consumables checked and replenished regularly as part of the enhanced cleaning and inspection regime"/> <input type="text" value="Sufficient planning with consumables suppliers in place"/>	1 x 1	1	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1
-	<input type="text" value="Incorrect social distancing"/> <input type="text" value="Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing"/>	<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="Cafe tables removed or closed off"/> <input type="text" value="Spectators of lessons encouraged to wait in vehicles or outside"/> <input type="text" value="Signage is in place in toilet areas outlining restrictions (regarding closeness of sinks and urinals)"/> <input type="text" value="Government guidance on social distancing followed"/>	1 x 1	1	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1
-	<input type="text" value="Customer awareness"/> <input type="text" value="Customer unaware of good hygiene and social distancing practices"/>	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Signage in key facility areas (entrance, reception, changing rooms, toilets, activity areas, staff areas) promoting good hygiene practices and facility social distancing guidelines"/> <input type="text" value="Government guidance followed and promoted"/>	1 x 1	1	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1
-	<input type="text" value="Access points to premises"/> <input type="text" value="Opening of entry and exit points to premises to reduce touch points and increase ventilation during Covid-19 compromises"/>		<input type="text" value="Restricted areas kept locked to prevent unauthorised access"/> <input type="text" value="Existing access controls maintained for high risk areas, e.g. access to pool hall, access to trampolines"/> <input type="text" value="Or where this is not the case, identify the new controls implemented for these high risk areas"/>	1 x 1	1	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1

		<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>							
-	Category	Handling customers presenting symptoms whilst in the facility						▼	
+	<input type="text" value="Covid-19 symptoms"/> <input type="text" value="Customers entering the premises with Covid-19 symptoms"/>	<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="Clear statement on website and at entrance for customers not to participate or attend if exhibiting any symptoms or been in contact with anyone exhibiting symptoms within the last 14 days"/> <input type="text" value="Customers are tactfully refused entry and directed to stay home, self-isolate and call/email NHS 111"/> <input type="text" value="Government guidance is followed"/> <input type="text" value="Training provided with scripts to follow if under any of the circumstances"/>	1 x 1	1	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1
-	Category	Social Distancing - Car Parking and Entrance to Building						▼	
+	<input type="text" value="Over crowding / social distan"/> <input type="text" value="Possible transmission of Covid-19 due to over-crowded parking / failure to maintain social distancing"/>	<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="Cones, tape or barriers used to direct individuals towards the entrance and to any queuing system"/> <input type="text" value="Directional signage used to direct individuals"/> <input type="text" value="Activity start times staggered to try to avoid pinch point times in car parks"/> <input type="text" value="Parking bays adjacent to queuing system are cordoned off, without compromising disabled parking bays"/> <input type="text" value="The queuing system is positioned closed to the building to ensure segregation of pedestrians and vehicles"/> <input type="text" value="The ground is marked at 2m intervals to encourage social distancing whilst queuing"/> <input type="text" value="Bike racks are cleaned and sanitised regularly"/> <input type="text" value="Step/slope handrails are cleaned frequently"/> <input type="text" value="Litter bins are checked regularly and emptied on a weekly basis by contractor"/>	1 x 1	1	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1
-	Category	Social Distancing - Entering and Exiting the Building						▼	
+	<input type="text" value="Social distancing"/>			1 x 1	1		<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1

	<p>Possible transmission of Covid-19 due to not following 2m social distancing guidelines</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Social separation queuing system in place from outside areas through to reception</p> <p>The flooring is marked at 2m intervals to encourage social distancing</p> <p>Staff are positioned at the entrance door to control entry to reception and maintain 2m separation</p> <p>The staff member positioned at the entrance door keeps 2m away from persons queuing</p> <p>Occupancy levels are controlled via booking systems</p> <p>Hand sanitiser is available at the point of entrance and exit to encourage good hand hygiene practice</p> <p>Staff check sanitiser levels regularly</p> <p>Doors are kept open, unless automatic, to prevent touching and aid fresh air movement</p> <p>Where possible, entrance and exit doors are separate and are clearly defined</p> <p>Retractable queue barriers used to define the access/egress routes to doors/separation</p>		<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>		
<p>Category Social Distancing and Preventing the Spread of Covid-19 - Reception</p>							
<p>+</p>	<p>Social distancing / hygiene</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>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>		<p>1 x 1 1</p>	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	<p>1 x 1 1</p>

- The flooring is marked at 2m intervals to encourage social distancing
- Sanitiser stations are positioned in reception for customers
- Staff check sanitiser levels regularly
- Perspex screens are fitted to reception desks to help maintain social distancing
- Reception desks are extended where it is not possible for reception staff to maintain 2m distance with one another (where more than one receptionist is needed, unless able to work back to back)
- Only one receptionist is situated at reception where desks cannot be extended and where 2m distance cannot be maintained
- Floor marking indicate where customers should stand at reception
- Hand sanitiser is available to receptionists to be used if having to handle cash
- Card payments and contactless is strongly encouraged
- Card payment machines are sanitised frequently
- Customers are encouraged to book online
- Tills/touchscreens are sanitised on staff changeover
- Desks, telephones, radios and PA controls are sanitised on staff changeover and immediately after another member of staff touches them
- Regular cleaning of the Perspex screen takes place
- Contractors and visitors are signed in/out by receptionists
- Contractors are provided with guidelines and any rules related to Covid-19 arrangements in advance of their attendance
- When processing cash transactions FOH staff are to use gloves. Gloves to be changed after every transaction

- Category		Social Distancing and Preventing the Spread of Covid-19 - Circulation Areas and Seating/Spectator Areas		v	
+ Social distancing / hygiene v	Possible transmission of Covid-19 due to not following 2m social distancing guidelines Spread of virus due to	Staff	1 x 1	1	Add Sample Measure View Files View Links
		Contractors			
		Customer - Adult			Please select additional control measure or manual
		Customer - Child			
					1 x 1
					1

			<p>Where practical, flooring is marked to indicate direction of travel through the building</p> <p>Prominent signage is displayed reminding of social distancing guidelines</p> <p>Prominent signage is displayed encouraging the use of hand sanitiser</p> <p>Hand sanitiser stations are fitted throughout, especially at entrances to each activity area, by key touch points and in areas where customers congregate</p> <p>Staff check sanitiser levels regularly</p> <p>Where possible, doors (except fire doors) are kept open throughout the building, ensuring air handling is not compromised or any building plant or fabric is not adversely affected</p> <p>Magnetic door hold openers linked to fire alarm or similar noise activated devices are fitted to fire doors which operate when the fire alarm is activated</p> <p>Door foot pulls are fitted on doors to reduce the need to touch handles and push plates</p> <p>Door handles, push plates and door edges are frequently sanitised throughout the day</p> <p>Where practical, seats and tables are removed or taped over to prevent customers congregating</p> <p>Lifts are restricted to a maximum of 1 group per use at any time (2 people)</p> <p>Water fountain supply to be turned off until further notice</p>						
-	Category	Social Distancing and Preventing the Spread of Covid-19 - Technical and Maintenance					v		
+	Social Distancing / Hygiene v Possible transmission of Covid-19 due to not following 2m social distancing guidelines	Staff Contractors	Access to plant rooms and workshops restricted to authorised persons only Staff trained in social distancing good practice	1 x 1	1	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1
-	Hygiene arrangements v Spread of virus due to insufficient hygiene arrangements in plant rooms and technical areas and through	Staff Contractors Customer - Adult Customer - Child	Only essential tasks completed to maintain safety and quality standards where two people are required to complete the task Where practical, work is completed outside of opening hours to reduce potential for contact with customers Specific risk assessment completed for any essential tasks (e.g. maintenance tasks) where social distancing is not possible	1 x 1	1	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1

-	<p>Hygiene arrangements</p> <p>Spread of virus due to insufficient hygiene arrangements on the use of shared tools and equipment</p>	<p>Staff</p>	<p>Shared tools and equipment is sanitised by staff at the start of shift or on handover</p> <p>Hand sanitiser and wipes are available</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>Hygiene arrangements</p> <p>Spread of virus due to insufficient hygiene arrangements on the control of contractors</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Contracted work kept to a minimum to maintain safety standards, compliance and essential quality/environmental standards</p> <p>Where possible, contractors complete work outside of opening hours</p> <p>Contractors are advised of facility standards on social distancing and hygiene in advance and when entering the facility</p> <p>Contractors are signed in by receptionist or receiving member of staff</p> <p>Quotation work completed remotely where possible</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
-	Category	Statutory Inspections Past Expiry Date							-
+	<p>Fixed electrical</p> <p>Fixed electrical past due date for inspection</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Inspection body contacted weekly to establish an inspection date</p> <p>Housekeeping standards focussed in areas of electrical intake points and distribution boards</p> <p>Daily check of building and electrical points to establish if any issues</p> <p>Controls reviewed weekly to ensure valid and up-to-date</p> <p>Fixed Electrical renewed every 5 years by Contractor</p> <p>Daily/weekly/monthly checks in place to monitor area 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>Fire alarm</p> <p>Fire alarm past due date for inspection</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Test of all call points prior to re-opening</p> <p>Controls reviewed weekly to ensure valid and up-to-date</p> <p>Fire alarm call points tested on a weekly basis</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>Emergency lighting</p> <p>Emergency lighting past due date for inspection</p>			1 x 1	1	<p>Add Sample Measure</p> <p>View Files</p>	<p>Please select additional control measure or manual</p>	1 x 1	1

		<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Guidance from inspecting body to be obtained in interim period</p> <p>Daily recorded visual check on all lighting to confirm operational</p> <p>Weekly recorded flick tests on lighting to take place instead of monthly</p> <p>Controls reviewed weekly to ensure valid and up-to-date</p> <p>Emergency Lighting Certificate renewed every 12 months by contractor</p> <p>Emergency Lights tested on a weekly basis</p>			<p>View Links</p>			
-	<p>Passenger lift</p> <p>Passenger lift past due date for inspection</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Assessment made to determine whether lift is critical for essential work</p> <p>Non essential lifts closed off to staff and public until satisfactory inspection completed</p> <p>Inspecting body consulted for guidance</p> <p>Insurers notified and consulted for advice</p> <p>Daily recorded checks of lift operation and alarm completed prior to opening to test safe to use</p> <p>Controls reviewed weekly to ensure valid and up-to-date</p> <p>Guidance from inspecting body has been received and is followed</p> <p>Justification for keeping the lift operational is documented, including why it is deemed essential, no significant history of issues from previous examinations, and this is verified by competent person or inspection body</p> <p>Lift inspection carried out periodically by contractor</p> <p>Only 1 group per lift use at any time (2 people)</p>	1 x 1	1	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1	1
-	<p>Pressure vessels</p> <p>Pressure vessels past due date for inspection</p>	<p>Staff</p> <p>Contractors</p>	<p>Inspecting body consulted for guidance</p> <p>Controls reviewed weekly to ensure valid and up-to-date</p> <p>Coffee machine/pressure vessel closed off as deemed not essential for use</p> <p>Guidance from inspecting body is received and followed</p> <p>Justification that the pressure vessel/system is essential is documented and includes evidence of no significant issues. Justification is verified by competent person / inspection body</p> <p>Pressure vessels examination carried out every 18 months by contractor</p>	1 x 1	1	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1	1
-	<p>Fire extinguishers</p>			1 x 1	1	<p>Add Sample Measure</p>	Please select additional control measure or manual	1 x 1	1

	Fire extinguishers past due date for inspection	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="Guidance from inspecting body to be obtained in interim period"/> <input type="button" value="Weekly recorded check on extinguishers' operational ability to take place"/> <input type="button" value="Controls reviewed weekly to ensure valid and up-to-date"/> <input type="button" value="Guidance received from inspecting body is followed"/> <input type="button" value="Fire extinguishers checked on a weekly/monthly basis"/>			<input type="button" value="View Files"/> <input type="button" value="View Links"/>			
-	Gas boiler Gas boiler past due date for inspection	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="Inspecting body contacted weekly to establish an inspection date"/> <input type="button" value="Guidance from inspection body to be obtained in interim period"/> <input type="button" value="Daily recorded check on boiler operation takes place"/> <input type="button" value="Controls reviewed weekly to ensure valid and up to date"/> <input type="button" value="Boiler room checked on a daily basis"/> <input type="button" value="Periodic readings taken by contractor from gas boiler"/>	1 x 1	1	<input type="button" 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	Legionella							
+	Hot and cold water system Re-starting of water system and potential for release of legionella bacteria	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="Flushing regime maintained during closure"/> <input type="button" value="System cleaned, disinfected and re-commissioned by external competent contractor or competent staff member"/> <input type="button" value="Samples taken and tested for legionella, with results satisfactory, prior to re-opening"/> <input type="button" value="Taps and shower temperature checks done on a monthly basis"/>	1 x 1	1	<input type="button" 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	Cleaning and Waste							
+	Cleaning staffing Reduced levels of cleaning staff available increasing risk of being able to provide adequate cleaning services	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="Additional multi-skilled staff trained and rostered to carry out cleaning tasks"/> <input type="button" value="Restriction of areas available to staff/public to reduce facilities to be cleaned"/> <input type="button" value="Business continuity plan in place"/>	1 x 1	1	<input type="button" 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
-	Untrained staff Untrained staff using new cleaning substances and equipment introduced as part of the revised Covid-19 cleaning regime			1 x 1	1	<input type="button" 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

		<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>COSHH assessments for all staff have been undertaken</p> <p>Work instructions for all tasks in place</p> <p>All staff who complete cleaning duties are trained in the use of new substances and tasks as part of their return to work training</p> <p>Only staff trained in safe methods and use of substances carry out cleaning tasks, including the use of mechanical cleaning equipment</p> <p>Staff are trained to wash their hands prior to placing PPE on and wash their hands again after removing their PPE</p> <p>PPE training available for staff</p>						
-	<p>Ineffective cleaning</p> <p>Poor cleaning practice increasing risk of viral contamination</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Robust general cleaning schedule in place</p> <p>Cleaning tasks monitored by supervisor</p> <p>Additional cleaning programmed for high touch points, including door handles, switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, lockers etc.</p> <p>Government guidelines followed in the event of known or suspected Covid-19 contamination: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</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>Cross contamination</p> <p>Contamination transferred from waste</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Personal protective equipment available, including gloves and aprons</p> <p>Staff wash hands following removal/transfer of waste</p> <p>Waste bins are emptied frequently</p> <p>Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle</p> <p>Where additional claning and waste is required following a suspected case of someone with symptoms of Covid-19, the waste is double bagged and safely set aside for 72 hours prior to placing in general waste as per government guidelines</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
-	Category	Handling Post, Packages and Deliveries							
+	<p>Deliveries</p> <p>Deliveries exposing staff and drivers to transmission of the virus</p>	<p>Staff</p> <p>Delivery Drivers</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

			<ul style="list-style-type: none"> Bulk purchasing to reduce the number of deliveries required Electronic delivery notes not used and staff verbally confirm name One person to handle the delivery, unless manual handling required two. If two persons required, the same pair to try and partner up Hands to be washed or sanitised after opening and disposing of packaging Delivery points designated depending on type of product Delivery times agreed as far as possible with supplier 							
-	Post, Packages and Food Handling post, packages and food	Staff	<ul style="list-style-type: none"> Work instructions in place Personal protective equipment provided for handling items if required Government guidelines followed: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19 Hands are washed or sanitised after handling post or packages 	1 x 1	1	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1	
Category Lost and Found Property										
+	Lost and Found Property Spread of virus due to insufficient hygiene arrangements	Staff	<ul style="list-style-type: none"> Found property, apart from valuables, is bagged up and secured Personal clothing such as underwear and swimwear is disposed of Valuables are bagged up and placed in a safe Staff will not access property other than valuables for at least 72 hours after finding Staff handling lost property to wash or sanitise hands immediately after touching 	1 x 1	1	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1	

Revision History

Q 10

[Export](#)

Reviewed By ▲	Name ◇	Comment ◇	Date ◇
actonmanager@stitch.com	Dani Boncea	Review date July 2021	17-07-2020 10:21:17
actonmanager@stitch.com	Dani Boncea	Review date July 2021	17-07-2020 12:22:48
actonmanager@stitch.com	Dani Boncea	Review date July 2021	17-07-2020 12:27:17

Showing 1 to 3 of 3 entries

[Previous](#)
[1](#)
[Next](#)