



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

Throughout facility

Ref No.

OXY_5199

Assessors Name *

Dani Boncea

Date of Assessment

24-06-2022

Next Review Date

24-06-2023

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

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

Safe Operations - Staff and staffing areas

Safe Operations - 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		Suggested Guidance
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, if reasonably practicable	
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					
+			2 x 2 4			1 x 1 1

	Information Lack of up-to-date information regarding the virus	Staff Contractors Customer - Adult Customer - Child	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			Add Sample Measure View Files View Links	Please select additional control measure or manual		
-	Information - Responsibilities Lack of up-to-date information regarding the virus	Staff Contractors Customer - Adult Customer - Child	Dani Boncea develops sources of information to keep up-to-date with the latest guidelines available and feed this into the risk assessment	2 x 2	4	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1
-	Information - Responsibilities Lack of up-to-date information regarding the virus	Staff Contractors Customer - Adult Customer - Child	Government (www.gov.uk) and NHS (www.nhs.uk) advise is regularly checked and followed by Dani Boncea	1 x 2	2	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	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 Controls reviewed weekly to ensure valid and up-to-date Fixed Electrical renewed every 5 years by Contractor Daily/weekly/monthly checks in place to monitor area closely	2 x 1	2	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			2 x 1	2	Add Sample Measure 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="Test of all call points prior to re-opening"/> <input type="text" value="Controls reviewed weekly to ensure valid and up-to-date"/> <input type="text" value="Fire alarm call points tested on a weekly basis"/>			<input type="button" value="View Links"/>			
-	<input type="text" value="Emergency lighting"/> <input type="text" value="Emergency lighting 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="Guidance from inspecting body to be obtained in interim period"/> <input type="text" value="Daily recorded visual check on all lighting to confirm operational"/> <input type="text" value="Weekly recorded flick tests on lighting to take place instead of monthly"/> <input type="text" value="Controls reviewed weekly to ensure valid and up-to-date"/> <input type="text" value="Emergency Lighting Certificate renewed every 12 months by contractor"/> <input type="text" value="Emergency Lights tested on a weekly basis"/>	2 x 1	2	<input type="button" 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="Passenger lift"/> <input type="text" value="Passenger lift 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="Assessment made to determine whether lift is critical for essential work"/> <input type="text" value="Non essential lifts closed off to staff and public until satisfactory inspection completed"/> <input type="text" value="Inspecting body consulted for guidance"/> <input type="text" value="Insurers notified and consulted for advice"/> <input type="text" value="Daily recorded checks of lift operation and alarm completed prior to opening to test safe to use"/> <input type="text" value="Controls reviewed weekly to ensure valid and up-to-date"/> <input type="text" value="Guidance from inspecting body has been received and is followed"/> <input type="text" value="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"/> <input type="text" value="Lift inspection carried out periodically by contractor"/>	2 x 1	2	<input type="button" 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="Pressure vessels"/> <input type="text" value="Pressure vessels past due date for inspection"/>	<input type="text" value="Staff"/> <input type="text" value="Contractors"/>		2 x 1	2	<input type="button" 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>Inspecting body consulted for guidance</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> <p>Pressure vessels examination carried out every 12 months by contractor</p>						
-	<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>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> <p>Fire extinguishers checked on a weekly/monthly basis</p> <p>Fire extinguishers checked every 12 months by contractor</p>	2 x 1	2	<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> <p>Gas boiler 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 inspection body to be obtained in interim period</p> <p>Daily recorded check on boiler operation takes place</p> <p>Controls reviewed weekly to ensure valid and up to date</p> <p>Boiler room checked on a daily basis</p> <p>Periodic readings taken by contractor from gas boiler</p>	2 x 1	2	<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							
+	Hot and cold water system			2 x 1	2	<p>Add Sample Measure</p>	<p>Please select additional control measure or manual</p>	1 x 1	1

	Re-starting of water system and potential for release of legionella bacteria	<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="Flushing regime maintained during closure"/> <input type="text" value="System cleaned, disinfected and re-commissioned by external competent contractor or competent staff member"/> <input type="text" value="Samples taken and tested for legionella, with results satisfactory, prior to re-opening"/> <input type="text" value="Taps and shower temperature checks done on a monthly basis"/>		<input type="button" value="View Files"/> <input type="button" value="View Links"/>				
-	Category	Cleaning and Waste							
+	<input type="text" value="Cleaning staffing"/> <input type="text" value="Reduced levels of cleaning staff available increasing risk of being able to provide adequate cleaning services"/>	<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="Additional multi-skilled staff trained and rostered to carry out cleaning tasks"/> <input type="text" value="Restriction of areas available to staff/public to reduce facilities to be cleaned"/> <input type="text" value="Business continuity plan in place"/>	2 x 1	2	<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="Untrained staff"/> <input type="text" value="Untrained staff using new cleaning substances and equipment introduced as part of the revised Covid-19 cleaning regime"/>	<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="COSHH assessments for all staff have been undertaken"/> <input type="text" value="Work instructions for all tasks in place"/> <input type="text" value="All staff who complete cleaning duties are trained in the use of new substances and tasks as part of their return to work training"/> <input type="text" value="Only staff trained in safe methods and use of substances carry out cleaning tasks, including the use of mechanical cleaning equipment"/> <input type="text" value="Staff are trained to wash their hands prior to placing PPE on and wash their hands again after removing their PPE"/> <input type="text" value="PPE training available for staff"/>	2 x 1	2	<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="Ineffective cleaning"/> <input type="text" value="Poor cleaning practice increasing risk of viral 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="Robust general cleaning schedule in place"/> <input type="text" value="Cleaning tasks monitored by supervisor"/> <input type="text" value="Additional cleaning programmed for high touch points, including door handles, switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, lockers etc."/>	2 x 1	2	<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="Cross contamination"/>			2 x 1	2	<input type="text" value="Add Sample Measure"/>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1

	Contamination transferred from waste	<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="Personal protective equipment available, including gloves and aprons"/> <input type="text" value="Staff wash hands following removal/transfer of waste"/> <input type="text" value="Waste bins are emptied frequently"/> <input type="text" value="Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle"/>		<input type="button" value="View Files"/> <input type="button" value="View Links"/>				
-	Category	Handling Post, Packages and Deliveries							
+	<input type="text" value="Deliveries"/> <input type="text" value="Deliveries exposing staff and drivers to transmission of the virus"/>	<input type="text" value="Staff"/> <input type="text" value="Delivery Drivers"/>	<input type="text" value="Bulk purchasing to reduce the number of deliveries required"/> <input type="text" value="Electronic delivery notes not used and staff verbally confirm name"/> <input type="text" value="One person to handle the delivery, unless manual handling required two. If two persons required, the same pair to try and partner up"/> <input type="text" value="Hands to be washed or sanitised after opening and disposing of packaging"/> <input type="text" value="Delivery points designated depending on type of product"/> <input type="text" value="Delivery times agreed as far as possible with supplier"/>	2 x 1	2	<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="Post, Packages and Food"/> <input type="text" value="Handling post, packages and food"/>	<input type="text" value="Staff"/>	<input type="text" value="Work instructions in place"/> <input type="text" value="Personal protective equipment provided for handling items if required"/> <input type="text" value="Hands are washed or sanitised after handling post or packages"/>	2 x 1	2	<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	Lost and Found Property							
+	<input type="text" value="Lost and Found Property"/> <input type="text" value="Spread of virus due to insufficient hygiene arrangements"/>	<input type="text" value="Staff"/>	<input type="text" value="Found property, apart from valuables, is bagged up and secured"/> <input type="text" value="Personal clothing such as underwear and swimwear is disposed of"/> <input type="text" value="Valuables are bagged up and placed in a safe"/> <input type="text" value="Staff will not access property other than valuables for at least 72 hours after finding"/> <input type="text" value="Staff handling lost property to wash or sanitise hands immediately after touching"/>	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



Revision History

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Export

Reviewed By	Name	Comment	Date
actonmanager@stitch.com	Dani Boncea	Review date July 2021	17-07-2020 10:21:17
actonmanager@stitch.com	Dani Boncea	Review date July 2021	17-07-2020 12:22:48
actonmanager@stitch.com	Dani Boncea	Review date July 2021	17-07-2020 12:27:17
actonmanager@stitch.com	Dani Boncea	Review date May 2022	13-05-2021 18:25:53
actonmanager@stitch.com	Dani Boncea	Review date August 2021	03-08-2021 20:12:21
actonmanager@stitch.com	Dani Boncea	Review date Oct 2022	13-10-2021 16:27:47
actonmanager@stitch.com	Dani Boncea	Review date June 2023	24-06-2022 10:26:17

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