



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

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**Right Directions**

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

Location of Activity

Throughout the facility

Ref No.

OXY\_4785

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

Potential Risk Rating

**VERY LOW**

Potential Harm/Consequence		Likelihood That Harm Will Occur		The risk rating indicates the level of response required to be taken when adding actions to the improvement plan (RRP). Ratings between 15 and 25 require an urgent review of existing control measures.	Risk Rating	
1	Insignificant	1	Very Unlikely		Very Low Risk 1 - 2	No action required
2	Minor	2	Unlikely		Low Risk 3 - 6	Monitor
3	Moderate	3	Possible		Medium Risk 8 - 12	Action required
4	Major	4	Likely		High Risk 15 - 16	Urgent Action
5	Catastrophic	5	Very Likely		Critical Risk 20 - 25	Work Must Stop and take immediate action
If the Risk Rating is 15 or more and no further control measures are practicable, add the risk to the H&S Risk Register.						

Hazard	Who May be Harmed	Current Control Measure in Place	Risk Rating With Current Control Measures In Place	Sample of any Reviewed Control Measures	Additional Control Measures Required	Potential Risk Rating After Additional Control Measures Implemented
<div style="border: 1px solid #ccc; padding: 5px;"> <span style="float: right;">Keeping Up-to-date with Official Guidance</span> </div>						
<div style="border: 1px solid #ccc; padding: 5px;">                     Lack of information                      Lack of up-to-date information regarding the Covid-19 virus                 </div>			1 x 1 1	<div style="border: 1px solid #ccc; padding: 5px;">                     Add Sample Measure                      View Files                 </div>	<div style="border: 1px solid #ccc; padding: 5px;">                     Please select additional control measure or manual                 </div>	1 x 1 1

		<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<p>COVID-19 Response Team established. &lt;Nominated individual or role&gt; to develop sources of information to keep up to date with the latest guidance available on managing response to the pandemic and feed this into the risk assessment process</p> <p>Attendance at Covid-19 clinics, webinars and other CPD</p> <p>Regular review of NGB advice and guidance</p> <p>Following advice and guidance from industry bodies such as CIMSPA, UKactive, RLSS, PWTAG</p> <p>Reviewing best practice examples from within the industry</p> <p>Reviewing other sectors where applicable</p> <p>Government advice regularly checked and followed by the Park Manager - www.gov.uk</p> <p>NHS advice regularly checked and followed by the Park Manager - www.nhs.uk</p> <p>Company senior leadership team to act as the covid response team, developing sources of information and updates to the business regarding the Covid-19 pandemic. Park Managers and Duty Managers to be Covid Champions for their individual parks.</p>			<input type="button" value="View Links"/>			
-	<input type="button" value="Information - Responsibilities"/> Lack of up-to-date information regarding the Covid-19 virus	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<p>Covid-19 Response Team established. &lt;Nominated individual(s) or role(s)&gt; develops sources of information to keep up-to-date with the latest guidance available on managing response to the pandemic and feed this into the risk assessment process</p>	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
-	<input type="button" value="Information - Responsibilities"/> Lack of up-to-date information regarding the Covid-19 virus	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<p>Government (www.gov.uk) and NHS (www.nhs.uk) advice is regularly checked and followed by the Park Manager.</p>	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
-	<b>Category</b>	Staff Planning							
+	<input type="button" value="Staff attendance"/> Possible transmission of Covid-19 due to staff being in work when not necessary			1 x 1	1	<input type="button" value="Add Sample Measure"/> <input type="button" value="View Files"/>	Please select additional control measure or manual	1 x 1	1

		<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Staff audit completed to determine roles essential to be physically in the facility and minimum staffing levels necessary within each department"/> <input type="text" value="Remote working encouraged where possible"/> <input type="text" value="Remote access systems in place for remote workers"/>			<input type="button" value="View Links"/>			
-	<input type="text" value="Staff contact"/> <p>Possible transmission of Covid-19 due to staff coming into increased contact with one another</p>	<input type="text" value="Staff"/>	<input type="text" value="Staff levels per shift kept to a minimum to maintain safety standards, hygiene standards and to allow facility to operate effectively"/> <input type="text" value="Review shift rotas to maximise opportunities to work in fixed teams or partnering to limit interaction between staff"/> <input type="text" value="Drop off zones in place to leave essential office supplies (pens, stationery, etc.)"/> <input type="text" value="Business related travel restricted to essential staff only"/> <input type="text" value="Staff discouraged from car sharing unless absolutely essential or from the same household"/> <input type="text" value="Shared company vehicle touch points (keys, handles, steering wheel, gear stick, radio, instruments, petrol cap etc.) cleaned pre and post use"/> <input type="text" value="Deliveries to other facilities kept to a minimum and drop off zones in place at each facility"/> <input type="text" value="Staff rooms to remain closed"/> <input type="text" value="Shift times to be shortened to ensure breaks are not required and therefore use of a staff room is not required."/>	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
-	<b>Category</b>	High Risk Employees (as defined by government, including pregnant, those with underlying health issues, employees over the age of 70 years)							
+	<input type="text" value="High risk employees"/> <p>Employees who are at higher risk of contracting Covid-19</p>	<input type="text" value="Staff"/>		1 x 1	1	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1

Management / HR complete individual pre-opening chats with each member of staff to identify staff members at increased risk, providing a one-to-one opportunity to raise and discuss issues and invite suggestions and ideas

Individual risk assessments completed with staff identified as having an increased risk to assess whether, when and how they can return to work

Government guidance followed

Home working arranged as appropriate

Where clinically vulnerable staff cannot work from home and have to be in the facility, they are reminded to 2m social distancing and work as remotely as possible from other people

Social distancing and good hygiene practices encouraged

HR procedures in place for those unable to work from home and required to isolate as per government guidelines

**-** Category Handling staff presenting symptoms whilst in the facility

<p><b>+</b></p>	<p>Staff with symptoms</p> <p>Staff continuing to work if feeling unwell or presenting Covid-19 symptoms</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Clear policy is in place that staff must self-isolate if they (or a member of their household) feel unwell and have Covid-19 symptoms in accordance with NHS advice</p> <p>Training and information prior to starting / returning to work for every member of staff to ensure that they are clear about the requirements and what to do if they or a member of their household is exhibiting Covid-19 symptoms</p> <p>Staff required to confirm at the start of each shift that they (and members of their household) are feeling well and free of symptoms of Covid-19 and have not been notified via 'track and trace' that they have been in contact with someone who has symptoms</p> <p>Efforts made to enable self-isolating staff to complete duties and/or CPD whilst working from home</p> <p>Government / NHS guidance followed: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</a></p> <p>HR disciplinary process to deal with non-compliance</p>	<p>1 x 1</p> <p>1</p>	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	<p>1 x 1</p> <p>1</p>
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**-** Category Staff Behaviour

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

		<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>				<a href="#">View Links</a>			
<b>-</b>	<b>Category</b>	Social distancing and preventing the spread of Covid-19 - Offices					<b>▼</b>		
<b>+</b>	<input type="text" value="Offices"/>	<input type="text" value="Staff"/>	<input type="text" value="Office staff work from home where possible"/> <input type="text" value="If not possible, staff alternate days / shifts in/out to keep numbers in the office at a minimum"/> <input type="text" value="Workstations arranged to ensure 2m person separation and walkways that minimise passing in close contact"/> <input type="text" value="Additional workstations provided in XX where these have been freed up from remote working"/> <input type="text" value="Workstations arranged for staff to work back to back or side to side rather than face to face"/> <input type="text" value="When face to face is the only option, screens are put up to separate workstations"/> <input type="text" value="2m separation markings positioned on office flooring"/> <input type="text" value="Staggered start times for staff to minimise pinch points"/> <input type="text" value="Workstations assigned to individuals and not to be shared"/> <input type="text" value="Hot desking is discouraged but where necessary, workstation cleaning and sanitising is undertaken between users, to include calculators, staplers, keyboards, mouse etc."/> <input type="text" value="Telephones to be sanitised between users"/> <input type="text" value="All pens, pencils are removed from desks and kept individually for workstation user"/> <input type="text" value="Hand sanitiser is available"/> <input type="text" value="Offices are kept well ventilated with windows open where possible"/> <input type="text" value="Good practice social distancing and hygiene promoted in office areas"/> <input type="text" value="Only one staff member at a time permitted in an office"/>	1 x 1	1	<input type="text" value="Add Sample Measure"/> <a href="#">View Files</a> <a href="#">View Links</a>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1
<b>-</b>	<b>Category</b>	Social distancing and preventing the spread of Covid-19 - Staff Room(s)					<b>▼</b>		
<b>+</b>	<input type="text" value="Staff Room(s)"/>	<input type="text" value="Staff"/>					<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1

Possible transmission of Covid-19 through poor hygiene and lack of social distancing in staff rooms

- Shift start times staggered to reduce pressure on staff changing/locker areas
- Break times staggered to keep numbers in room to a minimum
- 2m separation markings in place
- Signage on entrance to staff room to remind of occupancy levels
- Staff encouraged to leave personal items in lockers to avoid need to keep on returning to staff rooms
- Staff are instructed to wash hands with soap and water for 20 seconds minimum before using a kettle, microwave, opening a fridge etc.
- Signage reminders of expected good hygiene practices to be displayed
- Enhanced cleaning regime extends to staff rooms
- Staff room to remain closed and shift times shortened to avoid the need for breaks and use of a staff room

Add Sample Measure

[View Files](#)

[View Links](#)

**Category** Social distancing and preventing the spread of Covid-19 - Meetings

**+** Meetings

Possible transmission of Covid-19 through poor hygiene and lack of social distancing in meetings

Staff

1 x 1 1

Add Sample Measure

[View Files](#)

[View Links](#)

Please select additional control measure or manual

1 x 1 1

Staff meetings to be held remotely via video conferencing where possible

If not possible to video conference, staff to sit 2m apart in meeting room

The need for face to face meetings is reviewed, reducing to essential meetings only

Use remote working tools to avoid in-person meetings, especially if the attendees would be travelling from different locations

Only absolutely necessary participants should attend face-to-face meetings and maintain 2m separation throughout

Meetings are held outdoors or in well-ventilated rooms whenever possible

Transmission opportunities are reduced pens are not shared, handouts are not given out, one person only to control mouse, clicker, pointer etc.

Agenda and any documents are shared on a screen rather than using paper copies

Refreshments are not provided

Hand sanitiser is provided in meeting rooms

Meeting room layout facilitates social distancing and removes pinch points

In areas where regular meetings take place, floor signage is used to help staff maintain social distancing

**-** Category Staff qualifications past expiry date

<p><b>+</b></p>	<p>Qualification expiry - First Aid</p> <p>First aid qualification past expiry date</p>	<p>Staff</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>HR contacted and renewal assessment arranged at earliest opportunity</p> <p>Utilise online opportunities for refresher and/or revalidation where practical training is not possible</p> <p>Rotas reviewed to ensure there are always sufficient first aiders available in the facility with qualifications in date</p> <p>HSE advised an extension to qualification expiry until 30th September 2020 (England)</p>	<p>1 x 1</p> <p>1</p>	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	<p>1 x 1</p> <p>1</p>
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**-** Category First Aid

<p><b>+</b></p>	<p>First aid</p> <p>Illness or injury requiring first aid</p>			<p>1 x 1</p> <p>1</p>	<p>Add Sample Measure</p> <p>View Files</p>	<p>Please select additional control measure or manual</p>	<p>1 x 1</p> <p>1</p>
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		<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Continued provision:</p> <p>First aid trained personnel available during all opening hours</p> <p>First aiders to continue to use disposable gloves for all first aid treatment</p> <p>Regular checks resumed prior to reopening to ensure first aid equipment is fit for purpose and in date</p> <p>First aiders continue to maintain good hygiene practices and those providing first aid should cover any open wounds</p> <p>In addition, during this period first aiders should:</p> <p>Adhere to revised CPR protocols</p> <p>Encourage self-treatment where appropriate, to help maintain social distancing guidance</p> <p>Wear PPE when providing first aid and if possible and appropriate, casualties may also be encouraged to wear a face mask</p> <p>Contact with casualties' faces are minimised</p> <p>PPE and soiled dressings are disposed of safely in biohazard bins</p> <p>First aiders wash hands before and after administering first aid</p> <p>First aiders report to their line manager if they develop Covid-19 symptoms</p> <p>Duty Managers will be the only staff carrying out first aid</p> <p>Face masks and aprons will be available at all first aid locations</p>		<p>View Links</p>				
-	<p>CPR training</p> <p>Cardiopulmonary Resuscitation (CPR) training</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Staff displaying Covid-19 type symptoms are excluded from training</p> <p>Only compressions practiced during ongoing training</p> <p>Compressions and rescue breaths demonstrated during a qualification course</p> <p>If rescue breaths carried out, lungs/airways to be replaced and disposed of safely, face and mouth of manikin wiped with disinfectant wipes in between each use, with wipes disposed of safely</p> <p>Manikin face thoroughly washed with disinfectant at the end of training session</p> <p>Resus Council guidance followed:  <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19coronavirus-cpr-and-resuscitation/covid-community/</a></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	Training - General							

+	<p>Training sessions</p> <p>Possible transmission of virus through attendance at training courses</p>	Staff	<p>Essential training completed in line with good social distancing protocols (2m)</p> <p>Sanitisation points provided in training rooms</p> <p>Close group work discouraged in training sessions</p> <p>Where possible, online/video training completed to obtain and maintain qualifications</p> <p>Review of training matrix completed to identify essential and non-essential training</p> <p>Non-essential training postponed unless available remotely, e.g. online or virtual formats</p> <p>Essential training completed via online or virtual formats where possible</p> <p>Where essential face to face training is required, e.g. lifeguard training/competency assessment, a specific risk assessment for the activity is completed to consider social distancing, sanitisation etc.</p> <p>Non-essential training postponed if only available in face to face setting</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 Staff stress / mental wellbeing</p>									
+	<p>Stress / mental wellbeing</p> <p>Staff concerned on returning to work following lockdown and entering the facility with numerous other people</p>	Staff	<p>Return to work chats to be completed with all staff prior to re-opening</p> <p>Staff refresher training in NOP/EAP and changes to procedures completed</p> <p>Staff training in specific Covid-19 control measures completed</p> <p>Occupational health services available for staff to discuss concerns</p> <p>One-to-one chats with line manager encouraged at any time and frequency</p> <p>High risk staff referred to earlier in this risk assessment</p> <p>Clear, concise and regular communications to the team on Covid-19 controls/updates taking place and facility performance</p> <p>Staff actively encouraged to bring forward suggestions and concerns to their line manager</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>Stress / mental wellbeing</p> <p>Staff working remotely feeling isolated</p>	Staff	<p>Regular contact and welfare chats maintained with line manager to maintain communications and involvement</p> <p>Company employee support services available for further welfare chats and promoted to staff</p>	1 x 1	1	<p>Add Sample Measure</p> <p>View Files</p>	<p>Please select additional control measure or manual</p>	1 x 1	1

[View Links](#)

- Category		Equality					
+	Equality Discrimination of staff due to inappropriate Covid-19 control measures	Staff	Government guidance followed Individual assessments are completed with staff members Reasonable adjustments are made to accommodate staff who fall under Equality Act Disabled staff/customer use is prioritised in changing rooms, toilets and lifts	1 x 1	1	Add Sample Measure <a href="#">View Files</a> <a href="#">View Links</a>	Please select additional control measure or manual 1 x 1 1

Revision History				
<input type="text"/>		10		
Reviewed By		Name	Comment	Date
O2manager@stitch.com		Chris Cox	Completed 30.6.2020	30-06-2020 10:31:42
Showing 1 to 1 of 1 entries				<a href="#">Previous</a> <a href="#">1</a> <a href="#">Next</a>