**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** | | | | Admission Policy and Management of Health Suites upon facilities re-opening from Covid-19 lockdown | | | | | | | | | | | **Assessment Undertaken By:** | | | | | | | | | | Robert Judge / David Campbell | | | | | | |
| **Designation:** | Area Manager Kintyre & Islay / Business Operations Support Officer – Cowal and Bute | | | | | | **Assessment Date:** | | | | | 18/6/20 | | | **Review Date:** | | | | 27/8/20 | | | | | | **Service:** | | **Live Argyll** | | | | |
| **Signature:** |  | | | | | | | | | **Department/School** | | | | | | Leisure | | | | | | | | | | | | | | | |
| **Who may be affected?** | | **Staff** | | | **x** | **Contractors** | |  | **Visitors** | |  | | **Public** | **x** | | **Pupils** | |  | | | **Others** | |  | **Volunteers** | |  | | **Ref No:** |  | | |
| **Hazards** | | | **Controls**  Based on Covid-19 Guidance from The UK Government, The Scottish Government, The HSE, 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 facility Health Suite environments. | | | 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 * All elements of Hierarchy of Control are unachievable, due to the size of Health Suites within facilities making social distancing guidelines impossible to comply with, thereby making the transmission of Covid-19 far more likely. * One person bookings have been considered, but are no practicable due the associated cleaning regime that would need to be carried out following usage. * Until further lifting of social distancing takes place via Government directive, the safest current outcome is for Health Suites to remain closed to public use. | | | | | | | | | | | | | | 4 | 4 | | 16H | |  | | | | | | |  |  |  |