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| **Risk Assessment**  |
| **Primary purpose of working on-site**  | Opening the Mayflower Gym to students, staff and the community | **Date** | 15th June 2020 |
| **School/Faculty/Directorate** | Student Services | **Assessor** | Matthew Plant |
| **Line Manager/Supervisor** | Emma Rowsell | **Primary site/location** | Mayflower Gym, University of Southampton |
| **Task/activity/travel frequency** | Daily | **Task/activity/travel duration** | All day |
| **Brief details/comments** | In line with Government, UKActive and National Governing Body guidance this Risk Assessment covers the operation and procedures associated with opening the general facility. This will be used in conjunction with specific activity Risk Assessments that have been reviewed to ensure compliance with Covid-19 Secure Guidelines. |

***Roles identified as being suitable for working from home:***

***The following assessment must be carried out. The risk hierarchy is applicable to determining measures to control all risks. For the purposes of assessing the risks of Covid-19 the measure of Elimination and Reduction is beyond our control. You must therefore only consider Isolation, admin processes and personal protection.***

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| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Inherent** | **Control measures (use the risk hierarchy)** | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** |  | **Likelihood** | **Impact** | **Score** |  |
| Employees working in same area, particularly on reception and the back office and customers | Spread of Covid-19 amongst Sport and Wellbeing team and members of the public | 3 | 3 | 9 | Implement social distancing where possible:* Room occupancy is reduced to maintain a minimum of 2m distance around workstations.
* Ensure each employee has a dedicated workspace. No sharing of peripherals (pens, chairs, will be permitted)
* The printer in the back office will have signage reminding users to sanitise hands before and after use. Wipes to be provided to clean the printer between uses.
* Remind employees to stay home if symptomatic
* Remind employees not to share equipment, food, peripherals. Staff to bring in their own lunches which will be stored in their bags until it is time to eat and then returned to their bags afterwards.
* Hygiene guidance, following Government recommendations on not touching your face, eyes, nose and catching coughs and sneezes in tissues disposing of tissues properly and washing hands for 20 seconds with warm soapy water and the use of sanitizers will be given.
* Discourage social interaction which cannot be carried out safely
* Signage will remind people to avoid close contact
* Encourage employees to take suitable breaks alone or whilst practising social distancing. Employees are encouraged to use technology to keep in touch rather than in person.
* Activities will be scheduled so that time spent by staff in proximity is minimised.
* Shift teams will be fixed when assigned to the rota so each person comes into contact with a minimum number of staff.
* Desks will be moved to ensure space and face away from each other.
* Education will limit the spread. E-learning Covid training to be completed by the team prior to commencement of work.
* Face coverings must be used by staff and customers in line with University guidance

An hourly cleaning rota will be implement of all key touch points throughout the building. This will be managed by the duty team and a log of cleaning will be kept. | 1 | 3 | 3 | Employees will be Supervised by the duty manager to ensure they adhere to the controls.All staff will undertake a full induction regarding procedures, controls in place, welfare arrangements and cleaning regimes. |
| Use of communal spacesEmployees and customers inhabiting the same area, particularly on reception and the back office infecting one another with Covid 19 due to proximity | Spread of Covid-19 amongst Sport and Wellbeing team and members of the public | 3 | 3 | 9 | Implement social distancing:* The Gym will have a maximum occupancy of 14 plus staff- gym goers are required to book into slots to maintain control on numbers. This number of customers will enable us to ensure 2M social distancing at all times.
* Provide simple induction to remind employees of personal hygiene measures before and after every visit to the toilet, access to fresh water, printer area or other communal area
* Increase frequency of cleaning in communal areas e.g. corridors, doors, toilets
* Remind employees to stay home if symptomatic
* Remind employees to bring in their own food as food preparation in kitchens will not be permitted.
* Provide means of opening door without touching it i.e. use of paper towels with bin outside
* Alcohol sanitiser station will be available within all communal spaces
* Turnstile swipes and door handles throughout the building to be wiped hourly.
* Face coverings must be used by staff and customers in line with University guidance

An hourly cleaning rota will be implement of all key touch points throughout the building. This will be managed by the duty team and a log of cleaning will be kept. | 2 | 3 | 6 |  |
| Preventing the spread of Covid-19 through track and trace | Spread of Covid-19 amongst Sport and Wellbeing team and members of the publicFailure to comply with government guidelines | 3 | 3 | 9 | Staff will be advised of the following procedure: They are required to self-isolate if they have been advised to do so as part of the government test and trace system. If they develop Covid-19 symptoms, they must return home to self-isolate for 10 days (or until a negative test result is received)If they are symptomatic they should inform their line manager by phone or email, and contact the NHS Test and Trace service to request a Covid-19 test They need to inform their line manager of the outcome of the test. If the test is positive for Covid-19, you would need to provide details of people you have been in contact with in the 48 hours prior to the start of symptoms to the NHS Test and Trace teamIn addition to the above, to report any sickness absence, you need to contact HR via their dedicated absence reporting line on +44 (023 8059 7111, or complete the online absence reporting formAll sporting activity is by booking only and it is possible to see, who else is booked onto sessions to facilitate tracing. External bookings will be required to keep a register of all attending their events for up to 21 days after the event has taken place. Their method for doing this should be included in their risk assessment. Advice for customers on what to do if you experience symptoms after using the facility will be included on the website. | 2 | 3 | 6 |  |
| Employees with severe chronic or underlying health condition / over the age of 70 categorised as clinically extremely vulnerable | Severe illness if infected.Long term sickness absence.Risk of non-compliance with government guidance. | 5 | 5 | 25 | Eliminate the risk by allowing clinically extremely vulnerable employees to continue to work from home in accordance with government guidance Clinically extremely vulnerable people may include:* solid organ transplant recipients
* people with specific cancers:
* people with cancer who are undergoing active chemotherapy
* people with lung cancer who are undergoing radical radiotherapy
* people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
* people having immunotherapy or other continuing antibody treatments for cancer
* people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
* people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
* people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
* people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell)
* people on immunosuppression therapies sufficient to significantly increase risk of infection
* women who are pregnant with significant heart disease, congenital or acquired
* other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions

For more information about who has been classed as clinically extremely vulnerable, please visit the NHS Digital website. | 1 | 5 | 5 | Risk cannot be mitigated any further by the employer |
| Expectant mothers, those with underlying conditions and those over the age of 60 or those form a BAME Background | Unknown impact to the unborn baby.Severe illness to the mother if immune compromised due to pregnancy or other associated health condition.Likelihood of more severe illness for those in the older category. Data identifies this to significantly increase over the age of 60.Likelihood of more severe illness for those with underlying conditiond. | 5 | 4 | 20 |  Eliminate the risk by allowing them to continue to work from home if possible, in accordance with government guidance.If not possible:* Isolate the employee by providing separated workspace away from others considering lone working arrangements
* Minimise the time spent in the workplace
* Enable employee to work at different times/shifts to others
* Timetable breaks to avoid contact with others.
* Facilitate remote interactions as opposed to face to face.
 | 2 | 4 | 8 |  |
| Employees with visual, hearing or mobility impairments | Employee may be less adept at moving quickly; may not see or hear clearly; to help them avoid other people.May need assistance to evacuate a building which breaches social distancing.May need assistance to carry out certain tasks which breaches social distancing. | 4 | 3 | 12 | * Eliminate the risk by enabling continued work from home if possible
* Reduce the risk by ensuring special needs are considered in all areas the employee may need to use
* Ensure suitable access and egress
* Ensure pathways, one-way systems etc are wide enough to allow for wheelchairs
* Ensure disabled toilets available nearby
* Ensure safe emergency evacuation without the need for a buddy in proximity

If safe evacuation cannot be provided then employee must continue to work from home. | 1 | 3 | 3 | None of the team are in this category |
| Fire  | A fire may break out on site whilst work is being completed on site. | 2 | 5 | 10 | * Assumption is that the Responsible Person for the University has carried out checks on your building in the following areas:
	+ Emergency lighting suitable, sufficient and maintained.
	+ Suitable number fire extinguishers available in required locations.
	+ The sprinkler system including head's maintained (if fitted).
	+ Dry / wet risers inspected and maintained (if installed).
	+ Fire blankets available in required location.
	+ Fire alarm and detection system for the building tested, inspected, maintained with direct notification of activation to CCR.
	+ Means of escape clear.
	+ Fire doors provided and maintained in good working order.
	+ Building has suitable lightening conductors / protection.
	+ The fire risk assessment suitable & sufficient / current.
* Ensure high risk work is sufficiently supported on site with technical expertise.
* Line managers to ensure employees are supervised and that Health & Safety policy and housekeeping is adhered to.
* Ensure trained fire wardens are included among those returning to work on campus.
* One-way system can be ignored in the event of a fire
* At the assembly point social distancing must be maintained
* All Operational staff are to complete the e-learning interim Fire Warden training prior to return.
 | 1 | 5 | 5 | As per normal NOP / EAPAll staff members of Sport and Wellbeing have completed the e-learning on fire awareness as of 22/7/20 |
| Employee wellbeing  | Adverse ill-health. Sickness absence. Poor concentration leading to mistakes.  | 3 | 3 | 9 | * Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.
* New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and process and disseminated to employees through line managers and HR.
* Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing.
* Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.
* Concerns on workload issues or support needs are escalated to line manager.
* Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.
* Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs
* Undertake a review of the stress risk assessment to reflect new working arrangements. Where significant adjustments to employee’s working practices have been made, a review must be undertaken.
* Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, Employees Assistance Programme etc) through line managers.
* Staff will be given the opportunity to review the procedures that are being put in place and ask any questions provide suggestions to enhance safety.
* All team members are expected to complete the Covid e-learning before reopening.
 | 2 | 3 | 6 | This Risk Assessment will be provided to all team members and they will have to sign to say they have read and understood it before they can return to work. This document will also be available on the staff notice board.All team members will also undertake an induction prior to commencement of their first shift.All team members will be “checked in on” by their Manager / Supervisor in their first few days specifically to allay fears / address welfare considerations.In addition there is a staff helpline, +44 (0)23 8059 9000, is available 08:00–17:00, Monday – FridayThe University has a team of trained staff volunteers to provide confidential support to staff and students if they are feeling bullied or harassed. |
| Repopulation of Mayflower | Unsafe working environment leading to H&S Incidents | 4 | 4 | 16 | * An inspection checklist has been undertaken prior to a return to campus in order to identify the control measures in place and which may be additionally required.
* A process is in place and clearly understood for the proactive monitoring and checking that preventative and protective control measures are implemented in line with current health and safety general duties.
* Measures can be taken to control temperature extremes and/or humidity levels.
* Natural ventilation is available in the workplace where possible, e.g. windows or open doorways.
* Any mechanical ventilation must ensure a consistent flow of fresh air.
* Air exchange rate of the air handling system meets standard requirements for the occupants/activities in the building without increasing the risk of viral spread.
* Ventilation systems have been adequately maintained and serviced.
 | 1 | 4 | 4 | An inspection checklist will be undertaken prior to the reopening of the building. Liaison and plans are in place with E&F re water and air handling recommissioning. Discussions have happened and re-assurance has been given from E&F about the adequacy of the air handling. |
| Virus transmission in the workplace | Ill-health. Sickness absence. Spread of infection to others. Productivity loss.  | 3 | 4 | 12 | * Specific individual worker risk assessment undertaken for those who have a self-declared health condition which could increase their risk profile.
* A process is in place and clearly understood for the proactive monitoring and checking that preventative and protective control measures are implemented in line with current health and safety general duties.
* Staff continue to work from home where possible and for the foreseeable future.
* Line managers keep track of employees self isolating with Covid symptoms so that they can support a return to work after the symptom free period.
* Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.
* Employees are educated on preventative care.
* Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.
* Staff change into clean washed uniform when arriving at work each day. They should store their “dirty / travelling” kit into their locker, wipe down the locker and wash their hands.
* Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.
* Alcohol hand gel has been placed at high use areas to the workplace and in other areas where they will be seen.
* Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.
* Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.
* Face coverings should be used by staff and customers in line with University guidance
* Staff bring their own provisions in for lunch. This cannot be stored in the fridge. If microwaves are used they will need to be fully cleaned with the cleaning equipment provided after use.
* Social gathering amongst employees have been discouraged whilst at work.
* Staff requested to keep in touch through remote technology such as phone, internet and social media.
* Staff have been separated into teams to reduce contact between employees and increase activity resilience.
* The government’s e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice.
* Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i,e line managers, HR) and shared with staff.
* Business related travel is stopped or greatly reduced in accordance with University policy
* All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.
* Staff discouraged from hand shaking and general close personal greetings
* Employees are made aware of the impact of COVID 19 on their job/change of working environment.
* Request that companies who regularly attend University premises e.g. contractors to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Staff are made aware of COVID-19 symptoms via communications, visual aids such as posters in key locations, screensavers
* Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations
* Staff will be informed to self-isolate if they have a person living in the same household or if they’ve been in contact with someone displaying COVID-19 symptoms
 | 2 | 4 | 8 | Risk cannot be mitigated any further by the employer |
| Residue virus on surfaces | Ill-health due to viral spread. Sickness absence. Spread of infection to others. Productivity loss.  | 3 | 4 | 12 | * Public attendance on site will require a booking.
* A deep clean of the building will be carried out before returning if required.
* A regular cleaning of all used surfaces in the Centre will be undertaken. This will be managed by the duty team and a log of cleaning will be kept.
* The ongoing cleaning frequency is made sufficient such that cleaning can be undertaken when site is occupied.
* An hourly cleaning rota will be implement of all key touch points throughout the building. This will be managed by the duty team and a log of cleaning will be kept.
* Appropriate cleaning products are used during daily preventative clean regime.
* Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on their workstations.
* Any use of common work equipment is restricted and managed/ cleaned before use
	+ **Keys, radios, duty mobile all to be sanitised and not shared**
	+ Persons undertaking the cleaning been instructed with clear safe usage instructions.
* The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use
* Face masks and gloves will be provided for the use of cleaning materials
* Face coverings must be used by staff and customers in line with University guidance
* Appropriate cleaning products are provided, so that staff can frequently clean their workspaces during the day.
* Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.
* Staff are instructed that the emptying of bins and wastepaper baskets must be followed by hand washing.
 | 2 | 4 | 8 | Risk cannot be mitigated any further by the employer |
| Working environment | Poor employee wellbeing. Increased risk of viral spread if infection present.  | 2 | 3 | 6 | * Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).
* Measures can be taken to control temperature extremes and/or humidity levels.
* Natural ventilation is available in the workplace where possible, e.g. windows or open doorways.
* Ventilation systems have been adequately maintained and serviced
 | 1 | 3 | 3 |  |
| Travelling to work | Risk of viral infection if using public transport or there is increased contact with others. Increased potential for viral spread in the workplace | 3 | 4 | 12 | * Sufficient parking restrictions to maintain social distancing measures in place.
* Workers will be instructed to use their own transport for work activities.
* Those using public transport must change into a clean set of work clothes, put their 2dirty” clothes in a locker, wipe it down with anti-bac and wash your hands.
* Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc
* If public transport cannot be avoided, consider alternative work on a temporary basis to enable work from home
 | 1 | 4 | 4 |  |
| Entry and exit to and from buildings/site | High risk contact spots can spread the infection quickly to anyone who touches them. | 3 | 3 | 9 | * **There is only one feasible entrance and exit point. This is to be split with pull up screens to keep people apart.**
* Doors to be kept open to prevent touching of the doors / keypad.
* Bookings and payments can now be done online reducing the need for in person contact.
* Number restrictions will mean less access than normal.
* The touch points will be cleaned with sanitiser (by someone wearing gloves and a mask hourly)
* Hand sanitiser pump action containers will be available in every work area and on main travel routes through the building/site including access and egress areas
* Advisory hand washing signage displayed throughout the building, especially at entrances and exits and were people congregate.
* Signs displayed reviewed and replaced as necessary.
 | 3 | 3 | 9 | The risk cannot be mitigated any further |
| General Water | Poor water management can lead to legionella – severe illness. Can make the employee much more susceptible to other illnesses and viruses such as Covid-19 | 3 | 5 | 15 | * Tanks and taps inspected and maintained.
* Suitable controls in place to reduce the risk of legionnaires disease.
* weekly flushing of all hot water outlets as per normal departmental procedures. Or when completing weekly empty building checks for Planon.
* Water fountains will be turned off- people advised to bring their own water
 | 1 | 4 | 4 |  |
| Customers approaching staff for discussion | Spreading of COVID19 | 3 | 5 | 15 | * Member of staff may be approached when they are on site, but they are to maintain a social distance of 2m from the customer.
* Staff must be encouraged to have short interactions
* Hand sanitiser available for customers and staff.
* Clear signage for the social distancing rules
* No equipment will be available to borrow
* Face coverings must be used by staff and customers in line with University guidance
 | 2 | 3 | 6 | Risks cannot be reduced any further |
| Virus transmission by customers not knowing about the rules & procedures | Spreading of COVID19 | 3 | 5 | 15 | * Clear Signage to be put up at the entrance and throughout the building explaining guidelines, procedures and instructions
* Website to give explanation of procedures.
* Staff to educate users on procedures
 | 2 | 3 | 6 | Risks cannot be reduced any further |
| Toilet use  | Spreading of COVID19 | 4 | 3 | 12 | * Staff members to use allocated toilet facilities
* Staff and customers to be reminded of personal hygiene rules.
* Staff to be responsible for regular cleaning of allocated toilet facilities.
* Customers are reminded to come having already been to the toilet, in an emergency there will be only 1 public toilet available on request. Mayflower – Disabled toilet – to be unlocked on request
 | 1 | 3 | 3 |  |
| Transmission via Payments for services methods and at receptions including the gym desk. | Spreading of COVID19 | 4 | 3 | 12 | * Payments will be preferably be processed via the University online store and at reception.
* Screens will be erected at Reception and the gym desk.
* A social distance will be marked on the floor at receptions
* No cash is to be taken.
* Contactless payment will be preferred.
* Sanitiser will be available to wipe the PDQ machines before and after use.
* Vending will be turned off.
* The entrance doors will be kept open, unless the weather is severe.
* Bookings preferably to be arranged via telephone, email or online store.
* Face coverings must be used by staff and customers in line with University guidance
 | 2 | 3 | 6 | Risks cannot be reduced any further |
| Virus transmitting between people:Customers and staff passing in corridors | Spreading of COVID19 | 3 | 3 | 9 | * A Maximum number of 14 people plus 3 staff will be allowed in the building at any one time. A booking procedure will be put in place.
* 1way routes round the building to be identified and clearly marked.
* Chairs and tables are to be removed from reception- no waiting will be enforced.
* Signs to request people to keep moving.
* No Stopping Zones, (Yellow cross hatch) will be at key points.
* Anyone waiting or queuing must adhere to social distancing
* Face coverings must be used by staff and customers in line with University guidance
 | 2 | 3 | 6 | Risks cannot be reduced any further |
| Virus transmitting in the gym via surfaces and droplets | Spreading of COVID19 | 5 | 3 | 15 | * Accessing the gym will become a bookable activity to enable limiting numbers.
* 45-minute sessions with 15 minutes to switch and for cleaning to take place.
* Equipment will be taken out of action where social distancing is impossible.
* Moveable Gym equipment will be sanitised between uses. (Pick up a clean dumbbell, put it down in the dirty pile)
* Sanitiser will be available for users to wipe down equipment.
* Mats must be sanitised after each use by the customer
* Signage will require people to clean their kit prior and after use.
* 1:1 training may take place as long as social distance can be maintained and there is no touching / sharing of equipment.
* Free weights area will be marked off with specific designated lifting areas.
* Specific Cardio equipment will be put out of order to maintain distance
* Functional areas will be marked off for specific ‘workout’ areas
* If social distancing guidance is not being followed this must be reported to the Duty supervisor who will educate customers and can escalate if necessary.
 | 2 | 3 | 6 | Risks cannot be reduced any further |
| Virus transmitting in Changing Rooms via surfaces and droplets | Spreading of COVID19 | 4 | 5 | 20 | * Customers will be informed to come pre changed and that changing / showering in the gym will be unavailable.
* Signage will encourage people to exit quickly
* Cleaning will be undertaken every hour.
* Markings on the floor to promote social distancing.
 | 1 | 3 | 3 | Risks cannot be reduced any further |
| Spread of Coronavirus through contractors (eg maintenance/kit repairs) | Spreading of COVID19 | 4 | 3 | 12 | * All contractors entering the building must check in with reception
* All contractors must follow social distancing rules and 1-way system as marked
* All contractors must provide their own PPE and address Covid in their risk assessments before any work can commence
* Any equipment that is scheduled for maintenance will be put out of order for the day and exclusion zone will be marked around the machine whilst the contractor completes the works
 | 2 | 3 | 6 | Risks cannot be reduced any further |
| First Aiders | Spreading of COVID-19 | 4 | 3 | 12 | * Prior to commencing work all first aiders will be trained on first aid requirements in general, but particularly in response to the COVID-19 situation. This will include the use of the required PPE (face mask, gloves and apron when treating a patient and a distance of 1-2m cannot be maintained.
* HSE & RLSS guidance is to be followed;
* Where possible maintain a social distance of 1-2 metres when treating a first aid casualty;
* For small injuries such as cuts and minor burns, if possible, provide the patient with the relevant equipment and direct them on how to treat their injury themselves while maintaining where possible a 1-2 metre distance.
* Ensure that good hygiene is practised following the guidance on washing hands/sanitising both before and after treating the casualty;
* If is not possible to maintain a 1-2 metre distance, then first aiders will use a fluid repellent surgical face mask plus disposable gloves and a disposable plastic apron– avoid breathing the casualty’s air space as much as possible. PPE will be stored within first aid kits at Wide Lane.
* Disposable eye protection (such as face visor or goggles) will be available on site and must be used when there is a potential risk of contamination with splashes, droplets of blood or body fluids;
* A statement has been issued by the Resuscitation Council4 regarding performing CPR/Defibrillation amidst the COVID-19 pandemic which specifically refers to not performing rescue breaths when carrying out CPR and covering the casualty’s mouth and nose with a towel. First aiders will be briefed on this procedure.
* First Aiders will be briefed on the importance of ensuring any Personal Protective Equipment (PPE) is disposed of safely and without causing risk to others
 | 2 | 3 | 6 | Risks cannot be reduced any further |
| Virus transmitting in studio via surfaces and droplets | Spreading of COVID19 | 4 | 5 | 20 | * Lock the room and cancel classes until social distance rules are relaxed
 | 1 | 1 | 1 |  |
| Transmission to vulnerable customers | Spreading of COVID19 with particularly serious consequences  | 4 | 5 | 20 | * Signage telling those vulnerable or shielding to ask for assistance
* Bespoke help then offered if appropriate
* If a customer self identifies as a vulnerable or shielding person then a DR’s letter advocating access must be received before access is granted.
 | 2 | 5 | 10 | No further risk elimination is possible. |
| Spread of Coronavirus through staff cleaning the equipment | Spreading of COVID19 | 4 | 5 | 20 | * No equipment will be loaned out at any time
* Adequate PPE and cleaning chemicals will be provided for all staff to perform initial deep clean and ongoing daily/ hourly cleaning regime
* Cleaning procedures to be reviewed and adequate training given for all staff prior to any deep clean or ongoing cleaning.
* Cleaning to be completed daily, pre and post working groups. All surfaces, touch points, radios and personal items on persons are to be cleaned regularly.
* 15 Minute window at the end of each booking session to clean the equipment before the next wave comes in
 | 2 | 5 | 10 | Risks cannot be reduced any further |
| Spread of Covid by / to staff working at the gym desk | Spread of Covid-19 | 4 | 3 | 12 | Desk to be as tidy as possible. all non-essential items to be placed in cupboard behind desk. No sharing of materials eg pens, pencils etcMaximum of 1 staff on the desk at any one time.All touch points to be sanitised before and after use by all staffRegular hand washing to take place throughout shiftNo eating at the deskExclusion zone to be put up around the desk.Plastic screens to be erected around the desk where possible | 2 | 3 | 6 | Risks cannot be reduced any further |
| Plant and Equipment | Poorly maintained equipment can lead to mechanical failure – accidents causing harm and damage. Non-compliance of statutory inspections. Enforcement action by the HSE. Equipment taken out of action for long periods. Release of harmful materials. Safety protection ineffective. | 3 | 5 | 15 | * The designated lead must liaise with E&F to ensure that the building is suitable for reoccupation.
* Building checks must be carried out prior to occupation. The designated lead must ensure that where applicable, local equipment and plant is suitable for re-use:
* Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.
* The thorough examination, inspection, testing and maintenance records for equipment is in date.
* There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date
* All fixed guards on equipment in place, secure and well maintained.
* The safety devices and controls e.g. emergency stops, been checked to ensure safe operation.
* Defective equipment been taken out of service awaiting repair.
* All call points, for instance in disabled toilets will need to be checked.
* Enough space is available for personnel to undertake their tasks safely and comfortably.
* Personnel have the appropriate competences and/or trained to use machines/work equipment.
* Touch points of the equipment is wiped down after use where possible and good personal hygiene followed.
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| ***PART G – Approval*** |
| **Declaration by responsible manager:** I confirm that this is a suitable & sufficient risk assessment for the activities identified above and that all residual risks can be reduced to as low as is reasonably practicable (green). |
| **Signed** | *Matthew Plant* | **Print name** | Matthew Plant | **Date** | 21/08/20 |
| **Declaration by Faculty/Directorate senior manager authorised by the Dean/COO:** I approve this assessment, confirm it is included within University insurance and accept the risks identified. |
| **Signed** | A picture containing drawing  Description automatically generated | **Print name** | Kerry Matthews | **Date** | 21/08/20 |
| **Declaration by Dean/COO:** I approve this assessment but understand some of the activities are excluded from University insurance and/or acknowledge that the residual risks remain high. |
| **Signed** |  | **Print name** |  | **Date** |  |

**Assessment Guidance**

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| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| --- | --- |
| Impact | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.  |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support.  |
| 4 | Major  | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.  |

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| --- | --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** |

|  |
| --- |
| Likelihood  |
| 1 | Rare  |
| 2 | Unlikely  |
| 3 | Possible  |
| 4 | Likely  |
| 5 | Very Likely  |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| ***PART H – Action Plan*** |
| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: | Date: | Print name: | Date |

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| ***PART I - Approval*** |
| **Declaration by users:** I confirm that I have read this risk assessment, understand the controls outlined herein and will report to the responsible manager any incidents that occur or any shortcomings I find in this assessment. |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |