**LiveArgyll Risk Assessment Form**

* Form to be completed only by competent, trained assessors.
* Use in conjunction with Guidance on Risk Assessment and flow process chart – calculate risk rating from matrix, Likelihood x Severity = Risk Rating.
* Insert photographs where appropriate or available.
* Once completed pass form to line management for implementation of any new control measures identified.
* Copy to be retained within service.
* If you require additional guidance refer to the Health and Safety SharePoint via The Hub (<https://fios.argyll-bute.gov.uk/sites/heathandsafety/_layouts/15/start.aspx#/SitePages/RISK.aspx>) or email [healthandsafety@argyll-bute.gov.uk](mailto:healthandsafety@argyll-bute.gov.uk)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **LIKELIHOOD** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
| **S**  **E**  **V**  **E**  **R**  **I**  **T**  **Y** | **1** | **Insignificant** | **1L** | **2L** | **3L** | **4L** | **5M** |
| **2** | **Minor** | **2L** | **4L** | **6M** | **8M** | **10M** |
| **3** | **Moderate** | **3L** | **6M** | **9M** | **12M** | **15H** |
| **4** | **Major** | **4L** | **8M** | **12M** | **16H** | **20H** |
| **5** | **Catastrophic** | **5M** | **10M** | **15H** | **20H** | **25H** |

|  |  |
| --- | --- |
| **Hierarchy of Controls** | |
| **a**. **Elimination** | **d. Otherwise controlled** (e.g. safe systems of work, signage, warnings, procedures, training, supervision, etc. ) |
| **b**. **Substitution** **with a safer alternative** (e.g. mains tools substituted with battery operated | **e.** **Reduced effectively by using** **Personal Protective Equipment** |
| **c. Made safer through using engineering controls** (e.g. guarding) |

Identify Task and who could be affected

Identify hazards at each step within task – refer to guidance appendix 2

Identify existing controls

Rank risk using matrix

Are additional controls required, if so identify

Ensure additional controls put in place

Rank residual risk using matrix if needed

Sign risk assessment off

Copy to be retained within service

Review periodically

|  |  |
| --- | --- |
| **< 5** | **Low** |
| **5 <15** | **Med** |
| **15 < 25** | **High** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LiveArgyll**  **Risk Assessment Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Work Task** | | | | Management of Cleaning Operations in facilities re-opening following Covid 19 lockdown | | | | | | | | | | | **Assessment Undertaken By:** | | | | | | | | | | Robert Judge / David Campbell | | | | | | |
| **Designation:** | Area Manager Kintyre & Islay / Business Operations Support Officer – Cowal and Bute | | | | | | **Assessment Date:** | | | | | 1/7/20 | | | **Review Date:** | | | | 27/8/20 | | | | | | **Service:** | | **Live Argyll** | | | | |
| **Signature:** | Robert Judge/David Campbell | | | | | | | | | **Department/School** | | | | | | Leisure | | | | | | | | | | | | | | | |
| **Who may be affected?** | | **Staff** | | | **x** | **Contractors** | | **x** | **Visitors** | |  | | **Public** | **x** | | **Pupils** | |  | | | **Others** | |  | **Volunteers** | |  | | **Ref No:** |  | | |
| **Hazards** | | | **Controls**  Based on Covid-19 Guidance from The UK Government, The Scottish Government, The HSE, NHS Scotland, CIMSPA and UKactive.  <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-and-leisure-facilities/>  https://www.hse.gov.uk/coronavirus/index.htm  <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>  <https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/reopen-sport-and-physical-activity-sector-facility-reopening-guidance>  <https://www.ukactive.com/wp-content/uploads/2020/07/Covid-19-A-framework-for-the-re-opening-of-the-gym-and-fitness-industry-V2.3.pdf>  Controls based on Hierarchy of Control  1. Elimination of risk  2. Alternative or substituted options for activities  3. Engineering controls  4. Signage and other administrative controls  5. Personal Protective Equipment - PPE | | | | | | | | | | | | | | **Risk Rating**  **Use Matrix** | | | | | **Additional Controls**  **Required** | | | | | | | **Residual Risk Rating** | | |
| **L** | **S** | | **R** | | **L** | **S** | **R** |
| Transmission of Covid 19 from Customers to Staff, Customer to customer, staff to staff in gymnasium environment.  Pre-Opening  Facilities Open  Cleaning Management of Gym and Fitness Class Areas  Cleaning Management of Wet-side areas (poolside, changing villages and Health Suites)  Cleaning Management of Offices and Staff Rooms  Monitor and Review | | | It is accepted that the safest way to control the potential risks would be to keep leisure facilities closed to the public. However the consensus from Government and HSE is that ways should be considered to safely operate some leisure activities including gymnasiums, fitness classes and swimming pools. Therefore the following should be implemented to minimise risk as much as is as practicable.  The novel coronavirus SARS-CoV-2, which causes the disease COVID-19, is spread by two principal routes.   * Close contact with a person shedding virus particles leading to droplet inhalation, or * Touching surfaces contaminated with virus particles and subsequently transferring those viruses to the eyes, nose or mouth.   To help prevent the spread of respiratory viruses like coronavirus, everyone should:   * Wash hands often with soap and water for at least 20 seconds, or use a hand sanitiser. * wash hands when arriving home or at work, when blowing their nose, sneezing or coughing, eating or handling food * avoid touching eyes, nose and mouth with unwashed hands * avoid close contact with people who have symptoms * cover coughs and sneezes with a tissue, then throw the tissue in a bin and wash their hands * clean and disinfect frequently touched objects and surfaces   We will achieve this by providing hand sanitation stations at entrances to buildings, by maintaining hand-washing facilities in buildings in good order and well-supplied with soap and means of hand-drying.   * Signage will be put in place in prominent positions both externally and inside the building outlining current Government advice on Social distancing, hygiene and symptoms advice. In addition the following controls will also be adopted and signage put in place * In instances where members of the public report to staff that a person has been in the building and has subsequently being confirmed testing positive for Covid-19, then the facility must immediately close as soon as this information can be verified. Thereafter a deep clean will be undertaken before re-opening. It is not necessary that any staff self isolate unless they have been in continuous face to face contact with the infected person for 15minutes and / or they are showing symptoms. The AOM Manager will immediately be informed to pass to SMT for further recommended action. Note the facility Critical Action Plan may need to be actioned where mass reports take place. * COSHH Risk Assessment will be updated prior to opening to include any new chemicals procured to assist in minimising the spread of Covid-19. New MSDS will be obtained from suppliers * Following the COSHH RA, it is anticipated that during the deep clean phase, staff will be required to wear a combination of the following - face masks, gloves, apron and protective footwear. * Site specific Operating procedures and SSOW will be created to reflect the cleaning requirements of each facility. * Appropriate, secure storage areas for bulk supplies will be identified within each facility and a Manual Handling Assessment conducted for the delivery of these materials. * Prior to re-opening facilities, staff will be given refresher training on COSHH procedures, cleaning instructions and SSOW and Manual Handling. * Each facility should consider how much public seating (if any) should be left. It is recommended due to social distancing that these be removed unless the 2m social distancing is possible. * Where facilities have more than one set of toilets available, they should consider which toilets should be used by the public upon re-opening, to minimise the risk of infection spread. It is recommended that only one set of toilets are left available for public use where possible. * Each facility will conduct a deep clean, which must include all surfaces that staff and customers are likely to come into contact with. Each facility will be required to create a comprehensive list of areas and/or objects (e.g. bins, vending machines) to be cleaned. * For deep cleaning, it is recommended that hot water along with a suitable hard surface cleaning substance is used (e.g. Powerkleen/VG), via colour coded cloths, mops and cleaning machines. * Following the facility deep clean, all touch points (doors, rails, vending machines, light switches, soap dispensers, tables, chairs etc.) will be disinfected using a suitable approved disinfectant (e.g. Rossapol) – check closer to time. * Each facility will allocate one member of staff to clean/disinfect touch points likely to be used by the public and by staff based on the facilities revised cleaning rota, such as stairs, toilets, bannister, lifts, doors and door handles. * Proactive monitoring of cleaning for Covid-19 will take the form of daily and weekly checklists. Cleaning rotas and additional cleaning will be monitored for compliance regularly each day by site management. * The facilities regular cleaning rotas and SSOW will still apply and be carried out by staff as normal. * PPE as identified in the COSHH RA should be worn during all cleaning duties. This is normally a minimum of protective footwear and gloves. The COSHH RA should always been consulted before using any chemical. * It is important to remember that cleaning equipment itself, such as vacuum cleaner handles, mop handles, bucket handles, powered floor cleaner handles, etc can transmit the virus. These must be wiped down by the user before and after use using disinfectant wipes or equivalent. * Staff undertaking cleaning tasks should maintain social distancing at all times. * Cleaning stock levels (including hand sanitiser) relative to Covid-19 will be monitored on a regular basis to ensure stocks do not run down. Where appropriate cleaning materials are not available, then the facility may need to close until stock levels are replenished. * Additional waste bins will be procured for each facility. * It is accepted that by reducing touch points, the spread of Covid-19 can be minimised. In particular, where doors can be kept open, this will vastly reduce the possibility of transmission. This will be achieved by either altering doors to allow automatic closure in the event of an alarm, portable door opening/closing mechanisms to be purchased, or in consultation with the local fire officer and Corporate H&S, doors may be pinned open provided a robust emergency operating procedure is in place to ensure these are closed in the event of an emergency, or as soon as the necessity for the door to remain open ceases (ie after a class is finished) but ALWAYS as part of the closing procedure. * It is acknowledged that the most efficient way of keeping any area clean, is for the users themselves to use good hygiene practices. Therefore, Signage reminding users to thoroughly wash their hands/use hand sanitiser provided before entering the gym space via toilets and/ or hand sanitiser stations, will be prominently displayed. Staff will actively encourage and enforce this with customers. * Hand sanitiser will be available at the entrance and exits to all gyms. * Boxes of single uses hand wipes or spray bottles will be available adjacent to all equipment stations, and customers will be encouraged to wipe down all touch points upon finishing their workout. * The deep cleaning and disinfectant of all gym equipment applies as above. This includes CV equipment, resistance equipment, free weights and mats. * Gym will be closed periodically throughout the day to allow for disinfecting of equipment. Depending on usage, the frequency of closures will be determined locally by facility staff, and will be reviewed regularly. * It is recommended that the fitness class programme be structured in a way that allows a gap between each class in order that all equipment can be disinfected. Special attention should be focused on mats, free weights, etc. This will require the class programme to be clearly advertised on the website, through social media platforms, and through facility signage. Users should arrive as near to the class start as possible to negate any gatherings of participants before the class commences. * The use of gloves for public or staff is not permitted except when carrying out first aid or cleaning duties. Regular handwashing / use of sanitiser is a better method of preventing spread. Note this includes the use of gym gloves. * Signage will be on display reminding customers who are feeling unwell or showing symptoms of Covid-19 to please follow Government advice and isolate for 7 days, and also follow Government advice for anyone they have come into contact with. * Following the pre-opening deep clean and disinfection, normal cleaning rotas should be followed. Cleaning rotas and additional cleaning will be monitored for compliance regularly each day by site management. * Hand sanitiser will be available at the entrance and exits to all pool changing areas and health suites. * Each facility will allocate one member of staff to clean/disinfect touch points likely to be used by the public and by staff based on the facilities revised cleaning rota. Particular attention must be paid to lockers, cubicles, pool stair bannisters and doors. These should be subject to regular cleaning based on the sites own assessment. * Chlorine is a disinfectant that is present in swimming pool water, and therefore poolside’s should be regularly ‘scooped’ and kept wet to minimise transmission in the pool hall. * Pool equipment such as pool hoists, first aid room beds and rescue equipment will be disinfected after each use. * Lifeguard high chairs should be wiped down during each rotation of lifeguard positions using disinfectant wipes. * At present, due to social distancing (2m) we will not be able to open any saunas, steam rooms, or spas. Normal cleaning schedules should still be followed during closure. * Following the pre-opening deep clean and disinfection, normal cleaning rotas should be followed. Cleaning rotas and additional cleaning will be monitored for compliance regularly each day by site management   .   * Staff rooms and office areas will be arranged in a way that all room furniture is at least 2m apart. * Face to face office layouts will be avoided * Excess chairs should be removed. * Room capacities will be established and displayed on the door of each office/staff area. * Staff are responsible for cleaning the following:   Desk, chair and filing cabinets  All telephones and IT equipment  Any personal belongings  Work vehicles and pool cars based at the office  Crockery and cutlery   * Office staff are reminded that desks should not have their own bins, and only central bins should be used. * All DSE equipment should be cleaned/disinfected at the beginning and end of each shift. * General office equipment - shared photocopier screens, safe handles, office door handles, laminators, filling cabinets, etc should be cleaned/sanitised by the user immediately after use.      * Staff room locker doors, kitchen equipment surfaces, taps, tables, etc should be cleaned/sanitised by the user immediately after use. * Proactive monitoring - Routine checks including -   Daily checks – opening and closing the premises  Weekly checks – recorded audit of control measures   * Reactive monitoring – Duty Officers must put a system in place to record and deal with complaints and problems relating to these procedures. This can be done via LiveArgyll Customer Comments cards and/or Pers 100c forms. * Review and implement – the Duty Officers should provide a weekly summary report to the AOM on the effectiveness of the precautions taken in accordance with this guidance. This should identify:   The degree of compliance with precautions;  Complaints or concerns received in respect of precautions;  Actions taken in respect of complaints or concerns;  Any examples of good practice that have been developed locally; and  Any recommendations for review, development or improvement of this guidance. | | | | | | | | | | | | | | 2 | 4 | | 8M | |  | | | | | | |  |  |  |