**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** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **LiveArgyll**  **Risk Assessment Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Work Task** | | | | Assessment of risks regarding the role of the lifeguard during return to work 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:** | | | | | 4/9/20 | | | **Review Date:** | | | | 28/9/20 | | | | | | **Service:** | | **Live Argyll** | | | | |
| **Signature:** | Robert Judge/David Campbell | | | | | | | | | **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 wet side environment.  Minimising the risks to public and lifeguard through lack of training prior to the opening of facilities  Minimising the spread of Covid-19 by Lifeguards returning to work on Opening of facilities to the public | | | 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. * Lifeguards due to renew their RLSS qualification after March 16th, have had their qualification extended to 30th September provided the appropriate number of training hours have been completed. * Prior to any staff returning to a lifeguard role, the RLSS return to work competency assessment must be completed. This is in addition to any other refresher training than will be required, such as modifications to NOPs, EAP’s & site SSOW. * The return to work competency assessment specific to lifeguards as outlines above, will have to be carried out by a competent person(s). This Assessment should include control measure for Covd-19, the role of a lifeguard during Covid-19, emergency first aid including CPR, carrying out a rescue and ongoing Lifeguard training requirements. * All lifeguards will thoroughly wash their hands/use hand sanitiser as soon as they enter the building, and at regular period during their shift. * Social distancing must be adhered to within staff changing areas. The Centre SSOW will identify how this may be achieved, through measures such as staggered start and break times. * Clear signage will be displayed in the staff room reminding staff to only use their own locker, ensure all belongings are kept in it, and that hand sanitiser is used before leaving the staff room to go onto poolside * Staff will take up their regular position as per the NOP for programmed swimming * Normal lifeguarding periods for programmed swimming will be in effect. * Unless more than one chair can be used, high chairs must be disinfected at the time of rotation of lifeguards. | | | | | | | | | | | | | | 2  3 | 4  4 | | 8M  12 | | ATC RLSS Trainer Assessors or equivalent will be required to carry out this assessment, and create a suitable training programme for staff prior to public opening. | | | | | | | 2 | 4 | 8M |
| Transmission of virus due to lack of PPE | | | * A face covering must be worn in circumstances where 2m separation is not possible (eg some cleaning duties) * Pool staff do not require to wear additional PPE unless dealing with a First Aid issue or cleaning. * Staff will be issued with PPE and equipment as follows –   Re-usable face covering  FFP2 facemask or alternate surgical mask  Protective gloves for cleaning  Personal facemask for CPR (Laerdal)  Whistle  Personal emergency alarm (see above)  3 x polo shirt  2 x shorts   * Staff should regularly wash and maintain their uniform so it is as clean as possible for use. * Regular use of hand sanitiser while on poolside is recommended. | | | | | | | | | | | | | |  |  | |  | |  | | | | | | |  |  |  |
| Transmission of Covid-19 to staff and customers through use of poolside rescue equipment | | | * Staff should either have their own personal torpedo buoy, or have one allocated to them providing it is disinfected to them before and after use. * Staff will have their own personal emergency alarm allocated to them where possible. Where not possible, personal alarms should be kept personal during shift time, and then disinfected prior to handing to the next shift. * Reaching rescue equipment should be disinfected before and after every shift – this can be done simply by submerging in pool water where chlorine will act as the disinfectant. Equipment must also be disinfected if used at any point during the shift. | | | | | | | | | | | | | |  |  | |  | |  | | | | | | |  |  |  |