



**Workplace Risk Assessment**

**Ref: Temporary Fitness Suite**

<b>Directorate</b> (Please tick)	<b>People</b>	<b>Place</b>	<b>Position</b>	<b>Performance</b>
	✓			
<b>Department</b>	Health & Recreation			
<b>Activity to be Assessed:</b>	Temporary Fitness Suite (Including COVID 19 Measures)			
<b>Location:</b>	Craigavon Leisure Centre			
<b>Date Completed:</b>	30/06/2020 – [updated 05/09/20]			
<b>Assessor(s):</b>	Mark Wilson			
<b>Signature Manager:</b>				
<b>Planned Review:</b>	As Government or Council guidelines change			

**Risk Assessment Scale**

<b>Severity</b>	<b>1</b>	Minor (e.g. grazes / minor cuts)	<b>Likelihood</b>	<b>1</b>	Unlikely will happen	<b>Risk Rating</b>	<b>1</b>	Lowest
	<b>2</b>	Serious (e.g. broken bones)		<b>2</b>	Likely may happen			↓
	<b>3</b>	Major (e.g. paralysis / death)		<b>3</b>	Very likely will happen		<b>9</b>	Greatest

**Risk Evaluation**

<b>Risk Rating</b>	<b>Action</b>
<b>1-2</b>	<b>Acceptable</b> – No further action but ensure controls are maintained
<b>3-4</b>	<b>Tolerable</b> – Look to improve
<b>6-9</b>	<b>Undesirable</b> – Further control measures put in place to help reduce Risk Rating

HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT S X L = R			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	
	Failure to maintain social distancing guidelines during movement of fitness equipment from existing gym to main hall	Y			Y	<ul style="list-style-type: none"> <li>Two person lift when required when moving equipment.</li> <li>Existing PPE requirements remain in place with adequate stocks of disposable gloves.</li> <li>Face masks can be issued to employees on request as a means of reassurance but not required to prevent spread of infection*.</li> <li>Where it is not possible to remain 2 meter's apart, staff work side by side, or facing away from each other if possible.</li> <li>Where face-to-face contact is essential, this is kept to 15 minutes or less wherever possible.</li> <li>Staff trained in manual handling techniques.</li> </ul>	3	
Personal Care & Sanitation	Y	Y		<ul style="list-style-type: none"> <li>All persons are advised not go to the Centre if they are experiencing any coronavirus (COVID-19) symptoms or any cold or flu-like symptoms in particular, a cough or a high temperature.</li> <li>Staff are informed that they must follow strong hygiene practices at every opportunity.</li> <li>If employee is in 'increased risk group' stringent social distancing measures are in place in line with government guidance.</li> <li>Signage and floor markings in use to enforce social distancing</li> <li>Employees/public and contractors told to stay at home if they have any symptoms in line with PHA guidance.</li> <li>Signage in place to reinforce messages</li> </ul>	3	1	3	

Reducing person contact (social distancing)	Y	Y	<p><b>Reducing person contact (social distancing) – RECEPTION</b></p> <ul style="list-style-type: none"> <li>• Perspex screens in place at reception areas to reduce risk of infection from public visitors</li> <li>• Credit card machines placed in front of Perspex and contactless payments encouraged</li> <li>• Signage and floor markings in place to enforce distancing around reception desk</li> <li>• Gym sessions can be booked and paid for online to reduce contact between reception staff and the public</li> <li>• Gym sessions will be, allocated to time slots and must be booked prior to attending. An attendance report will be printed prior to the public attending each time slot.</li> <li>• Set maximum number of training slots per booking, as per UK active guidelines – number can increased or decreased as situation changes.</li> <li>• Staff will receive new updated NOPS on entry requirements to the fitness suite</li> </ul> <p><b>Reducing person contact (social distancing) – TEMPORARY FITNESS SUITE</b></p> <ul style="list-style-type: none"> <li>• Users will enter temporary fitness suite at booked timeslots and queue according to government social distancing guidelines</li> <li>• All fitness equipment will be a minimum of 2m apart – signage and floor markings in place to enforce social distancing</li> <li>• Staffed Fitness suites: staff will ensure that all users maintain social distancing at all times</li> <li>• Non staffed fitness suites will complete spot check to ensure users adhere to social distancing at all times</li> <li>• Fitness suite staff will provide programmes or personal training adhering to social distancing and with use of a visor</li> <li>• Have a one way system in place in temporary fitness suite, use signage to show and enforce route</li> <li>• Spotting only allowed between two people from the same household</li> <li>• One user per area unless from the same house hold</li> <li>• No movement of equipment to different areas</li> <li>• Gym users must come ready for activity</li> <li>• Signage and floor markings to enforce social distancing</li> <li>• Extra signage regarding social distancing will be in place around the free-weights area.</li> <li>• 1 hour maximum session usage in place</li> <li>• Allotted close down sessions throughout each day for staff to clean equipment</li> </ul>	3	1	3	
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HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT S X L = R			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	
Flooring	Y	Y		<ul style="list-style-type: none"> <li>Floor markings in place to enforce social distancing</li> </ul>	3	1	3	
Lighting	Y	Y		<ul style="list-style-type: none"> <li>Adequate Lighting in main hall.</li> <li>Maintenance team contacted if any issues with lighting occurs.</li> </ul>	3	1	3	
Slip, Trips & Falls				<ul style="list-style-type: none"> <li>Trailing Leads avoided where necessary.</li> <li>Planned layout most suitable for the area.</li> <li>Unavoidable trailing cables are highlighted / taped / in a cable ramp.</li> <li>Spillages cleared up quickly.</li> <li>Floor type is adequate for activities.</li> </ul>	3	1	3	
Maximum users	Y	Y		<ul style="list-style-type: none"> <li>Maximum of 40 users per session in the fitness suite to allow distancing</li> </ul>	2	1	2	
Parking		Y		<ul style="list-style-type: none"> <li>Signage to remind public to maintain social distancing guidelines during access and egress from the carpark</li> </ul>	3	1	3	

HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT S X L = R			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	
Hand and Respiratory Hygiene	Y	Y	Y	<ul style="list-style-type: none"> <li>Hand washing facilities with soap, water and drying facilities provided</li> <li>Handwashing advice to staff/public/contractors on washing hands for 20 seconds               <ul style="list-style-type: none"> <li>after visiting the toilet</li> <li>before handling food</li> <li>when visibly dirty</li> <li>after coughing or sneezing into your hands</li> <li>before smoking</li> </ul> </li> <li>Hand sanitising stations will be available on entry and exit of building for public use.</li> <li>Hand sanitiser available at reception for staff</li> <li>Cleaning stations positioned and clearly sign posted around temp fitness suite for public to use to wipe down machines after use</li> <li>Hand washing technique</li> <li>Hand sanitiser station available in fitness suite</li> <li>Stocks checked weekly &amp; replenished as and when required</li> </ul>	3	1	3	
PPE	Y	Y	Y	<p><b>Personal Protective Equipment</b></p> <ul style="list-style-type: none"> <li>Existing PPE requirements remain in place and are adequate.</li> <li>Adequate stocks of disposable gloves as required</li> </ul> <p><b>Respiratory Protective Equipment</b></p> <ul style="list-style-type: none"> <li>Issued to employees on request as a means of reassurance but not required to prevent spread of infection*</li> </ul>	3	1	3	* From WISH Guide / HSE Public Health England currently states: <i>We do not recommend the use of facemasks as an effective means of preventing the spread of infection. Face masks play an important role in clinical settings, such as hospitals, but there's very little evidence of benefit from their use outside of these settings.</i>

HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT S X L = R			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	
Equipment	Y	Y		<ul style="list-style-type: none"> <li>New set up/layout adhering to social distancing requirements</li> <li>One way system - In and out of temporary fitness suite</li> <li>Essential maintenance on all equipment has been completed prior to reopening of temporary fitness suite</li> <li>Visual checks of equipment by staff will take place</li> </ul>	3	1	3	
Toilets & changing room facilities	Y	Y		<ul style="list-style-type: none"> <li>No changing facilities available – customers to come ready to train</li> <li>Shower facilities are available post workout – user must inform Fitness Advisor prior to use</li> <li>Adhere to social distancing</li> <li>Signage and floor markings in place to enforce social distancing</li> <li>Toilet facility outside fitness suite entry and to be cleaned after use</li> </ul>	3	1	3	
Electrical	Y			<ul style="list-style-type: none"> <li>Additional temporary power supply created</li> <li>Extension leads to be made for machines if required</li> </ul>	3	1	3	
Water	Y	Y		<ul style="list-style-type: none"> <li>No water dispenser available in temporary fitness suite</li> <li>Customers to bring their own drink for use when exercising</li> </ul>	3	1	3	
Emergency Situation	Y	Y		<ul style="list-style-type: none"> <li>In an emergency, for example an accident or fire, people do not have to stay 2m apart if it would be unsafe.</li> <li>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> <li>Emergency Grab Bag to be brought to fire assembly point</li> </ul>	3	1	3	



## Workplace Risk Assessment

Ref:

<b>Directorate</b> (Please tick)	<b>People</b>	<b>Place</b>	<b>Position</b>	<b>Performance</b>
	✓			
<b>Department</b>	ABC			
<b>Activity to be Assessed:</b>	Reception & Admin Office & Kitchen & Staff Room			
<b>Location:</b>	Craigavon Leisure Centre			
<b>Date Completed:</b>	30/06/2020 – [updated 05/09/20]			
<b>Assessor(s):</b>	Mark Wilson			
<b>Signature Manager:</b>				
<b>Planned Review:</b>	As Government guidelines change			

### Risk Assessment Scale

Severity	1	Minor (e.g. grazes / minor cuts)	Likelihood	1	Unlikely will happen	Risk Rating	1	Lowest
	2	Serious (e.g. broken bones)		2	Likely may happen		9	↓
	3	Major (e.g. paralysis / death)		3	Very likely will happen		9	Greatest

### Risk Evaluation

Risk Rating	Action
<b>1-2</b>	Acceptable – No further action but ensure controls are maintained
<b>3-4</b>	Tolerable – Look to improve
<b>6-9</b>	Undesirable – Further control measures put in place to help reduce Risk Rating

DCC - Reception & Admin Office & Kitchen & Staff Room

HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT S X L = R			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	
Spread of Coronavirus infection in the workplace	Y	N	Y	<ul style="list-style-type: none"> <li>Employees in 'increased risk' group sent home from work</li> <li>If employee is in 'increased risk group' is required then stringent social distancing measure in place in line with government guidance.</li> <li>Signage to enforce social distancing</li> <li>Employees/public and contractors told to stay at home if they have any symptoms in line with PHA guidance.</li> <li>Signage in place to reinforce messages on 1) symptoms and stay at home 2) hand washing and 3) catch it bin, kill it</li> </ul>	3	1	3	Contractors only allowed access if booked in advance and on provision of a safe working risk assessment
Coronavirus infection/spread of infections in: <b>Reception</b>	Y	Y	Y	<ul style="list-style-type: none"> <li>One way system in place –</li> <li>Signage on entrance and exit to enable social distancing</li> <li>Perspex screens in place at reception to reduce risk of infection from public visitors</li> <li>Hand sanitiser stations at entrance and exit doors with signage to encourage use on entry and exit of facility</li> <li>Floor markings to encourage social distancing</li> <li>All public seating in reception area has been removed</li> <li>Signage clearly displayed to help enforce social distancing</li> <li>Only reception staff and supervisor permitted behind reception desk.</li> <li>Staff travelling through another member of staffs work area should announce their intention to do so, this will allow members of staff to move to a safe distance</li> <li>All work stations/areas should be cleaned at the start and end of shift</li> <li>Any cleaning waste should be <b>double bagged</b> and disposed of normally</li> </ul>	3	1	3	Use of barriers to divide corridors and enforce one way system



<p>Coronavirus infection/spread of infections in: <b>Reception / Office Work stations</b></p>	Y			<ul style="list-style-type: none"> <li>• Workstation layouts will be designed to allow staff to maintain social distancing wherever possible using floor tape to help staff keep to a 2m distance.</li> <li>• Workstations will be assigned to an individual member of staff and if possible not shared during the shift.</li> <li>• Where for any reason workstations cannot be assigned to an individual member of staff, they should be shared by the smallest possible number of people.</li> <li>• If it is not possible to keep workstations 2m apart then consideration will be given to whether that activity needs to continue for the business to operate.</li> <li>• Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.</li> <li>• Only where it is not possible to move workstations further apart, using screens to separate people from each other.</li> </ul>	3	1	3	
<p>Coronavirus infection/spread of infections in: <b>Meetings/Training</b></p>	Y	Y	Y	<ul style="list-style-type: none"> <li>• Using remote working tools to limit in-person meetings/training.</li> <li>• To reduce transmission risks for face-to-face meetings/training the following actions will be put in place: <ul style="list-style-type: none"> <li>- Social distancing should be maintained in all times</li> <li>- Only absolutely necessary participants should attend</li> <li>- Avoiding transmission during, for example, avoiding sharing pens and other objects.</li> <li>- Providing hand sanitiser</li> <li>- Use well-ventilated rooms whenever possible.</li> <li>- Floor signage to help people maintain social distancing.</li> </ul> </li> </ul>	3	1	3	

<p>Coronavirus infection/spread of infections in:</p> <p><b>Kitchen &amp; staff belongings</b></p>	Y	N	Y	<ul style="list-style-type: none"> <li>• Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</li> <li>• Providing regular reminders and signage to maintain personal hygiene standards.</li> <li>• Providing hand sanitiser in multiple locations in addition to washrooms.</li> <li>• Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li> <li>• Provision of more waste facilities and more frequent rubbish collection.</li> <li>• Provision of hand drying facilities – paper towels</li> <li>• Staff encouraged to bring ready-made food to eliminate the need to spend time preparing &amp; cooking food in the kitchen.</li> <li>• Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions</li> <li>• Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage.</li> <li>• Staff are encouraged not to bring in personal item/bags and clothing and to arrive to work in uniform.</li> <li>• Awareness and focus on the importance of mental health at times of uncertainty.</li> </ul>	3	1	3	
<p>Coronavirus infection/spread of infections in:</p> <p><b>Emergency</b></p>	Y	Y	Y	<ul style="list-style-type: none"> <li>• In an emergency, for example an accident or fire, people do not have to stay 2m apart if it would be unsafe.</li> <li>• People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> <li>• Emergency Grab Bag to be brought to fire assembly point</li> <li>• First aid procedure in place</li> </ul>	3	1	3	
<p>Coronavirus infection/spread of infections in:</p> <p><b>Hand and Respiratory Hygiene</b></p>	Y	Y	Y	<ul style="list-style-type: none"> <li>• Hand washing facilities with soap, water and drying provided in building</li> <li>• Handwashing advice given to all staff and visitors on entry through COVID 19 posters</li> <li>• Advice given on washing hands for 20 seconds: <ul style="list-style-type: none"> <li>○ After toilet use</li> <li>○ Before handling food</li> <li>○ When visibly dirty</li> <li>○ After coughing or sneezing into your hands</li> <li>○ Before smoking</li> </ul> </li> <li>• Sanitising gel provided throughout building</li> <li>• Posters displayed throughout building</li> </ul>	3	1	3	

Toilets & changing room facilities	Y	Y		<ul style="list-style-type: none"> <li>• Staff are encouraged to come to work in uniform</li> <li>• Adhere to social distancing</li> <li>• Signage and floor markings in place to enforce social distancing</li> <li>• Toilet facility outside fitness suite entry and first floor level. To be cleaned after use</li> </ul>	3	1	3	
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**References**

- Guidance for employers and businesses on coronavirus (COVID-19): Updated 7 April 2020
- Staying at home and away from others (social distancing): Published 23 March 2020
- COVID-19: infection prevention and control: Updated 23 March 2020
- COVID-19 Working through this together. A practical guide to making workplaces safer: Published 09 April 2020
- Guidance for the Cleaning of Public Toilets: dated 09 June 2020 V1
- Management of Circulation Spaces: QLM 2020
- Return to Work Facility Arrangements
- ABC COVID 19 Pandemic all activities risk assessment: dated 21 April 2020



**Workplace Risk Assessment**

**Ref: First Aid during COVID 19**


<b>Directorate</b> (Please tick)	<b>People</b>	<b>Place</b>	<b>Position</b>	<b>Performance</b>
	✓			
<b>Department</b>	Health & Recreation			
<b>Activity to be Assessed:</b>	First Aid (During COVID 19)			
<b>Location:</b>	Craigavon Leisure Centre			
<b>Date Completed:</b>	30/06/2020			
<b>Assessor(s):</b>	Mark Wilson			
<b>Signature Manager:</b>				
<b>Planned Review:</b>				

**Risk Assessment Scale**

<b>Severity</b>	<b>1</b>	Minor (e.g. grazes / minor cuts)	<b>Likelihood</b>	<b>1</b>	Unlikely will happen	<b>Risk Rating</b>	<b>1</b>	Lowest
	<b>2</b>	Serious (e.g. broken bones)		<b>2</b>	Likely may happen			↓
	<b>3</b>	Major (e.g. paralysis / death)		<b>3</b>	Very likely will happen		<b>9</b>	Greatest

**Risk Evaluation**

<b>Risk Rating</b>	<b>Action</b>
<b>1-2</b>	<b>Acceptable</b> – No further action but ensure controls are maintained
<b>3-4</b>	<b>Tolerable</b> – Look to improve
<b>6-9</b>	<b>Undesirable</b> – Further control measures put in place to help reduce Risk Rating

HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT S X L = R			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	
Insufficient or expired first aid stock risks First aid not being available or in suitable condition	Y	Y	Y	<ul style="list-style-type: none"> <li>First aid equipment is checked and recorded to ensure kits are suitably stocked and in date prior to opening</li> </ul>	3	1	3	
Cross infection between injured person and first aider during first aid	Y	Y	Y	<ul style="list-style-type: none"> <li>In circumstances where a first aider is required to treat a casualty on the premises, the first aider welfare and PPE procedure must be followed before attending to the casualty</li> <li>Refresher training to be undertaken wearing PPE to give first aiders relevant practice</li> <li>Where a casualty is conscious, ask them to fit or if they are unable to do this themselves, fit for them a face mask</li> <li>Carry out your normal first aid treatment in line with the training provided on first aid course</li> <li>Cardiac arrest is identified if a person is unresponsive and not breathing normally</li> <li>Responsiveness must be assessed by shouting</li> <li>When assessing breathing look for normal breathing in order to minimise the risk of infection, do not open the airway and do not place face next to the victims mouth/nose</li> <li>Ensure that a call to the emergency services has been initiated</li> <li>To reduce the risk of airborne spread of the virus during chest compressions place a face shield on patient or cloth/towel over the persons mouth and nose before performing chest compression only CPR and defibrillation</li> <li>Continue with CPR until relieved by another member of staff or by the attending emergency services</li> </ul>	3	1	3	<p>Additional equipment to provide</p> <ul style="list-style-type: none"> <li>Face masks /face visor</li> <li>Hand sanitiser placed in first aid kit</li> <li>Apron/gown</li> <li>First aid should be competent to use the PPE provided</li> </ul> 

Cross infection between injured child and first aider	Y	Y	Y	<ul style="list-style-type: none"> <li>Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings is followed.</li> <li>After providing CPR, all staff involved in the treatment MUST, as soon as possible, wash their hands thoroughly with soap and water or disinfect their hands with an alcohol-based hand-gel.</li> <li>Duty Manager or other senior person on site to contact the HR Department to speak with the NHS personnel to enquire about screening after having been in contact with a person with suspected or confirmed COVID-19.</li> </ul>	3	1	3	
Poor personal hygiene leads to infection	Y	Y	Y	<p>Irrespective of whether in a first aid environment or not, in line with current HMG guidelines, all staff are required to:</p> <ul style="list-style-type: none"> <li>Wash hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so.</li> <li>When working in areas where there may be no immediately accessible hand washing facilities, staff must use hand sanitiser instead on a regular basis.</li> <li>To reduce the spread of germs when staff cough or sneeze, they cover their mouth and nose with a tissue, or your sleeve (not hands) Immediately afterwards, staff wash your hands or use a hand sanitising gel.</li> <li>Disposal bins have been installed in all areas.</li> </ul>				
Post first aid treatment cross infection	Y	Y	Y	<ul style="list-style-type: none"> <li>Post first aid procedures are followed</li> <li>Contaminated waste procedures are followed</li> <li>Face masks used by staff and casualties are disposed of</li> <li>Face shield, all surfaces including the first aid kit are sanitized</li> <li>First aid kits are restocked with new equipment including masks and shields</li> <li>Incidents reports are completed and sent to Health and safety officer</li> <li>Thoroughly wash hands once the procedures are complete</li> <li>All equipment and surfaces are to be thoroughly cleaned at the close of each day</li> </ul>	3	1	3	<p>After providing first aid or CPR all staff involved in the treatment MUST as soon as possible wash their hands thoroughly with soap and water or disinfect their hands with an alcohol based hand gel</p> <p>The Duty officer to contact HR Department to speak with NHS personnel to enquire about screening after having been in contact with a person with suspected or confirmed COVID -19</p>

## **References**

### **Resuscitation council UK statement on Covid 19 in relation to CPR**

\* Paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival.

For out of hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.

Therefore, if there is any doubt about what to do, the guidance in the Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings should be used.

It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you.

We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child / infant.

However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.

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	✓			
<b>Department</b>	Health & Recreation			
<b>Activity to be Assessed:</b>	Cleaning – During COVID 19 Pandemic (in addition to existing Cleaning RA)			
<b>Location:</b>	Craigavon Leisure Centre			
<b>Date Completed:</b>	30/06/2020			
<b>Assessor(s):</b>	Mark Wilson			
<b>Signature Manager:</b>				
<b>Planned Review:</b>				

### Risk Assessment Scale

Severity	1	Minor (e.g. grazes / minor cuts)	Likelihood	1	Unlikely will happen	Risk Rating	1	Lowest
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### Risk Evaluation

Risk Rating	Action
1-2	Acceptable – No further action but ensure controls are maintained
3-4	Tolerable – Look to improve
6-9	Undesirable – Further control measures put in place to help reduce Risk Rating



HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT <b>S X L = R</b>			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	
Spread of Coronavirus infection				<ul style="list-style-type: none"> <li>• Employees in 'increased risk' group sent home from work</li> <li>• If employee is in 'increased risk group' is required then stringent social distancing measure in place in line with government guidance.</li> <li>• Signage and floor markings to enforce social distancing</li> <li>• Employees/public and contractors told to stay at home if they have any symptoms in line with PHA guidance.</li> <li>• Signage in place to reinforce messages on 1) symptoms and stay at home 2) hand washing and 3) catch it bin, kill it</li> <li>• Hand washing facilities available with soap and hot running water.</li> <li>• Stringent hand washing by staff.</li> <li>• Adequate waste receptacles in place &amp; emptied regularly.</li> <li>• Duty Managers and leisure staff MUST ensure that staff and users adhere to the requirements to wash hands before and after activities</li> <li>• Replacement / removal of porous materials i.e. fabric chairs</li> <li>• Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</li> </ul>	3	1	3	
Use of Cleaning Products				<ul style="list-style-type: none"> <li>• Cleaning products will meet <b>BS EN 14476</b> (tested against viruses)</li> <li>• Employees trained on the use of products and COSHH assessments available.</li> <li>• Employees are familiar with processes &amp; procedures for cleaning.</li> <li>• Employees advised to avoid creating splashes and spray when cleaning.</li> <li>• Existing PPE requirements remain in place</li> <li>• Adequate stocks of disposable gloves as required</li> <li>• Additional PPE such as a Visor can be made available on request.</li> <li>• Adequate supply of cleaning produces kept in cleaning store.</li> <li>• Cleaning equipment is cleaned after use and kept in a clean condition.</li> <li>• Supervisors and Duty Managers monitor cleaning regimes.</li> </ul>	3	1	3	
Cleaning class equipment				<ul style="list-style-type: none"> <li>• Activity areas are sanitized after every class</li> <li>• Equipment used for activities (mats, kettle bells, spin bikes etc) are sanitized after every class</li> <li>• Centre programme' s are adjusted to permit cleaning time between classes.</li> </ul>	3	1	3	*separate RA details cleaning within fitness suite.

HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT <b>S X L = R</b>			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	
Frequently Touched Areas				Normal thorough cleaning regime in place with particular attention given to high frequency contact points i.e. towel or toilet roll dispensers, taps, sinks, door handles, toilet handles, waste bins, hand driers, grab rails Doors propped open to reduce the need to touch door handles etc.	3	1	3	In the healthcare setting 'frequently touched' surfaces such as medical equipment, door/toilet handles and locker tops, patient call bells, over bed tables and bed rails should be <b>cleaned at least twice daily and when known</b> to be contaminated with secretions, excretions or body fluids. For public toilets normal frequency should be sufficient.

ACTION PLAN				
HAZARD	ADDITIONAL CONTROLS	ACTION BY WHO	ACTION BY WHEN	DATE COMPLETE

RISK ASSESSMENT SIGNATURE(S)		
NAME	SIGNATURE	DATE











### References

- COVID-19: cleaning in non-healthcare settings: Updated 15 May 2020
- <https://www.food.gov.uk/safety-hygiene/cleaning>
- Guidance: Glossary of terms: Updated 21 May 2020










### Terms

- **Cleaning:** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone **does not kill germs.**
- **Disinfectants:** Disinfectants kill bacteria. They should be used on a visibly clean surface. They do not work effectively if the surface is covered in grease or visible dirt. It is important that you follow the specified contact times for the products to be effective. This will normally be 1 -5 mins
- **Detergents:** Detergents clean the surface and remove grease, but **they do not kill bacteria.**
- **Sanitisers:** Sanitisers can be used to clean and disinfect as part of a two-stage approach. First use the sanitiser to clean the surface if heavily soiled. You should then re-apply the sanitiser to the visibly clean surface and leave for the required time. This will disinfect the surface.
- **Frequently touched surfaces:** Surfaces of the environment which are commonly touched or come into contact with human hands

# COSHH ASSESSMENT

<b>Product Ref 38</b>				<b>Date of Assessment 26<sup>th</sup> June 2020</b>				
				<b>Common Name Debac</b>				
<b>Manufacturer</b> Zep Chemicals								
<b>Type of Substance</b>	<b>Liquid</b>	<b>X</b>		<b>Size of Container</b>	<b>&lt; 1 Litre / Kg</b>			
	<b>Gas</b>				<b>1 – 5 Litre / Kg</b>		<b>X</b>	
	<b>Vapour</b>				<b>6 – 10 Litre / Kg</b>			
	<b>Solid</b>				<b>10 – 25 Litre / Kg</b>			
	<b>Other</b>				<b>&gt; 25 Litres / Kg</b>			
<b>Hazard Symbols on Container</b>	 Highly Flammable or Extremely Flammable	 Dangerous for the Environment	 Explosive	 Gas Pressure	 Health hazard	 Corrosive	 Irritant	
		<b>X</b>				<b>X</b>		
	 Oxidizing	 Toxic or Very Toxic	 No GHS					
<b>Possible Entry Route</b> (Tick all that apply)	<b>Inhaled</b>	<b>Ingested</b>	<b>Absorbed by skin</b>	<b>Eyes</b>	<b>Other (Please Specify)</b>			
	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>				
<b>Are Alternative Substances Available</b>		<b>Yes</b> <b>X</b>	<b>No</b> <input type="checkbox"/>	<b>Possible alternatives and reason for not using?</b> Product in stock and meets requirements				
<b>Quantity of substance Used each time</b> 8lt spray uses 80ml of Debac  1lt Spray bottle will use 1ml of Debac	<b>Frequency and Duration of task</b> Daily allowance of four occasions at ten to fifteen minutes duration on each occasion	<b>Ingredients</b>			<b>WEL</b>			
		alcohol C13-iso, ethoxylated 5-10%			Short 40ppm Long 20ppm			
		didecyldimethylammonium chloride 2.5 -5%			Short 400ppm Long 500ppm			
		Alanine, N,N-bis(carboxymethyl-), trisodiumsalt 1-2.5%			Short 85mg/KG day Long 17mg/KG day			
<b>Where is the substance used (Location)</b> All areas								
<b>What is the substance used for</b> Sanitizing of surfaces and equipment								
<b>How substance is used:</b> mixed with water and applied by spray bottle or garden sprayer to sanitize surfaces and equipment 15-120mins contact time required								
<b>Is the Substance mixed with other Chemicals / Materials</b>	<b>Yes</b> <b>X</b>	<b>No</b>		<b>If yes please state chemicals / other considerations</b> 1 Part Debac to 100 parts water (Hot or Cold)				
<b>Identify Persons who may be directly affected by exposure:</b> Staff				<b>Persons indirectly exposed.</b> Persons using area / equipment during & after cleaning.				

# COSHH ASSESSMENT











<b>Possible health affects</b> <i>(inc R Phrase if Known)</i>						
H290	May be corrosive to metals.	H314	Causes severe skin burns and eye damage.			
H301	Toxic if swallowed.	H318	Causes serious eye damage.			
H302	Harmful if swallowed.	H400	Very toxic to aquatic life.			
H411	Toxic to aquatic life with long lasting effects.					
<b>Control Measures (Tick all that Apply)</b>						
<b>Storage Precautions</b>	<b>Locked Cupboard / Van</b> X	<b>Bunded Store</b>	<b>Sign out sheet</b>	<b>Fume Cupboard</b>		
<b>Fire Fighting Equipment</b>	<b>Water</b> X	<b>CO<sub>2</sub></b> X	<b>Powder</b> X	<b>Foam</b>	<b>N / A</b>	
<b>Other</b>						
<b>General Precautions</b>	<b>Wash hands before / after use</b> X	<b>Well Ventilated Area</b>	<b>Local Exhaust Ventilation</b>	<b>Suitable / Approved PPE</b> X	<b>Two People Present</b>	
<b>Other (Please Specify)</b>						
<b>Mandatory Personal Protective Equipment (PPE)</b>  (Tick all that Apply)	<b>Gloves</b>  X	<b>Goggles</b> 	<b>Visor</b> 	<b>Safety Boots</b> 	<b>Overalls</b> 	<b>Jacket</b> 
	<b>Dust Mask</b> 	<b>Respirator</b> 	<b>Eye Glasses</b>  X			
<b>Additional / Special precautions</b>	Please wear Disposable Apron while using this product while completing Covid Cleaning duties					
<b>First Aid Arrangements</b>	<b>General</b>	Immediately remove any clothing soiled by the product.				
	<b>Eyes</b>	Rinse opened eye for several minutes under running water. Then consult a doctor.				
	<b>Skin</b>	If skin irritation continues, consult a doctor. Immediately wash with water and soap and rinse thoroughly.				
	<b>Ingestion</b>	If symptoms persist consult doctor.				
	<b>Inhalation</b>	Supply fresh air; consult doctor in case of complaints.				
<b>Spillage</b>	Methods and material for containment and cleaning up: Absorb with liquid-binding material (sand, diatomite, universal binders). Use neutralising agent. Dispose contaminated material as waste according to below.					
<b>Disposal</b>	Must not be disposed together with household garbage. Do not allow product to reach sewage system. Disposal must be made according to official regulations					

# COSHH ASSESSMENT










<b>Overall Risk Rating:</b>	<b>LOW</b>	MEDIUM	HIGH	
<b>ACTION REQUIRED</b>	<b>BY WHOM</b>		<b>BY WHEN</b>	<b>COMPLETED</b>
Date for Next Assessment: 26 <sup>th</sup> June 2020		Signature of Assessor: Paul Rooney		

**N.B. Attach copies of all relevant material safety data sheets.**

# COSHH ASSESSMENT

<b>Product Ref:</b>				<b>Date of Assessment:</b> 6 <sup>th</sup> July 2020				
				<b>Common Name:</b> Safe Zone Plus				
<b>Manufacturer:</b> Evans Vanodine International								
<b>Type of Substance</b>	<b>Liquid</b>		<b>X</b>		<b>Size of Container</b>	<b>&lt; 1 Litre / Kg</b>		
	<b>Gas</b>					<b>1 – 5 Litre / Kg</b>		<b>X</b>
	<b>Vapour</b>					<b>6 – 10 Litre / Kg</b>		
	<b>Solid</b>					<b>10 – 25 Litre / Kg</b>		
	<b>Other</b>					<b>&gt; 25 Litres / Kg</b>		
<b>Hazard Symbols on Container</b>								
	Highly Flammable or Extremely Flammable	Dangerous for the Environment	Explosive	Gas Pressure	Health hazard	Corrosive	Irritant	
								
	Oxidizing	Toxic or Very Toxic	No GHS					
<b>Possible Entry Route</b> (Tick all that apply)	<b>Inhaled</b>	<b>Ingested</b>	<b>Absorbed by skin</b>	<b>Eyes</b>	<b>Other (Please Specify)</b>			
	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>				
<b>Are Alternative Substances Available</b>		<b>Yes</b> <b>X</b>	<b>No</b> <input type="checkbox"/>	<b>Possible alternatives and reason for not using?</b> Product in stock and meets requirements				
<b>Quantity of substance Used each time</b> 8lt spray uses 80ml of Debac  1lt Spray bottle will use 1ml of Debac		<b>Frequency and Duration of task</b> Daily allowance of four occasions at ten to fifteen minutes duration on each occasion		<b>Ingredients</b>			<b>WEL</b>	
				DIDECYL DIMETHYL AMMONIUM CHLORIDE 0.1-1%			Short Long	
				2-AMINOETHANOL 0.1-1%			Short 15mins – 3ppm 7.6mg/m3 Long 8hrs – 1ppm 2.5 mg/m3	
				POTASSIUM CARBONATE 0.1-1%			Short Long	
<b>Where is the substance used (Location)</b> All areas								
<b>What is the substance used for</b> Sanitizing of surfaces and equipment								
<b>How substance is used:</b> mixed with water and applied by spray bottle or garden sprayer to sanitize surfaces and equipment 15-120mins contact time required								
<b>Is the Substance mixed with other Chemicals / Materials</b>		<b>Yes</b> <b>X</b>	<b>No</b>	<b>If yes please state chemicals / other considerations</b> 1 Part to 100 parts water (Hot or Cold)				
<b>Identify Persons who may be directly affected by exposure:</b> Staff				<b>Persons indirectly exposed.</b> Persons using area / equipment during & after cleaning.				

# COSHH ASSESSMENT

<b>Possible health affects</b> <i>(inc R Phrase if Known)</i>						
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<b>Control Measures (Tick all that Apply)</b>						
<b>Storage Precautions</b>	<b>Locked Cupboard / Van</b> X	<b>Bunded Store</b>	<b>Sign out sheet</b>	<b>Fume Cupboard</b>		
<b>Fire Fighting Equipment</b>	<b>Water</b> X	<b>CO<sub>2</sub></b> X	<b>Powder</b> X	<b>Foam</b>	<b>N / A</b>	
<b>Other</b>						
<b>General Precautions</b>	<b>Wash hands before / after use</b> X	<b>Well Ventilated Area</b>	<b>Local Exhaust Ventilation</b>	<b>Suitable / Approved PPE</b> X	<b>Two People Present</b>	
<b>Other (Please Specify)</b>						
<b>Mandatory Personal Protective Equipment (PPE)</b>  (Tick all that Apply)	Gloves  X	Goggles 	Visor 	Safety Boots 	Overalls 	Jacket 
	Dust Mask 	Respirator 	Eye Glasses 			
<b>Additional / Special precautions</b>	Prolonged or repeated skin contact use suitable protective gloves.					
<b>First Aid Arrangements</b>	<b>General</b>	Immediately remove any clothing soiled by the product.				
	<b>Eyes</b>	Rinse opened eye for several minutes under running water. Then consult a doctor.				
	<b>Skin</b>	If skin irritation continues, consult a doctor. Immediately wash with water and soap and rinse thoroughly.				
	<b>Ingestion</b>	If symptoms persist consult doctor.				
	<b>Inhalation</b>	Supply fresh air; consult doctor in case of complaints.				



# COSHH ASSESSMENT

<b>Spillage</b>	Flush area with water			
<b>Disposal</b>	Small amounts (less than 5 Litres) of unwanted product may be flushed with water to sewer			
<b>Overall Risk Rating:</b>	<b>LOW</b>	MEDIUM	HIGH	
<b>ACTION REQUIRED</b>	<b>BY WHOM</b>		<b>BY WHEN</b>	<b>COMPLETED</b>
Date for Next Assessment: 6 <sup>th</sup> July 2020		Signature of Assessor: Mark Wilson		

**N.B. Attach copies of all relevant material safety data sheets.**