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| **Coronavirus Risk Assessment for Grassroots Sport and Gym/Leisure Facilities**  |
| **This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.****It is strongly advised that you read and follow the guidance from the government on this topic before undertaking this risk assessments as the control measures vary according to the part of the country you are in:****https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities****You must modify this risk assessment to ensure it reflects your business activities and the specific risks and controls you have in place.**  |
| **Location/Dept:**  | **Date Assessed:**  | **Assessed by:** |
| **Task/Activity:** Operating grassroots sport and gym/leisure facilities during the coronavirus pandemic  |  | **Reference Number:** |
|  | **Risk rating before implementing control measures** |  | **Risk rating after implementing control measures**  |  |
| **Activity/ Task** | **Hazard / Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Keeping members and visitors safe | Contracting COVID-19  | Employees Members VisitorsContractors  | 5 | 5 | 25 | * We will check the site location against the tiers for local restrictions and follow the guidance accordingly. Our risk assessment will be reviewed against this and any changes made will be communicated.
* All employees who can work from home will be asked to do so. We will also look to minimise the time all employees spend on site.
* Employees who feel unwell should stay at home and not attend the premises.
* The frequency of handwashing or sanitising will be increased.
* Music levels will be lowered to ensure people do not need to shout.
* The business will display a QR code at the entrance. Visitors will be asked to provide their name and contact details or scan into the premise using the NHS Test and Trace app.
* The maximum number of members that can reasonably follow social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) has been calculated for the site considering total floor space as well as likely pinch points and busy areas.
* Members are encouraged to arrive at the facility in sports kit and, where possible, travel home to change/shower.
* Sanitiser will be provided for members to regularly wipe down pieces of equipment.
* Swimming pool users and people with disabilities will be provided with changing areas which are disinfected regularly and well-ventilated.
* Gym and studio floors will be marked out for social distancing areas. Equipment including benches will be positioned to allow for social distancing
* Close contact services will clearly mean that the social distancing measures cannot be maintained and, as such, further measures will be put in place. These will include:
	+ Keeping the activity time involved as short as possible;
	+ Using screens or barriers to separate members from one another;
	+ Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; and
	+ Using a consistent pairing system, i.e. fixing which workers work together if workers have to be in close proximity (defined as being within arm’s length of someone else for a sustained period of time).
* Chaperones to children may wait outside the premises / activity area in a socially distant manner or in their car.
* Swimming pools will be restricting numbers to allow 3sqm per bather.
* The maximum occupancy of each indoor facility will be limited by providing a minimum of 100sqft per person. For this figure, the area is the net useable indoor facility space available to members to use, including changing rooms, toilet and wash facilities. Reducing capacity in this way whilst sustaining ventilation flows will increase the typical current 10l/s/p flow rate of ventilation to at least 20l/s/p, as fewer people are being served by the ventilation system.
* Ventilation systems will provide 100% fresh air and not recirculate air from one space to another.
* The existing ventilation rate will be increased by fully opening dampers and running fans on full speed.
* The ventilation system will operate for 24 hours a day.
* In the absence of known ventilation rates, a carbon dioxide sensor shall be used as a surrogate indicator to switch on additional mechanical ventilation or open windows.
* For saunas and steam rooms, maximum capacity will be restricted to 50% – the facilities will operate with two-metre social distancing, including marked seating points in each room. Guests are to be given fixed times and staggered slots to enter the sauna or steam room.
* Where possible, we will increase air flow and air changes to the maximum possible.
* We will ensure that saunas, steam rooms and any equipment are cleaned regularly, at the beginning and end of the day and at regular intervals in-between.
* Water fountains will have signage which prohibits face-to-tap drinking (no receptacle) and lets people know that these facilities are used to only be used to refill personal bottles or containers.
* The local authority has, where relevant, been contacted to discuss the impact of potential queues on open spaces, infrastructure or other local features.
* Neighbouring businesses and local authorities have been consulted to ensure that there is sufficient provision of additional parking or facilities such as bike racks, where possible, to help members avoid using public transport. Operating times can also be staggered.
* Queuing systems have been reviewed for the premises in order to maintain two-metre social distancing (or one metre + where this is not possible). Outside spaces will be used where possible and markings will be laid.
* Clear guidance on social distancing and hygiene will be made available to people on arrival (e.g. signage, visual aids, etc.) and before arrival, such as by phone, on our website or by email.
* Online or phone bookings will be the only permitted means for taking bookings.
* Appointment-only system to be implemented.
* Social distancing will be maintained in waiting areas when members wait for their appointments. When waiting areas can no longer maintain social distancing, consider moving to a ‘one in, one out’ policy.
* Queues will be managed in such a way as to ensure they do not cause a risk to individuals, other businesses or additional security risks, for example by introducing queuing systems, having staff direct members, and protecting queues from traffic by routing them behind permanent physical structures such as street furniture, bike racks, bollards or putting up barriers.
* Members will be encouraged to arrive at the time of appointment to avoid crowding or unnecessary waiting.
* Sanitising facilities will be provided at the entrances to the building and members will be encouraged to use the sanitiser or wash their hands.
* Changes made to entrances, exits and queue management will take into account reasonable adjustments for those who need them, including disabled members, for example maintaining pedestrian and parking access for disabled members.
* Members who are accompanied by children will be reminded that they are responsible for supervising them at all times and should follow social distancing guidelines.
* The flow of customers and employees through the premises has been considered and systems put in place to avoid areas of congestion and unnecessary contact.
* Booking of essential services and contractor visits have been revised to reduce interaction and overlap between people, wherever possible, for example carrying out services at night.
* All control measures identified will be equally expected of all persons without discrimination.
* We will assist the NHS Test and Trace service by keeping a temporary record of our staff shift patterns for 21 days and assisting with requests for that data if needed. This could help contain clusters or outbreaks.
* Members should be asked upon booking that they attend the appointment on their own.
* Working practices will be reviewed to minimise the duration of contact with the client.
* COVID-19-related screening questions will be asked of members ahead of their appointment, including:
	+ Have you had the recent onset of a new continuous cough?
	+ Do you have a high temperature?
	+ Have you noticed a loss of, or change in, normal sense of taste or smell? If the member has any of these symptoms, however mild, they should stay at home and reschedule their appointment.
* We will check national governing bodies’ specific guidance on how their sport can be played or adapted to enable adapted to enable social distancing which must be followed.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.<https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/reopen-sport-and-physical-activity-sector-facility-reopening-guidance> |
| Use of the member and employee toilets and good hygiene | Contracting COVID-19 | EmployeesContractorsVisitors | 5 | 5 | 25 | * Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency and to 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.
* Social distancing markings will be installed in areas where queues normally form, and we will adopt a limited entry approach, with one in, one out where possible and where this does not increase risk by creating a bottleneck.
* To enable good hand hygiene, hand sanitiser will be available on entry to toilets where safe and practical, and suitable handwashing facilities, including running water and liquid soap and suitable options for drying (either paper towels or hand dryers), will be available.
* There will be clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Normal cleaning products will be used, paying attention to frequently hand-touched surfaces, and disposable cloths or paper roll will be used to clean all hard surfaces.
* Ventilation will be increased where necessary by opening windows and, where appropriate, doors.
* Special care will be given to cleaning of portable toilets and large toilet blocks.
* A cleaning schedule will be kept up to date and clearly visible.
* Further waste facilities will be provided and emptied regularly.
* Good handwashing technique will be employed, and we will increase handwashing in between appointments. In the absence of handwashing facilities, mobile operators must use hand sanitiser.
* Members will be given access to tissues and informed that if they do need to sneeze or cough, they should do so into the tissue, which should then be discarded appropriately. They should then wash their hands thoroughly or use hand sanitiser after using a tissue.
* Regular reminders will be provided, and signage erected to maintain hygiene standards.
* Hand sanitiser will be provided at regular intervals throughout the premises.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.<https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/reopen-sport-and-physical-activity-sector-facility-reopening-guidance> |
| Providing and explaining available guidance | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Clear guidance on expected member behaviours, social distancing and hygiene will be provided to people on or before arrival, for example on online booking forms and on-site signage and visual aids. It will be explained to members that failure to observe safety measures will result in service not being provided.
* Written or spoken communication regarding the latest guidelines will be provided to both workers and members inside and outside the building. Posters or information setting out how members should behave to keep everyone safe will be provided. We will also consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.
* Where necessary, these will inform members that police and the local authorities have the powers to enforce requirements in relation to social distancing and may instruct members to disperse or leave an area, issue a fixed penalty notice or take further enforcement action.
* Members will be informed that they should be prepared to remove face coverings safely if asked to do so by police officers and staff for the purposes of identification.
* Workers will be encouraged to remind members to follow social distancing advice and clean their hands regularly.
* Where visits are required by inbound supplier deliveries or safety-critical visitors, we will provide site guidance on social distancing and hygiene on or before arrival.
* We shall ensure that information passed to members does not compromise their safety.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.<https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/reopen-sport-and-physical-activity-sector-facility-reopening-guidance> |
| Employee attendance to site | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Employees that can work from home, including those not in customer-facing roles such as administrative staff, will do so if at all possible.
* The minimum number of people required for safe operation of the building will be on site at any one time.
* The wellbeing of people who are working from home will be monitored and means for them to be able to stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site, will be implemented.
* We will keep in touch with home-based workers on their physical wellbeing, including their welfare, mental and physical health, and personal security.
* Remote workers will be provided with sufficient hard and software to be able to complete their roles.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Protecting people who are at a higher risk | Contracting COVID-19 | Employees | 5 | 5 | 25 | * Support will be provided to employees with regards to mental health and wellbeing. A support system will be identified and implemented.
* Employees and volunteers who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| People who need to self-isolate | Contracting COVID-19 | Employees | 5 | 5 | 25 | * Where appropriate, employees will be permitted to work from home when required to self-isolate.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Coming to and leaving work | Contracting COVID-19 | Employees | 5 | 5 | 25 | * Arrival and departure times at work will be staggered to reduce crowding into and out of the building, taking account of the impact on those with protected characteristics.
* Additional parking or facilities such as bike racks to help people walk, run, or cycle to work will be provided where possible.
* Employees should avoid using public transport, and aim to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory.
* Where possible, there will be an identified entry and exit point from the building.
* Markings should be used to inform staff coming into or leaving the building.
* Handwashing facilities or sanitiser will be provided at entry and exit points.
* Storage will be provided for staff belongings and clothing.
* Staff will be requested to change into work uniforms on site using appropriate facilities / changing areas, where social distancing and hygiene guidelines can be met.
* Uniforms will be washed on site or staff will be requested to wash uniforms regularly at home.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Staff movement around the building and other people’s homes | Contracting COVID-19 | EmployeesContractorsVisitors | 5 | 5 | 25 | * Movement around the building will be limited by discouraging non-essential trips within the building, for example restricting access to some areas, encouraging the use of radios, telephones or other electronic devices when sending orders from service areas to kitchens, where permitted, and cleaning them between use.
* Physical changes like barriers or screens between, behind or in front of workstations (where possible), between members, at wash stations, and in reception areas will be implemented where necessary.
* One-way systems will, where possible, be implemented and marked through the building.
* Maximum occupancy for lifts will be reduced, hand sanitiser will be provided for the operation of lifts, and the use of stairs will be encouraged wherever possible.
* We will ensure that disabled access to the lift is maintained.
* Social distancing measures will also be implemented in high-traffic areas such as corridors, staircases and lifts.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Work stations | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Layouts and processes will be reviewed to maintain social distancing (two metres, or one metre with risk mitigation where two metres is not viable) between members being served simultaneously, ensuring there is sufficient spacing between client chairs, for example closing off alternate chairs.
* Where possible and practical, screens will be erected to create a physical barrier between workstations. This will not be required between the practitioner and client when the practitioner is wearing a visor.
* Paint or tape will be used to demarcate social distancing.
* Contactless payment options will be employed, including for tips.
* Equipment should not be frequently shared between workers. Instead, there should be frequent cleaning between use and equipment should be assigned to an individual where possible.
* Role/task rotation will be avoided, including remaining at a consistent workstation where possible.
* Where items are required to be frequently passed between people, a drop-off zone will be identified.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Meetings | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Remote meeting tools should be used where possible to avoid face-to-face contact.
* Only absolutely necessary participants will physically attend meetings and will maintain social distancing guidelines.
* Participants will avoid sharing pens, documents or other items during a meeting to reduce transmission.
* Hand sanitiser will be provided in the meeting rooms.
* Wherever possible, meetings will be held outdoors or in well-ventilated areas.
* Floor signage will be implemented to encourage social distancing.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Common areas | Contracting COVID-19 | EmployeesMembers of the publicVisitors | 5 | 5 | 25 | * Break times will be staggered to maintain social distancing within break/staff rooms.
* The use of outside areas for breaks will be encouraged.
* Areas freed up by remote working can be used for breaks.
* Screens may be required in common areas where staff and members interact, such as tills.
* Employees to bring their own food and drinks. No food or drink to be consumed in the building by members other than water in disposable cups or bottles.
* Seating and tables will be reconfigured, such as in waiting areas, to optimise spacing and reduce face-to-face interactions.
* Workers will be encouraged to stay on site for the whole of their shift.
* Social distancing markings for other common areas, such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form, will be maintained.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Accidents, security and other incidents | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Incident and emergency procedures will be reviewed to ensure they reflect the social distancing principles as far as possible.
* Consideration will be given to ensure enough persons with safety-designated tasks are on site at all times to ensure the safety of staff and members.
* We will continue to follow [government advice on managing security risks](https://www.cpni.gov.uk/staying-secure-during-covid-19-0).
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Cleaning the premises – prior to opening | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Checks will be completed on the need to service or adjust ventilation systems, for example so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.
* If in doubt, we will seek advice from HVAC Engineers.
* Complete the Ellis Whittam Reoccupation Checklist to ensure the safety of the building.
* Complete a deep clean of the premises prior to opening.
* Extra bins and waste collection will be provided.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Cleaning the premises – keeping the building clean | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Appointments will be spaced to allow for frequent cleaning of work areas and equipment between uses, using the usual cleaning products.
* Workspaces will be cleared frequently, including removing waste and belongings from the work area at the end of a shift and not providing reading materials such as magazines in client waiting areas.
* Any reusable equipment used will be cleaned regularly with disinfectant.
* Doors will be wedged open, where appropriate, to increase ventilation. This does not apply to fire doors.
* Frequent cleaning will be completed of objects and surfaces that are touched regularly, including door handles and handheld weights and equipment, and we will make sure that there are adequate disposal arrangements for cleaning products.
* Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:
* All surfaces and objects which are visibly contaminated with body fluids; and
* All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.
* Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.
* If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.
* General cleaning will be increased to cover all occupied areas.
* Windows and doors will be kept open as much as possible to increase ventilation.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Changing rooms and showers | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Where shower and changing facilities are required, there will be clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.
* Enhanced cleaning will be implemented during the day and at the end of the day.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Handling goods, merchandise, other materials and onsite vehicles | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Goods and merchandise entering site will be cleaned and sanitised.
* Equipment that employees may bring from or take home will be regularly cleaned. Cleaning should also take place before and following client use.
* We will ensure that equipment entering a person’s home is thoroughly cleaned before use and between members, with usual cleaning products.
* We will minimise client contact with testers, for example employees demonstrating testers from a distance or facilitating the use of testers.
* Frequent handwashing will be encouraged, and further facilities provided.
* Picking-up and dropping-off collection points will be utilised where possible, rather than passing goods hand-to-hand.
* Handling procedures for laundry will be reviewed to ensure that dust is not raised and to prevent spread of the virus.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| PPE and face coverings | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | PPE identified to control risks other than COVID-19 will continue to be worn.Staff have been instructed to wear face coverings in areas that are open to the public and where they are likely to come into close contact with a member of the public, unless they have an exemption.When wearing face coverings, members of staff will be encouraged to:* Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.
* When wearing a face covering, avoid touching their face or face covering, as this could contaminate them with germs from their hands.
* Change their face covering if it becomes damp or if they have touched it.
* Continue to wash their hands regularly.
* Change and wash their face covering daily.
* If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in the usual waste.
* Practise social distancing wherever possible.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Deliveries to other sites | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Procedures will be put in place to minimise contact with persons at the destination, including contactless payments and maintenance of social distancing.
* Where two-person deliveries are required, cohorts will be formed with the same two people consistently working together.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Communication and training | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Regular and clear communication with staff will be delivered to ensure knowledge and comprehension of the risks and controls.
* Training will be delivered to staff prior to opening the site. This will include arriving at and leaving work.
* Workers unions will be consulted prior to opening.
* We will ensure staff know how and when to use PPE.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Ongoing communication and signage | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Ongoing communications will be made with workers unions.
* Simple, clear signs will be used with pictures where possible. These will be clear to persons for whom English is not their first language or who are visually impaired.
* Written communications such as whiteboards will be used to remind staff of rotas and control measures.
* We will communicate approaches and operational procedures to suppliers, members or trade bodies to help their adoption and to share experience, such as with emails or social media.
* We will communicate with households prior to arrival to discuss the steps required to safely provide close contact services in the home.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Inbound and outbound goods | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Pick-up and drop-off collection points, procedures, signage and markings will be revised.
* The frequency of deliveries will be minimised, for example by ordering larger quantities less often.
* Where possible and safe, single workers will load or unload vehicles.
* Scheduled deliveries will be outside of client appointment times.
* Re-stocking/replenishing will be done outside of workplace operating hours.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Potential outbreaks  | Contact with persons suffering from coronavirus | EmployeesContractorsCustomers  | 5 | 5 | 25 | Emergency Action Plan (EAP) in place and communicated to all members of staff and customers, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.Ellis Whittam’s Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:* All surfaces and objects which are visibly contaminated with body fluids; and
* All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.

If a person becomes ill in a shared space, these should be cleaned using disposable cloths and detergents, according to current recommended workplace legislation and practice. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |

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| **Risk/Priority Indicator Key** |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | **Suggested Timeframe** |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so |

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| **Review Record**  |

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| **Date of Review**  | **Confirmed by** | **Comments** |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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