**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)

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **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** |

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| --- | --- |
| **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 Staff Welfare on 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:** | | | | | 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** | |  | **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 the work environment | | | 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.  Any member of staff exhibiting the symptoms of COVID-19, or in the same household as a person exhibiting those symptoms, must exclude themselves from work premises and inform their line manager. At the time of writing, the symptoms of COVID-19 are:   * High temperature or fever, or * A new continuous cough, or * Loss of sense of smell or taste Note: A new, continuous cough means coughing for longer than an hour, or three or more coughing episodes in 24 hours. If someone usually has a cough, it may be worse than usual.   Any member of staff experiencing COVID-19 symptoms must call the absence line on **01546 605513** to report this and they will initiate the process to offer testing through local NHS test facilities. The absence line is open Monday to Friday 8am to 5pm.  A symptom-checker, advice on staying at home and advice on self-care are available on NHS Inform ([www.nhsinform.scot/self-help-guides/self-help-guide-coronavirus-covid-19](https://www.nhsinform.scot/self-help-guides/self-help-guide-coronavirus-covid-19)).   * As detailed in the Admissions Risk Assessment, staff are exempt from wearing face masks as long as 2m separation can be achieved between themselves and customers or other staff members. If circumstances arise where 2m separation is unachievable while carrying out their duties (eg some cleaning tasks), then a face covering should be worn * 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 * Where staff can effectively work from home, they should continue to do so. This will be decided by the AOM on staff returning from furlough. Where this is the case, DSE assessments should be undertaken at the staff members home, and appropriate measure put in place to allow them to work safely. Regular contact should still be maintained by the line manager in these cases. * Where working from home is not possible, staff should travel to work alone, and avoid the use of public transport whenever possible * Where working from home is not possible, all staff members must adhere to social distancing of minimum 2m between individuals where practicable, This will be achieved by the following methods – * Reception – only one member of staff at reception any time, unless the minimum of 2m distance can be maintained throughout the working day by an additional member of staff. * DSE stations– will be re-configured to ensure social distancing is maintained. The use of hot desking should not take place unless certain precautions are undertaken - personal keyboards/ mouse should be issued for each member of staff. Work stations should be thoroughly disinfected before use (screens, keyboards, mouse, PCs, phones, general desk space). * Cleaning rotas and general work tasks will be divided among staff as directed by management. These rotas will ensure staff work singly. All members of staff will be issued with radios in case of emergency * Where the nature of a task cannot be completed by one person due to social distancing measures, then the task can be completed by 2 or more persons encroaching on the 2m rule providing appropriate PPE is worn. PPE will be determined by the SSOW for the particular task, but in addition to this, a face mask should be work to prevent the spread of Covid-19. * All staff will thoroughly wash their hands/use hand sanitiser provided at regular intervals throughout their shift. Particular care should be given when using toilet areas, when eating food, or entering different areas of the facility. * The use of gloves for 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. * Information will be displayed on staff noticeboards, and during any refresher training reminding staff who may feel unwell or show symptoms of Covid-19 to follow Government advice and isolate for 10 days, and also follow Government advice for anyone they have come into contact with. This will be particularly important during the Test and Protect Phase of the post lockdown Government strategy. It is essential that the staff member’s line manager and HR are immediately notified of any such cases. * Staff will require to bring their own water / fluid bottles. No water fountains will be available on site. * No staff shower areas will be available. Staff changing areas and staff rooms will be available however staff breaks and start times will be staggered to minimise the amount of staff congregating in these areas. These areas will also be subject to enhanced sanitising schedules. * Where possible, a specific toilet / welfare area will be made available for staff. | | | | | | | | | | | | | | 2 | 4 | | 8M | |  | | | | | | |  |  |  |
| Transmission of virus due to lack of PPE | | | * Staff will wear PPE appropriate to their job role * Additional PPE will be provided where required. * Staff will be allocated personal lockers to ensure staff storage of clothing and personal belongings. * Staff will be encouraged to disinfect PPE and storage areas after use. | | | | | | | | | | | | | |  |  | |  | |  | | | | | | |  |  |  |
| Staff support mechanisms on return to work | | | * Staff will return to work, and will be given support and refresher training in their individual roles. * Staff will be given appropriate notice of a return to work, This will not be the facility opening date as staff will require time to re-familiarise themselves with their workplace. * Consideration should be given to an informal back to work day. During this day, staff can re-familiarise themselves with their colleagues and the workplace, and support mechanisms that are required can be privately spoken about with their line manager. * Updates will be given based on current HR advice around Covid-19, and with the priority of keeping themselves and their family’s safe while in the workplace. * Staff will receive refresher training regarding the NOPs, facility EAPs, and appropriate Health and Safety updates in relation to Covid-19. This will include updated SSOW. * Staff will also receive any required refresher training in First Aid that is appropriate to their post. Any staff due to sit a 3 yearly FAW courses after March 16th, have had their qualification extended to 30th September provided they undergo on site first aid training prior to returning to work. * Staff will be reminded that the Council Employees’ Counselling Service is available at all times. | | | | | | | | | | | | | |  |  | |  | |  | | | | | | |  |  |  |
| Transmission of Covid-19 to vulnerable staff | | | * Current guidance suggest that certain individual may be more susceptible to the virus than others. Therefore, staff who are advised by the government to be shielding will be consulted by LiveArgyll HR before attending work. Consideration will also be given to staff members who have someone shielding as per Government guidance within their household. * Staff who shows symptoms of Covid-19 should follow government guidance, and should inform HR and their line manager immediately. * Where a member of staff has notified a line manager that they have tested positive for Covid-19, then they should self-isolate as per government guidance. The line manager must advise HR and the Area Operations Manager. A review of operating procedures may need to be undertaken if it is likely that transmission has occurred in the workplace. In this instance, Corporate H&S will be informed, an incident form completed, and an online RIDDOR form submitted. | | | | | | | | | | | | | |  |  | |  | |  | | | | | | |  |  |  |
| Transmission of Covid-19 via staff uniform | | | * Staff have been issued with appropriate uniform and will require to keep this hygienically clean at all time through regular washing and upkeep * Additional uniform will be provided where it is reasonable. * Staff will be allocated personal lockers to ensure staff storage of clothing and personal belongings | | | | | | | | | | | | | |  |  | |  | |  | | | | | | |  |  |  |