



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

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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
<p>If the Risk Rating is 15 or more and no further control measures are practicable, add the risk to the H&S Risk Register.</p>					

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	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="checkbox"/> Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Customer - Adult <input type="checkbox"/> Customer - Child	Attendance at Covid-19 clinics, webinars and other CPD Regular review of NGB advice and guidance Following advice and guidance from industry bodies such as CIMSPA, UKactive, RLSS, PWTAG Reviewing best practice examples from within the industry 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="checkbox"/> Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Customer - Adult <input type="checkbox"/> Customer - Child	Covid-19 Response Team established. The group operations to develop sources of information to keep up-to-date with the latest guidance on managing response to pandemics 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="checkbox"/> Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Customer - Adult <input type="checkbox"/> Customer - Child	Government (www.gov.uk) and NHS (www.nhs.uk) advice is regularly checked and followed by Group Operations Manage	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="checkbox"/> Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Customer - Adult <input type="checkbox"/> Customer - Child	Suitable locking/closing mechanisms available on non-emergency exit doors	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="checkbox"/> Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Customer - Adult <input type="checkbox"/> Customer - Child	High touch points identified across all facility areas and used to develop additional cleaning and sanitising points and cleaning regimes Area is deep cleaned at the start and end of each day. All high contact/touch points areas are cleaned regularly throughout the day.	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	

	Contact points on doors / revolving doors creating increased risk of virus contamination	<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="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 open linked to fire alarm panel"/>			<input type="button" value="View Files"/> <input type="button" value="View Links"/>			
-	Lack of handwashing facilities 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="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"/> <input type="text" value="Paper towel dispenser provided"/> <input type="text" value="Open top bins provided"/>	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
-	Incorrect social distancing 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="Government guidance on social distancing followed"/> <input type="text" value="Spectators are limited as per the government guidance, and displayed online and confirmed by Staff before entry to the facility"/>	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
-	Customer awareness 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="Government guidance followed and promoted"/> <input type="text" value="Social Distance signage is displayed in key areas."/> <input type="text" value="Sanitising signage displayed next to each sanitising station."/>	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
-	Access points to premises Opening of entry and exit points to premises to reduce touch points and increase ventilation during Covid-19 compromises	<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="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"/>	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	Handling customers presenting symptoms whilst in the facility							

+	<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>Customers are tactfully refused entry and directed to stay home, self-isolate and call/email NHS 111</p> <p>Government guidance is followed</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 Social Distancing - Entering and Exiting the Building</p>									
+	<p>Social distancing</p> <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 staff member positioned at the entrance door keeps 2m away from persons queuing</p> <p>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</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>Retractable queue barriers used to define the access/egress routes to doors/separation</p> <p>Social Distance signage is displayed in key areas.</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 Social Distancing and Preventing the Spread of Covid-19 - Reception</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>		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>Sanitiser stations are positioned in reception for customers</p> <p>Staff check sanitiser levels regularly</p> <p>Perspex screens are fitted to reception desks to help maintain social distancing</p> <p>Floor marking indicate where customers should stand at reception</p> <p>Card payments and contactless is strongly encouraged</p> <p>Card payment machines are sanitised frequently</p> <p>Customers are encouraged to book online</p> <p>Tills/touchscreens are sanitised on staff changeover</p> <p>Desks, telephones, radios and PA controls are sanitised on staff changeover and immediately after another member of staff touches them</p> <p>Regular cleaning of the Perspex screen takes place</p> <p>Contractors and visitors are signed in/out by receptionists</p> <p>Contractors are provided with guidelines and any rules related to Covid-19 arrangements in advance of their attendance</p> <p>Social Distance signage is displayed in key areas.</p> <p>Staff are to wear gloves to handle cash and then immediately remove them and dispose of them once the cash handling has been completed. Staff are to immediately sanitise hands after disposing of gloves</p> <p>Staff are to sanitise hands after each transaction</p> <p>Stock that has been handled by the customer and wants to be returned must be set aside for either 72 hours or if the product and be sanitised can be returned after it has been sanitised.</p>						
-	Category	Social Distancing and Preventing the Spread of Covid-19 - Circulation Areas and Seating/Spectator Areas					v	
+	<p>Social distancing / hygiene v</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>	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>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>Drinks fountains other than dispensers which can only be used to enable a water bottle to be filled, are removed or isolated</p>						
<div style="background-color: #0056b3; color: white; padding: 2px;"> - Category Social Distancing and Preventing the Spread of Covid-19 - Technical and Maintenance </div>									
+	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 ▾	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		Please select additional control measure or manual	1 x 1	1

	Spread of virus due to insufficient hygiene arrangements on the use of shared tools and equipment												
-	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				
<div style="background-color: #0056b3; color: white; padding: 2px;"> - Category Statutory Inspections Past Expiry Date </div>													
+	Fixed electrical Fixed electrical past due date for inspection	Staff Contractors Customer - Adult Customer - Child	Inspection body contacted weekly to establish an inspection date Housekeeping standards focussed in areas of electrical intake points and distribution boards Daily check of building and electrical points to establish if any issues Access to local/company electrician to resolve any faults Controls reviewed weekly to ensure valid and up-to-date	1 x 1	1	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1				
-	Fire alarm Fire alarm past due date for inspection	Staff Contractors Customer - Adult Customer - Child	Inspecting body contacted weekly to establish an inspection date Guidance from inspecting body to be obtained in interim period Daily checks on fire panel to take place Test of all call points prior to re-opening Daily test on at least one break glass call point to take place and be recorded in place of weekly test Controls reviewed weekly to ensure valid and up-to-date	1 x 1	1	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1				
				1 x 1	1			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>			<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</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>- Category Legionella</p>									
+	<p>Hot and cold water system</p> <p>Re-starting of water system and potential for release of legionella bacteria</p>	<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>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>	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	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>	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> <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

Handling Post, Packages and Deliveries						
+	Deliveries Deliveries exposing staff and drivers to transmission of the virus	Staff Delivery Drivers	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	1 x 1 1	Add Sample Measure View Files View Links	1 x 1 1
-	Post, Packages and Food Handling post, packages and food	Staff	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	1 x 1 1
Category: Lost and Found Property						
+	Lost and Found Property Spread of virus due to insufficient hygiene arrangements	Staff	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	1 x 1 1

Reviewed By	Name	Comment	Date
derbymanager@stitch.com	Stephen O'Hare	Will review if required during the relaunch	22-07-2020 09:39:10
derbymanager@stitch.com	Stephen O'Hare	Updated employees consulted	22-07-2020 09:54:36

Showing 1 to 2 of 2 entries

Previous 1 Next