



Covid-19 (Coronavirus) Pandemic - Safe Operation - Building / Facility General - V4.0

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Right Directions

Covid-19 (Coronavirus) Pandemic - Safe Operation - Building / Facility General - V4.0

Location of Activity

Throughout facility

Ref No.

OXY_13060

Assessors Name

Stephen O'Hare

Date of Assessment

29-06-2022

Next Review Date

29-06-2023

QMS/Work Instructions

Please select an instruction or manually write it

Names of Employees Consulted

Please select an 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 an equipment or manually write it

Legislation, guidance and information used in support of this assessment

- ▶ Health & Safety At Work Act 1974 ▶ Management of Health and Safety at Work Regulations 1999
- ▶ Regulatory Reform (Fire Safety) Order 2005 ▶ Workplace (Health, Safety & Welfare) Regulations, 1992
- ▶ The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021

Other Risk Assessments Cross Referenced

- Covid-19 (Coronavirus) Pandemic - Safe Operation - Activities
- Covid-19 (Coronavirus) Pandemic - Safe Operation - Staff & Staffing Areas
- Covid-19 (Coronavirus) Pandemic - Safe Operation - Trampoline Parks

Potential Risk Rating

VERY LOW

Potential Harm/Consequence	Likelihood That Harm Will Occur	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

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.

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

Hazard	Who May be Harmed	Current Control Measure in Place	Risk Rating With Current Control Measures In Place	Sample of any Reviewed Control Measures	Additional Control Measures Required	Potential Risk Rating After Additional Control Measures Implemented
+ Category	Keeping up to date with official guidance					
+ Information			1 x 1 1		Please select additional control measure or manual	1 x 1 1

	Lack of up-to-date information regarding the virus	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	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			Add Sample Measure <input type="button" value="View Files"/> <input type="button" value="View Links"/>			
-	Information Lack of up-to-date information regarding national and local restrictions	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	Government and local authority guidance is reviewed frequently in the event that local restrictions apply in the area Government and local authority guidance is followed relating to local restrictions Government and local authority guidance is followed relating to any testing requirements, for example, surge testing	1 x 1	1	Add Sample Measure <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	Information - Responsibilities Lack of up-to-date information regarding the virus	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	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 Alex Lewis is the lead contact for covid information within the group and leads the covid task force	1 x 1	1	Add Sample Measure <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	Information - Responsibilities Lack of up-to-date information regarding the virus	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	Government (www.gov.uk) and NHS (www.nhs.uk) advice is regularly checked and followed by <Insert Name> The government websites of devolved nations are checked regularly by <Insert Name> Alex Lewis is the lead contact for covid information within the group and leads the covid task force	1 x 1	1	Add Sample Measure <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	Category	Preventing the spread of Covid-19 in the building - General							
+	Access points to premises No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	Suitable locking/closing mechanisms available on non-emergency exit doors Restricted entry/exit on some external doors (not compromising emergency exits) Where doors, including fire doors are kept open for ventilation purposes, these are closed when the areas are not in use	1 x 1	1	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			1 x 1	1		Please select additional control measure or manual	1 x 1	1

	High touch points increasing risk of transmission of virus	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<p>High touch points identified across all facility areas and used to develop additional cleaning and sanitising points and cleaning regimes</p> <p>Touch points are removed where possible by keeping doors open, using door opening mechanisms which remove the need to use hands</p>		<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>				
-	<input type="text" value="Lack of handwashing facilities"/> <input type="text" value="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="Paper towels provided along with foot operated pedal bins"/> <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"/>	1 x 1	1	<input type="text" 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	Legionella							
+	<input type="text" value="Hot and cold water system"/> <input type="text" value="Re-starting of water system and potential for release of legionella bacteria"/>	<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="Temperature checks maintained during closure"/> <input type="text" value="PWTAG guidance followed on close down and re-commissioning of boilers"/> <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"/>	1 x 1	1	<input type="text" 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	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"/>			1 x 1	1	<input type="text" 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="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"/> <input type="text" value="Cleaning standards monitored and additional resource provided as necessary"/>		<input type="button" value="View Links"/>				
-	<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"/>	1 x 1	1	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1
-	<input type="text" value="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."/> <input type="text" value="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"/>	1 x 1	1	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1
-	<input type="text" value="Cross contamination"/> <input type="text" value="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="text" value="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"/>	1 x 1	1	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1

Category
Ventilation in the Facility

+ Ventilation

Spread of virus due to inadequate fresh air / air handling ventilation

Staff

Contractors

Customer - Adult

Customer - Child

Where possible, doors and windows will be opened and floor / wall fans introduced to aid in fresh air circulation

Air handling units are serviced and maintained in accordance with manufacturers recommendations

Filters are changed more frequently

The maximum capacity of the facility provides a minimum of 100sqft per person (based on useable space)

Ventilation systems are set to provide 100% fresh air and do not recirculate air from one space to another

Dampers are fully opened and fans are run on full speed

Ventilation systems operate 24 hours a day

Rooms / spaces with no mechanical ventilation or ability to introduce fresh air are not used

If ventilation rates are unknown, a carbon dioxide sensor is used to indicate rates and the need to take further action as necessary

Advice is sought from an HVAC engineer where ventilation rates are unknown

Ventilation flow rates are at least 20 litres per second per person (20l/s/p)

Government, HSE and industry guidance (CIBSE Covid-19 Ventilation Guide) is followed as far as possible to ensure adequate ventilation in the facility

1 x 1

1

Add Sample Measure

View Files

View Links

Please select additional control measure or manual

1 x 1

1

Revision History
- + X

10
Export

Reviewed By	Name	Comment	Date
oxygenwilmslow@stitch.com	Stephen O'Hare	First Risk Assessment	29-06-2022 16:38:38

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