



Operating during Covid-19 (Coronavirus) Pandemic

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**Right Directions**

Operating during Covid-19 (Coronavirus) Pandemic

Location of Activity

Rochdale Leisure Centre

Ref No.

ROC\_4625

Assessors Name \*

John Matson

Date of Assessment

10-07-2020

Next Review Date

10-07-2021

QMS/Work Instructions

Pandemic Work Procedure

Names of Employees Consulted

Andy Entwistle

Hazard Risk Rating

**LOW**

Training/Qualifications Required to Complete this Activity

Nebosh

Personal Protective Equipment (PPE) Required to Complete this Activity

none

Potential Risk Rating

**VERY LOW**

Legislation, guidance and information used in support of this assessment

▶ Workplace (Health, Safety & Welfare) Regulations, 1992

Other Risk Assessments Cross Referenced

none

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: left; margin-right: 10px;">+</span> <b>Category</b> Keeping up-to-date with official guidance <span style="float: right;">▼</span> </div>						
<div style="border: 1px solid #ccc; padding: 5px;"> <span style="float: left; margin-right: 10px;">+</span>                     Lack of information <span style="float: right;">▼</span> </div>			1 x 1 <b>1</b>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">                         Add Sample Measure                     </div>	<div style="border: 1px solid #ccc; padding: 5px;">                             Please select additional control measure or manual                         </div>	1 x 1 <b>1</b>

	Add Description/Detail of how harm is caused	<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="National advice regularly checked by John Matson"/> <input type="text" value="Government advice and governing body guidance checked by relevant members of SLT"/>			<input type="button" value="View Files"/> <input type="button" value="View Links"/>			
-	<b>Category</b>	Preventing the spread of Covid-19 (Coronavirus) in the building							
+	<input type="text" value="Access points to premises"/> <input type="text" value="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"/>	<input type="text" value="Suitable locking/closing mechanisms available on non-emergency exit doors"/> <input type="text" value="Restricted entry/exit on some external doors (not compromising emergency exits)"/> <input type="text" value="one one entrance door open and controlled by concierge"/> <input type="text" value="alarms activated if fire doors opened"/>	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="Social Distancing"/> <input type="text" value="Visitors in close contact with other visitors to the facility, incorrect social distancing"/>	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/> <input type="text" value="Visitor"/>	<input type="text" value="Group exercise class capacity reduced by 50%"/> <input type="text" value="Gym occupancy reduced by 50%"/> <input type="text" value="Pool bather loads reduced by 50%"/> <input type="text" value="Government guidance on social distancing followed"/> <input type="text" value="activities paced out in different locations to allow distancing"/> <input type="text" value="one way systems, traffic lights and signage in place to maintain distancing"/>	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="Member and staff comms in place"/>	1 x 1	1
-	<input type="text" value="Toilet Tissue"/> <input type="text" value="Lack of toilet paper increasing risk of unhygienic hand sanitation"/>	<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="Sufficient planning with consumables suppliers in place"/> <input type="text" value="Hot water and hand soap available at all times"/>	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="Hand Washing Facilities"/> <input type="text" value="Lack of hand washing facilities leading to increased risk of spread of bacteria/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 sanitation points provided"/> <input type="text" value="Hand soap dispensers kept filled"/> <input type="text" value="Paper towels provided"/> <input type="text" value="Hot water system maintained to provide constant supply"/> <input type="text" value="foot operated pedal bins in toilet areas"/> <input type="text" value="relevant signage in place advising of hand washing"/>	2 x 3	6	<input type="text" value="fuses removed and extra sanitiser installed"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="text" value="Additional hand sanitation point fitted"/>	1 x 1	1
-				1 x 1	1			1 x 1	1

	Door Mechanisms Contact points on doors / revolving doors creating increased risk of bacteria /virus contamination	Staff Contractors Customer - Adult Customer - Child	Sensor operated mechanisms in place Robust cleaning regime in place Hand sanitation provided on entry/exit arm handles indtalled to prevent opening doors with hands doors that are not fire doors propped open		arm handles installed View Files View Links	Arm pulls fitted to key doors	
-	Visitor Access No restriction on visitor access to public areas increasing potential spread of bacteria/virus contamination	Staff Contractors Customer - Adult Customer - Child	Restricted areas kept locked to prevent unauthorised access booking only for initial opening areas not in use blocked and locked off meeting rooms not available for bookings	1 x 1 1	Add Sample Measure View Files View Links	Phyisal barriers in place to prevent access	1 x 1 1
-	<b>Category</b> Handling staff/customers presenting symptoms whilst in the facility						
+	Staff unwell Staff continuing to work if feeling unwell	Staff Contractors	Staff must self-isolate if they feel unwell and have flu like symptoms Government guidance followed signage in place advising of symptoms and actions to take before entry concierge at reception trained and control entry	2 x 2 4	staff received covid training View Files View Links	Please select additional control measure or manual	1 x 1 1
-	Customers unwell Customers entering the premises with flu-like symptoms	Customer - Adult Customer - Child	Customers should be tactfully refused entry and directed to self-isolate and call/email NHS 111 Government guidance followed sigange on display before entry guidance on the website and on video	2 x 2 4	Add Sample Measure View Files View Links	Guidance for customers to be distributed	1 x 1 1
-	<b>Category</b> High Risk Employees (as defined by government, including those who are pregnant, have underlying health issues, employees over the age of 70 years)						
+	High risk employees Those employees who are at higher risk if contracting Covid-19	Staff	Government guidance followed Home working arranged as appropriate Social distancing encouraged HR procedures in place for those unable to work from home and required to isolate as per government guidelines staff survey completed	2 x 1 2	Add Sample Measure View Files View Links	actions for RA to be sent to HR	1 x 1 1
-	<b>Category</b> Staff behaviour						
+	Staff behaviour	Staff		1 x 1 1		Please select additional control measure or manual	1 x 1 1

	Staff in workplace increasing risk of community transmission		<p>Staff practice social distancing as much as possible</p> <p>staff training and reinductions completed</p>		<p>staff inductions and training completed</p> <p><a href="#">View Files</a></p> <p><a href="#">View Links</a></p>				
-	<p>Workspace</p> <p>Poor workspace hygiene leading to increased risk of transferring bacteria/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>Viricidal sprays available for wiping down work surfaces and equipment</p> <p>Hand sanitiser available</p> <p>Robust cleaning schedule in place which is monitored</p> <p>staff on reception have individual headsets and keyboards</p> <p>no hot desking and office space reduced by 50% capacity</p>	1 x 1	1	<p>Add Sample Measure</p> <p><a href="#">View Files</a></p> <p><a href="#">View Links</a></p>	Please select additional control measure or manual	1 x 1	1
-	<p>Physical contact</p> <p>Handshaking or other greeting increasing risk of transferring bacteria/virus</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Handshaking and general close personal greetings are discouraged</p> <p>Hand washing protocols and hygiene facilities in place</p> <p>concierge may wear a visor</p>	1 x 1	1	<p>Add Sample Measure</p> <p><a href="#">View Files</a></p> <p><a href="#">View Links</a></p>	Signage and training to be undertaken	1 x 1	1
-	<p>Travel</p> <p>Travel for business purposes</p>	<p>Staff</p>	<p>Business related travel restricted to essential staff only</p> <p>Video conferencing used for meetings, contact with suppliers, and where necessary, customers</p>	1 x 1	1	<p>Add Sample Measure</p> <p><a href="#">View Files</a></p> <p><a href="#">View Links</a></p>	Please select additional control measure or manual	1 x 1	1
-	<b>Category</b>	First Aid							
+	<p>First Aid</p> <p>Withdrawal of first aid to a person in need could put their life at risk</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>		1 x 1	1	<p>Add Sample Measure</p> <p><a href="#">View Files</a></p> <p><a href="#">View Links</a></p>	Approach to rescue breaths to be agreed	1 x 1	1

			<p>First aid trained personnel available during opening hours</p> <p>Preservation of life a priority</p> <p>Strict hygiene protocols in place to try to reduce transmission and adhered to</p> <p>staff trained on changes to 1st aid via online platform</p> <p>NPLQ staff trained on changes to RLSS training</p>						
-	<p>CPR</p> <p>Cardiopulmonary Resuscitation (CPR) training</p>	<p>Staff</p>	<p>Staff displaying flu-like symptoms 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, then lungs/airways to be replaced and disposed of safely and face and mouth of manikin wiped with disinfectant wipes in between each use and disposed of safely</p> <p>Manikin face thoroughly washed with disinfectant at the end of training session</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
-	<b>Category</b>	Cleaning and Waste							
+	<p>Cleaning Staff</p> <p>Reduced levels of cleaning staff available increasing risk of being unable to provide adequate cleaning services</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Additional multiskilled staff rostered to carry out cleaning tasks</p> <p>Restriction of areas available to staff/public to reduce facilities to be cleaned</p> <p>staff trained on new procedures via tool box talks</p> <p>new cleaning schedules completed</p>	2 x 1	2	<p>training on new procedures delivered</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	1 x 1	1
-	<p>Waste Disposal</p> <p>Inappropriate disposal of waste, in particular used tissues, increasing the risk of contamination</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Work instructions in place on disposal of waste in line with government guidance in link below</p> <p>Personal protective equipment available, including gloves, aprons, face masks</p> <p>Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle</p> <p>waste to be kept for 72 hours if confirmed Covid case or disposed as a Category B collection</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>Cleaning Practice</p>			1 x 1	1	<p>Add Sample Measure</p>	<p>Please select additional control measure or manual</p>	1 x 1	1

	Poor cleaning practice increasing risk of bacterial/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"/> Additional cleaning programmed for high touch points - including light switches, furniture, handrails, IT equipment, desks, phones, push plates, taps, dispensers, lockers etc. Government guidelines followed: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> <input type="text" value="new cleaning products to ensure sanitisation and disinfecting"/> <input type="text" value="cleaning products are disposable after use"/> <input type="text" value="colour coding system to be followed and staff trained"/>		<input type="button" value="View Files"/> <input type="button" value="View Links"/>				
-	<input type="text" value="Substances and Equipment"/> Untrained staff using cleaning substances and equipment	<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 assessment for all substances in place"/> <input type="text" value="Work instruction for tasks in place"/> Only staff trained in safe methods and use of substances carry out cleaning tasks, including mechanical cleaning equipment <input type="text" value="staff trained on new processes and chemicals as part of reinduction to site"/>	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
-	<b>Category</b>	Handling post or packages							
+	<input type="text" value="Handling"/> Handling post, packages or 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"/> Government guidelines followed: <a href="https://www.gov.uk/government/publications/guid-to-employers-and-businesses-about-covid-19/guid-for-employers-and-businesses-on-coronavirus-cov">https://www.gov.uk/government/publications/guid-to-employers-and-businesses-about-covid-19/guid-for-employers-and-businesses-on-coronavirus-cov</a>	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
-	<b>Category</b>	Business Continuity							
+	<input type="text" value="Facility closure"/> Closure of building due to Covid-19 infected person having been or suspected to have been in the premises, or insufficient staff to	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Minimum staffing levels identified to safely operate. Building closed if such numbers are not available"/> <input type="text" value="Flexible emergency rosters introduced to maintain a level of service"/>	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
-	<input type="text" value="Infected person"/>		<input type="text" value="Deep clean and sanitisation of facility"/> <input type="text" value="Government advice followed"/>	1 x 1	1		Please select additional control measure or manual	1 x 1	1

	Covid-19 infected person having been or suspected to have been in the premises	<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="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>			
-	<input type="text" value="Cleaning Provision"/> Contracted cleaning provision interrupted or discontinued	<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="Business continuity plan in place"/> <input type="text" value="Staff trained in cleaning tasks"/>	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

Revision History			
<input type="text" value="Q"/>	<input type="text" value="10"/>		<input type="button" value="Export"/>
Reviewed By	Name	Comment	Date
rochdalemanager@stitch.com	John Matson	Initial draft completed by jm	20-06-2020 17:28:45
rochdalemanager@stitch.com	Andrew Entwistle	none	10-07-2020 14:24:32
rochdalemanager@stitch.com	Andrew Entwistle	none	10-07-2020 14:46:53
Showing 1 to 3 of 3 entries			<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>