



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

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Right Directions

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

Location of Activity

Throughout the facility

Ref No.

OXY_5202

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 - Activities

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 | | | | | |
| + Lack of 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="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 assessments"/> <input type="text" value="Government advice regularly checked and followed by Chris Welch and Dani Boncea"/> <input type="text" value="NHS advice regularly checks and followed by Chris Welch and Dani Boncea"/> | | <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 on managing response to the pandemic and feed this into the Risk Assessment"/> | 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="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"/> | <input type="text" value="Please select additional control measure or manual"/> | 1 x 1 | 1 |
| - | Category | Staff Planning | | | | | | | |
| + | <input type="text" value="Staff attendance"/> Possible transmission of Covid-19 due to staff being in work when not necessary | <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="Staff audit completed to determine roles essential to be physically in the facility and minimum staffing levels necessary within each department"/> <input type="text" value="Remote working encouraged where possible"/> <input type="text" value="Remote access systems in place for remote workers"/> | 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 |

| | | | | | | | | | |
|--|---|---|--|-------|---|---|--|-------|---|
| - | <p>Staff contact</p> <p>Possible transmission of Covid-19 due to staff coming into increased contact with one another</p> | <p>Staff</p> | <p>Staff levels per shift kept to a minimum to maintain safety standards, hygiene standards and to allow facility to operate effectively</p> <p>Review shift rotas to maximise opportunities to work in fixed teams or partnering to limit interaction between staff</p> <p>Business related travel restricted to essential staff only</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>Category High Risk Employees (as defined by government, including pregnant, those with underlying health issues, employees over the age of 70 years)</p> | | | | | | | | | |
| + | <p>High risk employees</p> <p>Employees who are at higher risk of contracting Covid-19</p> | <p>Staff</p> | <p>Management / HR complete individual pre-opening chats with each member of staff to identify staff members at increased risk, providing a one-to-one opportunity to raise and discuss issues and invite suggestions and ideas</p> <p>Government guidance followed</p> <p>Where clinically vulnerable staff cannot work from home and have to be in the facility, they are reminded to 2m social distancing and work as remotely as possible from other people</p> <p>Social distancing and good hygiene practices encouraged</p> <p>HR procedures in place for those unable to work from home and required to isolate as per government guidelines</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>Category Handling staff presenting symptoms whilst in the facility</p> | | | | | | | | | |
| + | <p>Staff with symptoms</p> <p>Staff continuing to work if feeling unwell or presenting Covid-19 symptoms</p> | <p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</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 |

Clear policy is 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

Training and information prior to starting / returning to work for every member of staff to ensure that they are clear about the requirements and what to do if they or a member of their household is exhibiting Covid-19 symptoms

Staff required to confirm at the start of each shift that they (and members of their household) are feeling well and free of symptoms of Covid-19 and have not been notified via 'track and trace' that they have been in contact with someone who has symptoms

Efforts made to enable self-isolating staff to complete duties and/or CPD whilst working from home

Government / NHS guidance followed:
<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

HR disciplinary process to deal with non-compliance

- Category: Staff Behaviour

| | | | | | | | | | |
|---|--|-------|--|-------|---|--------------------|--|-------|---|
| + | Staff behaviour | Staff | | 1 x 1 | 1 | Add Sample Measure | Please select additional control measure or manual | 1 x 1 | 1 |
| | Staff in workplace increasing the risk of community transmission | | | | | View Files | | | |
| | | | | | | View Links | | | |

| | | | | | | | | | |
|---|--|---|---|-------|---|---|---|-------|---|
| | | | <p>Staff practice social distancing as much as possible</p> <p>Staff to be limited to their own work areas</p> <p>Clear policy that social distancing requirements apply to everyone in the workplace</p> <p>Specific risk assessment completed for any essential tasks (e.g. maintenance tasks) where social distancing is not possible</p> <p>All senior managers conversant with social distancing requirements and lead from the front as role models</p> <p>All supervisors / managers on duty are trained in the requirements and their role in acknowledging good practice and taking action to ensure compliance</p> <p>Training is delivered to all staff to ensure understanding of what is required and why</p> <p>All staff are encouraged to challenge anyone (staff, public, management) who is not observing social distancing protocols</p> <p>Reinforcement - message refreshed in staff briefings, reinforced in procedures, work instructions, signage, website, social media</p> <p>Staff from the same household to observe social distancing requirements whilst at work to avoid misunderstanding from third parties and perception that rules are not being adhered to</p> <p>HR disciplinary process to deal with non-compliance</p> | | | | | | |
| - | <p>Workspace hygiene</p> <p>Poor workspace hygiene leading to increased risk of transferring virus</p> | <p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p> | <p>Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance</p> <p>Deep clean completed prior to re-opening</p> <p>Revised routine cleaning and monitoring regime in place</p> <p>All staff instructed on personal hygiene - frequent handwashing / sanitising as part of return to work training</p> <p>Hand sanitiser provided at key points throughout the facility where hand washing facilities are not available</p> <p>Training delivered to all staff involved in cleaning tasks</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>Personal greetings</p> | | | 1 x 1 | 1 | | <p>Please select additional control measure or manual</p> | 1 x 1 | 1 |

| | | | | | | | | | |
|---|---|--|---|-------|---|---|---|-------|---|
| | Handshaking or other greeting increasing risk of transferring 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="Handshaking and general close personal greetings are not permitted"/> <input type="text" value="Handwashing protocols and hygiene facilities in place"/> | | <input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/> | | | | |
| - | Category | Social distancing and preventing the spread of Covid-19 - Offices | | | | | | | |
| + | <input type="text" value="Offices"/> <input type="text" value="Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas"/> | <input type="text" value="Staff"/> | <input type="text" value="Office staff work from home where possible"/> <input type="text" value="If not possible, staff alternate days / shifts in/out to keep numbers in the office at a minimum"/> <input type="text" value="Workstations arranged to ensure 2m person separation and walkways that minimise passing in close contact"/> <input type="text" value="Workstations arranged for staff to work back to back or side to side rather than face to face"/> <input type="text" value="When face to face is the only option, screens are put up to separate workstations"/> <input type="text" value="2m separation markings positioned on office flooring"/> <input type="text" value="Hand sanitiser is available"/> <input type="text" value="Offices are kept well ventilated with windows open where possible"/> <input type="text" value="Good practice social distancing and hygiene promoted in office 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 |
| - | Category | Social distancing and preventing the spread of Covid-19 - Meetings | | | | | | | |
| + | <input type="text" value="Meetings"/> <input type="text" value="Possible transmission of Covid-19 through poor hygiene and lack of social distancing in meetings"/> | <input type="text" value="Staff"/> | | 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 |

- Staff meetings to be held remotely via video conferencing where possible
- If not possible to video conference, staff to sit 2m apart in meeting room
- The need for face to face meetings is reviewed, reducing to essential meetings only
- Only absolutely necessary participants should attend face-to-face meetings and maintain 2m separation throughout
- Meetings are held outdoors or in well-ventilated rooms whenever possible
- Agenda and any documents are shared on a screen rather than using paper copies
- Refreshments are not provided
- Hand sanitiser is provided in meeting rooms
- In areas where regular meetings take place, floor signage is used to help staff maintain social distancing

Category First Aid

| | | | | | | | |
|----------|---|---|--|--------------|--|---|-----------------------|
| <p>+</p> | <p>First aid</p> <p>Illness or injury requiring first aid</p> | <p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p> | | <p>1 x 1</p> | <p>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</p> <p>1</p> |
|----------|---|---|--|--------------|--|---|-----------------------|

- Continued provision:
- First aid trained personnel available during all opening hours
- First aiders to continue to use disposable gloves for all first aid treatment
- Regular checks resumed prior to reopening to ensure first aid equipment is fit for purpose and in date
- First aiders continue to maintain good hygiene practices and those providing first aid should cover any open wounds
- In addition, during this period first aiders should:
- Adhere to revised CPR protocols
- Encourage self-treatment where appropriate, to help maintain social distancing guidance
- Wear PPE when providing first aid and if possible and appropriate, casualties may also be encouraged to wear a face mask
- Contact with casualties' faces are minimised
- PPE and soiled dressings are disposed of safely in biohazard bins
- First aiders wash hands before and after administering first aid
- First aiders report to their line manager if they develop Covid-19 symptoms
- RLSS guidance followed for lifeguards

| - | Category | Training - General | | v |
|---|---|--------------------|-------|---|
| + | Training sessions v Possible transmission of virus through attendance at training courses | Staff | 1 x 1 | 1 |
| | | | 1 x 1 | 1 |
| | | | 1 x 1 | 1 |

Add Sample Measure

View Files

View Links

Please select additional control measure or manual

- Non-essential training postponed if only available in face to face setting
- Essential training completed in line with good social distancing protocols (2m)
- Sanitisation points provided in training rooms
- Close group work discouraged in training sessions
- Where possible, online/video training completed to obtain and maintain qualifications
- Review of training matrix completed to identify essential and non-essential training
- Non-essential training postponed unless available remotely, e.g. online or virtual formats
- Essential training completed via online or virtual formats where possible
- Where essential face to face training is required, e.g. lifeguard training/competency assessment, a specific risk assessment for the activity is completed to consider social distancing, sanitisation etc.

| - | | Category | Staff stress / mental wellbeing | | | | | | |
|---|---------------------------|----------|---|-------|---|--|--|-------|---|
| + | Stress / mental wellbeing | Staff | <ul style="list-style-type: none"> Return to work chats to be completed with all staff prior to re-opening Staff refresher training in NOP/EAP and changes to procedures completed Staff training in specific Covid-19 control measures completed Occupational health services available for staff to discuss concerns One-to-one chats with line manager encouraged at any time and frequency High risk staff referred to earlier in this risk assessment Clear, concise and regular communications to the team on Covid-19 controls/updates taking place and facility performance Staff actively encouraged to bring forward suggestions and concerns to their line manager | 1 x 1 | 1 | Add Sample Measure View Files View Links | Please select additional control measure or manual | 1 x 1 | 1 |
| | | | | | | | | | |
| - | Stress / mental wellbeing | Staff | | 1 x 1 | 1 | | Please select additional control measure or manual | 1 x 1 | 1 |

| | | | | | | |
|--------------------------|--|-------|--|---------|--|--|
| | Staff working remotely feeling isolated | | Regular contact and welfare chats maintained with line manager to maintain communications and involvement Company employee support services available for further welfare chats and promoted to staff | | Add Sample Measure View Files View Links | |
| Category Equality | | | | | | |
| + | Equality Discrimination of staff due to inappropriate Covid-19 control measures | Staff | Government guidance followed Individual assessments are completed with staff members Reasonable adjustments are made to accommodate staff who fall under Equality Act Disabled staff/customer use is prioritised in changing rooms, toilets and lifts | 1 x 1 1 | Add Sample Measure View Files View Links | Please select additional control measure or manual 1 x 1 1 |

| Revision History | | | |
|-------------------------|-------------|-----------------------|------------------------|
| <input type="text"/> | 10 | | Export |
| Reviewed By | Name | Comment | Date |
| actonmanager@stitch.com | Dani Boncea | Review date July 2021 | 17-07-2020 11:11:01 |

Showing 1 to 1 of 1 entries

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