



Covid-19 (Coronavirus) Pandemic - Safe Operation - Building / Facility General - V2.0

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Right Directions

Covid-19 (Coronavirus) Pandemic - Safe Operation - Building / Facility General - V2.0

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
- ▶ Health & Safety At Work Act 1974 ▶ Management of Health and Safety at Work Regulations 1999
 - ▶ Regulatory Reform (Fire Safety) Order 2005 ▶ Workplace (Health, Safety & Welfare) Regulations, 1992

Other Risk Assessments Cross Referenced

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	Add Sample Measure	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="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="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. <Nominated individual(s) or role(s)> 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 process"/>	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 <Insert Name>"/>	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)"/> <input type="text" value="Where doors, including fire doors are kept open for ventilation purposes, these are closed when the areas are not in use"/>	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="Touch points are removed where possible by keeping doors open, using door opening mechanisms which remove the need to use hands"/>	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			1 x 1	1	<input type="button" value="Add Sample Measure"/>	Please select additional control measure or manual	1 x 1	1

	<p>Contact points on doors / revolving doors creating increased risk of virus contamination</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Foot operated door opening mechanisms in place</p> <p>Additional / enhanced cleaning regime in place</p> <p>Hand sanitisation provided on entry / exit to activity areas</p> <p>Magnetic door hold opener linked to fire alarm panel / noise operated door hold open / foot grips to assist in opening doors</p> <p>Arm operated door opening mechanisms in place</p>			<p>View Files</p> <p>View Links</p>			
-	<p>Lack of handwashing facilities</p> <p>Lack of handwashing facilities leading to increased risk of spread of the virus</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Hand soap dispensers checked regularly and refilled</p> <p>Hand dryers maintained in working order</p> <p>Paper towels provided along with foot operated pedal bins</p> <p>Hot water system maintained to provide constant supply</p> <p>Additional hand sanitiser points provided around the facility to complement existing hand washing facilities</p> <p>Sanitiser is either anti-viral or minimum 60% alcohol based</p> <p>Hand washing, sanitising, toilet facilities and consumables checked and replenished regularly as part of the enhanced cleaning and inspection regime</p> <p>Sufficient planning with consumables suppliers in place</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>Incorrect social distancing</p> <p>Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Cafe tables removed or closed off</p> <p>Signage is in place in toilet areas outlining restrictions (regarding closeness of sinks and urinals)</p> <p>Government guidance on social distancing followed</p> <p>Seating in reception, circulation areas and spectator areas removed or cordoned off</p> <p>Signage in place, including floor markings to signify the required social distance throughout the facility and outside</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>Customer awareness</p> <p>Customer unaware of good hygiene and social distancing practices</p>	<p>Staff</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

			<p>Signage in key facility areas (entrance, reception, changing rooms, toilets, activity areas, staff areas) promoting good hygiene practices and facility social distancing guidelines</p> <p>Floor signage used to denote queues and where customers should stand</p> <p>Government guidance is followed</p> <p>Hand sanitiser is positioned throughout the facility with signage to encourage use</p> <p>Details of arrangements are posted on websites and advised when booking so customers know what to expect</p> <p>Staying Covid-19 Secure in 2020 notice is signed and displayed in reception</p>						
-	<p>Access points to premises</p> <p>Opening of entry and exit points to premises to reduce touch points and increase ventilation during Covid-19 compromises</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Restricted areas kept locked to prevent unauthorised access</p> <p>Existing access controls maintained for high risk areas, e.g. access to pool hall, access to trampolines</p> <p>Or where this is not the case, identify the new controls implemented for these high risk areas</p> <p>Where possible, separate entry and exit points to activity areas are established</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 Handling customers presenting symptoms whilst in the facility / notification of a customer who has tested positive for Covid-19</p>									
+	<p>Covid-19 symptoms</p> <p>Customers entering the premises with Covid-19 symptoms</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>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</p> <p>Government guidance is followed</p> <p>Customers are tactfully refused entry and directed to stay home, self-isolate and contact NHS Test and Trace</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>Test and Trace</p> <p>Possible transmission due to customer using the facility and having been tested positive</p> <p>Failure to record contact details</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>	<p>Please select additional control measure or manual</p>	1 x 1	1

Test and trace protocols are followed by management/ staff

Contact details including name, phone number and time in/out are recorded for Test and Trace purposes

Records obtained for Test and Trace purposes are destroyed after 21 days (unless they are incorporated in member/booking systems and captured for other purposes)

If contacted by Test and Trace personnel, any advice given will be followed

If more than one positive case is confirmed, management will contact local health experts for advice

- Category Social Distancing - Car Parking and Entrance to Building

+ Over crowding / social distan...
Possible transmission of Covid-19 due to over-crowded parking / failure to maintain social distancing

- Staff
- Contractors
- Customer - Adult
- Customer - Child

Cones, tape or barriers used to direct individuals towards the entrance and to any queuing system

Directional signage used to direct individuals

Activity start times staggered to try to avoid pinch point times in car parks

Parking bays adjacent to queuing system are cordoned off, without compromising disabled parking bays

The queuing system is positioned closed to the building to ensure segregation of pedestrians and vehicles

The ground is marked at 2m intervals to encourage social distancing whilst queuing

Bike racks are cleaned and sanitised regularly

Secure points for cycles are increased to avoid overcrowding

Notices are displayed encouraging customers to pay for parking by phone or mobile app

Ticket machines are cleaned and sanitised regularly

Ticket machines are configured to prevent necessity to obtain refunds for facility users

Arrangements regarding ticketing are agreed with the car park operator (as necessary)

Litter bins are emptied regularly by staff wearing PPE

Step/slope handrails are cleaned frequently

1 x 1 1

Add Sample Measure

[View Files](#)

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Please select additional control measure or manual

1 x 1 1

- Category Social Distancing - Entering and Exiting the Building

+ Social distancing

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

- Staff
- Contractors
- Customer - Adult
- Customer - Child

- Social separation queuing system in place from outside areas through to reception
- The flooring is marked at 2m intervals to encourage social distancing
- Staff are positioned at the entrance door to control entry to reception and maintain 2m separation
- The staff member positioned at the entrance door keeps 2m away from persons queuing
- Radio communication is in place between the staff member on the door and the manager on duty to not permit further customer admissions to the facility if it has reached maximum capacity
- Admission is based on a one in, one out basis
- Occupancy levels are controlled via booking systems
- Hand sanitiser is available at the point of entrance and exit to encourage good hand hygiene practice
- Staff check sanitiser levels regularly
- Doors are kept open, unless automatic, to prevent touching and aid fresh air movement
- Where possible, entrance and exit doors are separate and are clearly defined
- Retractable queue barriers used to define the access/egress routes to doors/separation

Add Sample Measure

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Category Social Distancing and Preventing the Spread of Covid-19 - Reception

- Social distancing / hygiene
- Possible transmission of Covid-19 due to not following 2m social distancing guidelines
- Spread of virus due to

- Staff
- Contractors
- Customer - Adult
- Customer - Child

1 x 1

1

Add Sample Measure

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Please select additional control measure or manual

1 x 1

1

- 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
- 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
- Turnstiles and gates are kept open
- 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
- Returned retail stock is isolated for 72 hours prior to placing back on display
- Hire equipment is sanitised between use / re-issue
- Staff receiving back hire equipment wash / sanitise their hands immediately after handling it
- 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
- Any visitor passes an keys that are handed out to contractors are sanitised upon return
- Receptionists wear non-surgical face coverings or face visors (although not mandatory)

- Category		Social Distancing and Preventing the Spread of Covid-19 - Circulation Areas and Seating/Spectator Areas		v	
+ Social distancing / hygiene v		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
- Contractors
- Customer - Adult
- Customer - Child

- Where practical, flooring is marked to indicate direction of travel through the building
- Prominent signage is displayed reminding of social distancing guidelines
- Prominent signage is displayed encouraging the use of hand sanitiser
- Hand sanitiser stations are fitted throughout, especially at entrances to each activity area, by key touch points and in areas where customers congregate
- Staff check sanitiser levels regularly
- 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
- 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
- Door foot pulls are fitted on doors to reduce the need to touch handles and push plates
- Door handles, push plates and door edges are frequently sanitised throughout the day
- Where practical, seats and tables are removed or taped over to prevent customers congregating
- Lifts are restricted to a maximum of one person or more if from one household at a time, e.g. one parent and their child or a disabled customer and their carer
- Drinks fountains other than dispensers which can only be used to enable a water bottle to be filled, are removed or isolated
- Signage is placed by lifts to advise of capacity and to encourage use of stairs
- Where possible, one way systems are in place throughout the facility
- Where possible, one way systems are applied to staircases. Where not possible, signage is displayed to encourage users to wait their turn
- Mirrors are used where practical to assist stair users
- Signage is in place in tight corridors advising customers to be respectful of others and stand back and not to loiter
- Customers are encouraged to wear face coverings especially in spectator areas where they may be sitting for a longer period of time

Add Sample Measure

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- Category		Social Distancing and Preventing the Spread of Covid-19 - Technical and Maintenance							
+	Social Distancing / Hygiene 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 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
-	Hygiene arrangements Spread of virus due to insufficient hygiene arrangements on the use of shared tools and equipment	Staff	Shared tools and equipment is sanitised by staff at the start of shift or on handover Hand sanitiser and wipes are available	1 x 1	1	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1
-	Hygiene arrangements Spread of virus due to insufficient hygiene arrangements on the control of contractors	Staff Contractors Customer - Adult Customer - Child	Contracted work kept to a minimum to maintain safety standards, compliance and essential quality/environmental standards Where possible, contractors complete work outside of opening hours RAMS are requested and reviewed and include Covid-19 considerations Contractors are advised of facility standards on social distancing and hygiene in advance and when entering the facility Contractors are signed in by receptionist or receiving member of staff Quotation work completed remotely where possible Service/inspection sheets are sent electronically	1 x 1	1	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1
- Category		Statutory Inspections Past Expiry Date							
+	Fixed electrical Fixed electrical past due date for inspection			1 x 1	1	Add Sample Measure View Files 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>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>Access to local/company electrician to resolve any faults</p> <p>Controls reviewed weekly to ensure valid and up-to-date</p>						
-	<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>Inspecting body contacted weekly to establish an inspection date</p> <p>Guidance from inspecting body to be obtained in interim period</p> <p>Daily checks on fire panel to take place</p> <p>Test of all call points prior to re-opening</p> <p>Daily test on at least one break glass call point to take place and be recorded in place of weekly test</p> <p>Controls reviewed weekly to ensure valid and up-to-date</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>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Inspecting body contacted weekly to establish an inspection date</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>	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>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>		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>Assessment made to determine whether lift is critical for essential work</p> <p>Inspecting body contacted weekly to establish an inspection date</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>Additional service of lift arranged until examination completed</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>Pressure vessels</p> <p>Pressure vessels past due date for inspection</p>	<p>Staff</p> <p>Contractors</p>	<p>Inspecting body contacted weekly to establish an inspection date</p> <p>Inspecting body consulted for guidance</p> <p>Additional service of pressure vessel arranged until examination completed</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>	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 extinguishers</p> <p>Fire extinguishers past due date for inspection</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Inspecting body contacted weekly to establish an inspection date</p> <p>Guidance from inspecting body to be obtained in interim period</p> <p>Weekly recorded check on extinguishers' operational ability to take place</p> <p>Controls reviewed weekly to ensure valid and up-to-date</p> <p>Guidance received from inspecting body is followed</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>Gas boiler</p>			1 x 1	1	<p>Add Sample Measure</p>	<p>Please select additional control measure or manual</p>	1 x 1	1

	Gas boiler past due date for inspection	<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="Inspecting body contacted weekly to establish an inspection date"/> <input type="text" value="Guidance from inspection body to be obtained in interim period"/> <input type="text" value="Daily recorded check on boiler operation takes place"/> <input type="text" value="Local contractor available to complete remedial works and repairs"/> <input type="text" value="Controls reviewed weekly to ensure valid and up to date"/> <input type="text" value="Review of recent service examinations highlights no significant history of issues"/> <input type="text" value="Guidance received from inspection body is followed"/>		<input type="button" value="View Files"/> <input type="button" value="View Links"/>				
-	<input type="text" value="Climbing wall"/> <input type="text" value="Climbing wall past due date for inspection"/>	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Inspecting body contacted weekly to establish an inspection date"/> <input type="text" value="Guidance from inspecting body to be obtained in interim period"/> <input type="text" value="Daily recorded pre-use checks of climbing wall takes place"/> <input type="text" value="Weekly deep clean and inspection of wall takes place in line with manufacturers instructions"/> <input type="text" value="Controls reviewed weekly to ensure valid and up-to-date"/> <input type="text" value="Review of previous service inspections highlights no significant history of issues"/> <input type="text" value="Guidance from inspecting body is 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="Climbing wall"/> <input type="text" value="Climbing wall belay systems past due date for inspection"/>	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Inspecting body contacted weekly to establish an inspection date"/> <input type="text" value="Review of previous XX service inspections highlights no significant history of issues"/> <input type="text" value="Guidance from inspecting body to be obtained in interim period"/> <input type="text" value="Guidance received is XX and to be followed"/> <input type="text" value="Daily recorded pre-use checks of climbing wall takes place"/> <input type="text" value="Weekly deep clean and inspection of wall takes place in line with manufacturers instructions"/> <input type="text" value="Controls reviewed weekly to ensure valid and up-to-date"/>	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	Legionella							
+	<input type="text" value="Hot and cold water system"/> <input type="text" value="Re-starting of water system and potential for release of legionella bacteria"/>			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</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Flushing regime maintained during closure</p> <p>Temperature checks maintained during closure</p> <p>PWTAG guidance followed on close down and re-commissioning of boilers</p> <p>System cleaned, disinfected and re-commissioned by external competent contractor or competent staff member</p> <p>Samples taken and tested for legionella, with results satisfactory, prior to re-opening</p>						
- Category Cleaning and Waste									
+	<p>Cleaning staffing</p> <p>Reduced levels of cleaning staff available increasing risk of being able to provide adequate cleaning services</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Additional multi-skilled staff trained and rostered to carry out cleaning tasks</p> <p>Restriction of areas available to staff/public to reduce facilities to be cleaned</p> <p>Business continuity plan in place</p> <p>Cleaning standards monitored and additional resource provided as necessary</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>Untrained staff</p> <p>Untrained staff using new cleaning substances and equipment introduced as part of the revised Covid-19 cleaning regime</p>	<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>	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>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>			1 x 1	1		<p>Please select additional control measure or manual</p>	1 x 1	1

	Contamination transferred from waste	<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 cleaning 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>			<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>			
-	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>	<p>Bulk purchasing to reduce the number of deliveries required</p> <p>Electronic delivery notes not used and staff verbally confirm name</p> <p>One person to handle the delivery, unless manual handling required two. If two persons required, the same pair to try and partner up</p> <p>Hands to be washed or sanitised after opening and disposing of packaging</p> <p>Delivery points designated depending on type of product</p> <p>Delivery times agreed as far as possible with supplier</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>Post, Packages and Food</p> <p>Handling post, packages and food</p>	<p>Staff</p>	<p>Work instructions in place</p> <p>Personal protective equipment provided for handling items if required</p> <p>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</p> <p>Hands are washed or sanitised after handling post or packages</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
-	Category	Lost and Found Property							
+	<p>Lost and Found Property</p> <p>Spread of virus due to insufficient hygiene arrangements</p>	<p>Staff</p>		1 x 1	1	<p>Add Sample Measure</p> <p>View Files</p>	Please select additional control measure or manual	1 x 1	1

			<p>Found property, apart from valuables, is bagged up and secured</p> <p>Personal clothing such as underwear and swimwear is disposed of</p> <p>Valuables are bagged up and placed in a safe</p> <p>Staff will not access property other than valuables for at least 72 hours after finding</p> <p>Staff handling lost property to wash or sanitise hands immediately after touching</p>			<p>View Links</p>	
<p>Category Ventilation in the Facility</p>							
<p>+ Ventilation</p> <p>Spread of virus due to inadequate fresh air / air handling ventilation</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Government and industry guidance (CIBSE Covid-19 Ventilation Guide) is followed as far as possible to ensure adequate ventilation in the facility</p> <p>Where possible, doors and windows will be opened and floor / wall fans introduced to aid in fresh air circulation</p> <p>Air handling units are serviced and maintained in accordance with manufacturers recommendations</p> <p>Filters are changed more frequently</p> <p>The maximum capacity of the facility provides a minimum of 100sqft per person (based on useable space)</p> <p>Ventilation systems are set to provide 100% fresh air and do not recirculate air from one space to another</p> <p>Dampers are fully opened and fans are run on full speed</p> <p>Ventilation systems operate 24 hours a day</p> <p>Rooms / spaces with no mechanical ventilation or ability to introduce fresh air are not used</p> <p>If ventilation rates are unknown, a carbon dioxide sensor is used to indicate rates and the need to take further action as necessary</p> <p>Advice is sought from an HVAC engineer where ventilation rates are unknown</p> <p>Ventilation flow rates are at least 20 litres per second per person (20l/s/p)</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>		

Revision History			
Reviewed By	Name	Comment	Date
croydonmanager@stitch.com	Jess Dale	Will review and update as and when needed de to government guidelines	24-07-2020 16:24:40

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