



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

Throughout facility

Ref No.

OXY_4789

Assessors Name *

Chris Cox

Date of Assessment

30-06-2020

Next Review Date

30-06-2021

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 - Staff & Staffing Areas

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

Potential Risk Rating

VERY LOW

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
<p>+ Category</p> <p>Information</p>	Keeping up to date with official guidance		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 Company to issue regular staff newsletters containing updates and information			<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. <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 Company senior leadership team to act as Covid response team Park Manager and Duty Managers to be Covid Champions	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 the Park Manager	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 Restricted entry/exit on some external doors (not compromising emergency exits) Suitable time given in between sessions to avoid customers mixing Social distancing measures in place at reception and entrance to avoid bottle necks in these locations	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			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

		<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>High touch points identified across all facility areas and used to develop additional cleaning and sanitising points and cleaning regimes</p> <p>Cleaning procedures recorded and checked on StaffMIS</p> <p>Session assessment forms used by Duty Managers to review and feedback to teams on session operations/cleaning completion and standards</p> <p>Staff to change PPE after each session</p> <p>Any staff handling cash must change gloves after each cash transaction</p>			<p>View Links</p>			
-	<p>Door mechanisms</p> <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>Sensor operated mechanisms in place</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>Non fire exit doors to be held open with a wedge where magnetic openers are not available</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>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> <p>Additional hand sanitiser points provided around the facility to compliment existing hand washing facilities</p> <p>Checking system in place on StaffMIS to ensure provisions are regularly checked and replenished</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>			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>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>Floor markers in place at any areas where queues occur (entrance, reception, cafe)</p> <p>Social distancing markings in place for activity areas on the park</p> <p>Customers not taking part in the session must remain in the cafe or vacate the premises</p> <p>Customers informed on arrival of the requirement to vacate the premises promptly when their session is over</p>			<p>View Links</p>			
-	<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>	<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>Government guidance followed and promoted</p> <p>Staff given scripts at each customer interaction point (entrance, reception, and park announcements) to reinforce social distancing expectations</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>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>High risk areas to remain closed</p> <p>Additional time in between sessions to allow customers to leave, and full cleaning to take place prior to the next session's customers entering the park</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	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> <p>Temperature camera in place at entrance with secondary testing completed by the Duty Manager for customers exhibiting high readings</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		Social Distancing - Entering and Exiting the Building					
+	Social distancing	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<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>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>Admission is based on a one in, one out basis</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>Radio communication is in place for reception staff to contact entrance staff to notify when they can send more customers to reception</p>	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>Possible transmission of Covid-19 due to not following 2m social distancing guidelines</p>								
-		Category		Social Distancing and Preventing the Spread of Covid-19 - Reception					
+	Social distancing / hygiene	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>		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>Possible transmission of Covid-19 due to not following 2m social distancing guidelines</p> <p>Spread of virus due to</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)
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
Reception staff to wear gloves at all times. These are to be changed after every session and after every transaction where cash is handled
Face masks are provided for receptionists but are not mandatory
Reception points will be numbered and customers informed which till point to go to by the staff member at the entrance

-		Category		Social Distancing and Preventing the Spread of Covid-19 - Circulation Areas and Seating/Spectator Areas		-				
+	Social distancing / hygiene	<ul style="list-style-type: none"> Possible transmission of Covid-19 due to not following 2m social distancing guidelines Spread of virus due to 	Staff	Where practical, flooring is marked to indicate direction of travel through the building	1 x 1	1	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1
			Contractors	Prominent signage is displayed reminding of social distancing guidelines						
			Customer - Adult	Prominent signage is displayed encouraging the use of hand sanitiser						
			Customer - Child	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									
	Post session cleaning plans are in place to ensure all furniture is cleaned and sanitised prior to the next session									
	The re-arranging of furniture in cafes by customers is discouraged however there is a seating plan located in the cafe for staff to view in order to ensure furniture is placed back into the socially distanced layout									
-		Category		Social Distancing and Preventing the Spread of Covid-19 - Technical and Maintenance		-				
+	Social Distancing / Hygiene	<ul style="list-style-type: none"> Staff Contractors 			1 x 1	1	Add Sample Measure	Please select additional control measure or manual	1 x 1	1

	Possible transmission of Covid-19 due to not following 2m social distancing guidelines		<p>Access to plant rooms and workshops restricted to authorised persons only</p> <p>Staff trained in social distancing good practice</p>			<p>View Files</p> <p>View Links</p>			
-	<p>Hygiene arrangements</p> <p>Spread of virus due to insufficient hygiene arrangements in plant rooms and technical areas and through</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Only essential tasks completed to maintain safety and quality standards where two people are required to complete the task</p> <p>Where practical, work is completed outside of opening hours to reduce potential for contact with customers</p> <p>Specific risk assessment completed for any essential tasks (e.g. maintenance tasks) where social distancing is not possible</p> <p>Where work cannot be carried out outside of opening hours, areas where maintenance work is being carried out should be segregated with barriers and a 2m distance in place between the location of work and the barrier</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>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>	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 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>RAMS are requested and reviewed and include Covid-19 considerations</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> <p>Service/inspection sheets are sent electronically</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	Statutory Inspections Past Expiry Date							
+	<p>Fixed electrical</p> <p>Fixed electrical past due date for inspection</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

		<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Staff</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Contractors</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Customer - Adult</div> <div style="border: 1px solid #ccc; padding: 2px;">Customer - Child</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Inspection body contacted weekly to establish an inspection date</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Housekeeping standards focussed in areas of electrical intake points and distribution boards</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Daily check of building and electrical points to establish if any issues</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Access to local/company electrician to resolve any faults</div> <div style="border: 1px solid #ccc; padding: 2px;">Controls reviewed weekly to ensure valid and up-to-date</div>						
-	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Fire alarm</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Fire alarm past due date for inspection</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Staff</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Contractors</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Customer - Adult</div> <div style="border: 1px solid #ccc; padding: 2px;">Customer - Child</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Inspecting body contacted weekly to establish an inspection date</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Guidance from inspecting body to be obtained in interim period</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Daily checks on fire panel to take place</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Test of all call points prior to re-opening</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Daily test on at least one break glass call point to take place and be recorded in place of weekly test</div> <div style="border: 1px solid #ccc; padding: 2px;">Controls reviewed weekly to ensure valid and up-to-date</div>	1 x 1	1	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Add Sample Measure</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #0056b3; color: white; text-align: center;">View Files</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #006d4c; color: white; text-align: center;">View Links</div>	Please select additional control measure or manual	1 x 1	1
-	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Emergency lighting</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Emergency lighting past due date for inspection</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Staff</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Contractors</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Customer - Adult</div> <div style="border: 1px solid #ccc; padding: 2px;">Customer - Child</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Inspecting body contacted weekly to establish an inspection date</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Guidance from inspecting body to be obtained in interim period</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Daily recorded visual check on all lighting to confirm operational</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Weekly recorded flick tests on lighting to take place instead of monthly</div> <div style="border: 1px solid #ccc; padding: 2px;">Controls reviewed weekly to ensure valid and up-to-date</div>	1 x 1	1	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Add Sample Measure</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #0056b3; color: white; text-align: center;">View Files</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #006d4c; color: white; text-align: center;">View Links</div>	Please select additional control measure or manual	1 x 1	1
-	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Passenger lift</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Passenger lift past due date for inspection</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Staff</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Contractors</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Customer - Adult</div> <div style="border: 1px solid #ccc; padding: 2px;">Customer - Child</div>		1 x 1	1	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Add Sample Measure</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #0056b3; color: white; text-align: center;">View Files</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #006d4c; color: white; text-align: center;">View Links</div>	Please select additional control measure or manual	1 x 1	1

			<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 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
-	Category	Legionella							

+	<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>	Please select additional control measure or manual	1 x 1	1
<p>- Category Cleaning and Waste</p>									
+	<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>Plan it place for deep cleaning prior to reopening</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>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>	Please select additional control measure or manual	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> <p>Session assessment form to be completed by the Duty Manager during/aftr each session which includes a review of the quality of cleaning completed</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
				1 x 1	1			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 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>	<p>Please select additional control measure or manual</p>	
-		<p>Category Handling Post, Packages and Deliveries</p>					
+	<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	<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>	1 x 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	<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>	1 x 1
-		<p>Category Lost and Found Property</p>					
+	<p>Lost and Found Property</p> <p>Spread of virus due to insufficient hygiene arrangements</p>	<p>Staff</p>		1 x 1	<p>1</p> <p>Add Sample Measure</p> <p>View Files</p>	<p>Please select additional control measure or manual</p>	1 x 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>			View Links		
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Revision History			
Reviewed By	Name	Comment	Date
O2manager@stitch.com	Chris Cox	Completed 30.6.2020	30-06-2020 12:16:16

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