


























<b>Risk assessment name</b>	Covid Risk Assessment - KER	<b>Assessment type</b>	 General
<b>Assessor name</b>	Francis Borkin	<b>Affected site(s)</b>	Kingston Escape Rooms Ltd (KT1 1QJ)
<b>Assessment date</b>	26/06/2020	<b>Review period</b>	Monthly
<b>Approved by</b>	Francis Borkin	<b>Review date</b>	26/07/2020
<b>Approved date</b>	26/06/2020	<b>Reference</b>	KER-Cov-RA-1



Workspace(s)	Description
 Access / Egress  Office  Processing  Storage	









Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Attendance And Movement Of People In The Workplace -The attendance of people in the workplace where working from home is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Members of the public</p> <p>How? Where more than 1 person attends work not from the same household increases the risk of transmission of the Covid-19 virus.</p>	<p> <b>Controlled Movement Of People Throughout Workplace</b> Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points.</p> <p>Turnstiles may be disabled.</p> <p>Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells.</p> <p>Use of signs and markings to indicate the direction of movement and advised social distances in place where appropriate.</p> <p> <b>Emergency Plans Updated And Communicated</b> People do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p> <p> <b>Employee Will Work From Home Wherever Possible</b> Only business-critical roles will be permitted into the workplace where remote working is not possible for operational reasons or home circumstances.</p> <p> <b>First Aid Provisions Reviewed</b> First aid will be provided as per normal operating procedures and emergency action plans.</p> <p>Specific advice and training provided to staff on the precautions for CPR as advised by the Resuscitation Council (UK). <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>




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		<p> <b>Information, Instruction and Training Provided To Employees</b>  Employees consulted on risks and controls in the work place.  Staff communicated with on a regular basis on changes to hazards and controls.  Employees receive training through the use of training courses, posters, signs, announcements and briefings.</p> <p> <b>Minimal Employees To Attend The Workplace</b>  Work organised so that minimal people are required to attend the workplace - where it allows work to be carried out safely whilst supporting social distancing.  Where possible this will be limited to the same people to prevent mixing of groups.</p> <p> <b>Pro-active Monitoring In Place</b>  Pro-active monitoring in place to ensure that staff and customers are adhering to controls and that control measures are adequate and effective.</p> <p> <b>Remote Workers Adequately Supported</b>  Adequate work equipment will be provided to remote workers.  Regular contact will be made with remote workers to arrangements are adequate to support their physical and mental wellbeing.</p> <p> <b>Restrict Movement Of People Throughout Site</b>  Employees discouraged from carrying out non-essential trips within the premises- use of phones, emails or radios to communicate with others elsewhere.  Drop off and collection areas designated for exchanging of documents, materials, goods or equipment.  Job rotation reduced to prevent moving between locations where at all possible.</p>	

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		<p data-bbox="831 150 931 252">  </p> <p data-bbox="958 140 1794 204"> <b>Signage And Floor Markings In Place To Remind Employees And Customers Of The Controls</b> </p> <p data-bbox="958 217 1832 341">           Posters and signs to be used to remind employees and customers of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).         </p> <p data-bbox="831 379 931 481">  </p> <p data-bbox="958 373 1285 405"> <b>Staggered Work Patterns</b> </p> <p data-bbox="958 414 1839 510">           Working patterns organised to reduce the number of persons on-site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over.         </p> <p data-bbox="958 542 1794 606">           Cohorts or Teams to be fixed where possible to prevent mixing of different people on shifts.         </p> <p data-bbox="831 644 931 746">  </p> <p data-bbox="958 638 1563 670"> <b>Touch-based Devices Disabled Where Possible</b> </p> <p data-bbox="958 679 1720 743">           Where this does not introduce further hazards, touch-based controls/access/security devices will be disabled.         </p> <p data-bbox="958 775 1845 900">           For machines/ equipment that relies on touch screen - this will be limited to as few people as possible with increased cleaning carried out before and after use and hand hygiene practised before and after use.         </p> <p data-bbox="831 938 931 1040">  </p> <p data-bbox="958 932 1608 963"> <b>Use Of Outside Spaces For Breaks Where Possible</b> </p> <p data-bbox="958 973 1839 1037">           Safe outside places will be available for breaks- with social distancing in place through layout and use of signs and markings.         </p> <p data-bbox="958 1069 1832 1133">           Monitoring of these spaces to be carried out to ensure adherence to social distancing.         </p>	










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		<p data-bbox="831 150 931 252">  </p> <p data-bbox="958 140 1615 172"><b>Ventilation On Site Increased As Much As Possible.</b></p> <p data-bbox="958 185 1733 248">Windows and doors opened as much as possible to increase ventilation in all workspace.</p> <p data-bbox="958 280 1697 312">Use of extraction fans may be used to increase ventilation.</p> <p data-bbox="958 344 1809 408">Adjustments to be made to ensure adequate ventilation remains in place.</p> <p data-bbox="958 440 1431 472">Fire doors will not be propped open.</p> <p data-bbox="958 504 1832 568">Guidance on the use of Shared Air Conditioning/ recirculated air will be taken with a competent engineer.</p> <p data-bbox="831 604 931 707">  </p> <p data-bbox="958 596 1744 628"><b>Vulnerable Employees Proactively Supported And Protected.</b></p> <p data-bbox="958 641 1818 737">Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported.</p> <p data-bbox="958 769 1845 865">This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions.</p> <p data-bbox="958 896 1789 960">Appropriate individual risk assessments will be completed where required.</p> <p data-bbox="958 992 1765 1056">Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p> <p data-bbox="831 1093 931 1195">  </p> <p data-bbox="958 1085 1615 1117"><b>Will Follow Test, Trace And Isolation Requirements</b></p> <p data-bbox="958 1129 1861 1257">Where employees are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test &amp; Trace or due to travel quarantine requirements they will not be permitted to attend the workplace.</p>	





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		<p> <b>Working Away From Home Strictly Assessed And Controlled</b> Where it cannot be avoided and working away from home must be carried out it will be ensured that accommodation will meet Government Guidelines and be recorded centrally along with the assessment of any additional risks and controls required.</p> <p> <b>Workstations Will Be Organised To Support Social Distancing</b> Workstations will be arranged so that social distancing can be adhered to.</p> <p>Markers or floor plans to demonstrate social distancing.</p> <p>Desks will be spaced out to maintain 2m distance between people.</p> <p>Hot-desking will be prevented where at all possible- if this is not possible thorough cleaning will take place before and after use of all equipment.</p> <p>Where possible use of own peripherals such as mouse and keyboards and headsets will be in place.</p> <p>Where social distancing cannot be maintained further controls will be in place:</p> <p>Desks to allow people to work side by side or facing away from each other.</p> <p>Use of screens to separate people.</p> <p>Increased cleaning of areas.</p> <p>Fixed Teams/ Pairings of staff.</p> <p>Improved ventilation</p>	







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 <p>Challenging Behaviour Risk of injury/distress etc. associated with challenging behaviour from Service Users</p>	<p>All staff</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p><b>CCTV installed</b> CCTV installed for training, supervision &amp; security purposes</p> </div> <div style="width: 45%;">  <p><b>Challenging Behaviour/Violence at Work Policy</b> All employees have been trained in the Challenging Behaviour/Violence at Work Policy in place</p> </div> </div> <div style="margin-top: 20px;">  <p><b>Visitor Supervision</b> Visitors are under supervision of staff who are aware of existing emergency procedures</p> </div>	<p>1 x 5</p> <p style="font-size: 2em; color: green;">5</p> <p>Low</p>
 <p>Cleaning Activities - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff, Contractors</p> <p>Cleaners, Customers, Visitors</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<div style="margin-bottom: 20px;">  <p><b>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</b> Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> </div> <div style="margin-bottom: 20px;">  <p><b>Cleaning Materials Available For Customer Use</b> Appropriate wipes / cleaning products and disposable cloths available throughout the facility for customers to use before and after using equipment.</p> </div> <div>  <p><b>Cleaning Of Premises Before Work Commences</b> Assessment of cleaning requirements will be carried out prior to premises opening and appropriate cleaning will take place.</p> <p>This includes any wet side facilities- prior to recommissioning the swimming pool the appropriate guidance will be followed: <a href="https://www.pwtag.org/guidance-on-temporary-pool-closure/">https://www.pwtag.org/guidance-on-temporary-pool-closure/</a></p> </div>	<p>2 x 5</p> <p style="font-size: 2em; color: orange;">10</p> <p>Medium</p>







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		<p data-bbox="837 156 927 240"></p> <p data-bbox="958 140 1839 204"><b>Correct Guidance On Cleaning Will Be Followed For Cleaning Areas Of Higher Risk</b></p> <p data-bbox="958 217 1794 344">Based on current Government Guidance for Non-clinical Settings. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p data-bbox="958 376 1861 472">This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal.</p> <p data-bbox="831 507 934 608"></p> <p data-bbox="958 499 1794 531"><b>Increased Cleaning Frequency Of Cleaning Throughout Premises</b></p> <p data-bbox="958 544 1688 576">Increased cleaning regime in place throughout premises.</p> <p data-bbox="958 608 1850 703">Particular focus on commonly touched areas such as gym and training equipment, door handles, touch screen devices, refreshment dispensers etc.</p> <p data-bbox="958 735 1839 767">Stringent cleaning measures in place for welfare facilities, lockers etc.</p> <p data-bbox="831 802 934 903"></p> <p data-bbox="958 799 1312 863"><b>Premise Will Be Cleared Of Waste Frequently</b></p> <p data-bbox="958 876 1328 971">Increased waste collection in place including customer and employee areas.</p> <p data-bbox="958 1003 1330 1067">Removal of personal items at the end of shift.</p>	










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 <p>Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<p> <b>Safer Travel Supported</b> Car sharing with people from different households will be discouraged.</p> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Use of Public Transport will be discouraged- where this is not possible then government guidelines will be followed such as the use of face coverings and good hygiene.</p> <p> <b>Shifts Staggered</b> Where at all possible shifts will be staggered to allow employees to travel outside of rush hours as well as avoiding cross overs of shifts or when customers may be arriving or leaving such as opening and closing times.</p> <p> <b>Work From Home Where At All Possible.</b> Employees will work from home where possible to prevent the need to travel and enter the workplace.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>
 <p>Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at the premises developing on-set of symptoms.</p>	<p>All staff, Contractors, Members of the public</p> <p>Customers, Visitors</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or</p>	<p> <b>Cases Recorded and Investigated.</b> Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <p> <b>Employee Not To Return To Work And Should Self-Isolate</b> For those displaying symptoms, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p>	<p>4 x 6</p> <p> <b>24</b></p> <p>Medium</p>





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	<p>smell which may lead to increased risk of transmission of Covid-19.</p>	<p> <b>Employee Or Customer To Go Home Immediately</b>  The employee will be sent home directly from work and maintain social distancing to do so and customers will be asked to leave.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance.</p> <p>They should then self-isolate in accordance with guidelines.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed</b>  Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> <b>People Displaying Symptoms Will Be Sent Away</b>  If people arrive on site and appear to have symptoms consistent with Covid-19 which includes- fever, new and persistent cough or the loss of sense of smell or taste then they will be asked to leave immediately.</p> <p>Communications to staff, customers and visitors will advise they are not to present to site if they display any symptoms or should be isolating.</p> <p> <b>Waste Disposed Of With Care With Local Guidelines.</b>  Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p>	







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		<p> <b>Will Follow Government Advice On Testing And Tracing</b> Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p> <p> <b>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines.</b> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	
<p></p> <p>Infection (from people) Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination and direct contact spread.</p>	<p>All staff, Members of the public</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<p> <b>Employees Advised To Wash Clothing After Work</b> Unless assessment of other risks deems necessary- employees will change clothing at home not at work in changing rooms and will be advised to launder clothes as soon as possible in the event of any contamination of clothing.</p> <p> <b>Increased Hand Washing Facilities Provided</b> Increased hand washing facilities provided throughout the facility, including at entrances, exits, different parts of the building, poolside and common areas.</p> <p>Where this is not possible sanitiser will be provided.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>

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		<p> <b>Increased Waste Management</b> Additional waste facilities will be available throughout the site with more frequent collection where appropriate - including customer and employee areas.</p> <p> <b>Signs And Posters In Use To Remind To Practise Good Hygiene - In Customer And Staff Areas</b> Relevant posters and signs displayed to remind employees and customers of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also signs to remind employees and customers to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> <p> <b>Use Of Face Coverings By Employees</b> If employees choose to wear face coverings then they will be supported in the workplace.</p> <p>Face coverings are not classed as PPE. Advice will be given to employees on the correct use.</p>	
 <p>Managing Customers, Visitors and Contractors Coming To Site. - Tradespeople, couriers, deliveries, contractors and other visitors such as</p>	<p>All staff, Contractors</p> <p>Customers, Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<p> <b>Access To Welfare Facilities Controlled</b> Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored.</p> <p>The use of welfare facilities must ensure that social distancing can be maintained effectively.</p>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>

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customers attending the site.		<p data-bbox="831 150 931 252">  </p> <p data-bbox="958 140 1312 264"><b>Contactless Exchange Of Money, Goods And Documents In Place Where Possible.</b></p> <p data-bbox="958 280 1281 440">To reduce the need to exchange paperwork or handle cash - contactless methods preferred and encouraged.</p> <p data-bbox="958 472 1256 632">Delivery notes and paperwork issues electronically to avoid interaction with people directly.</p> <p data-bbox="831 668 931 770">  </p> <p data-bbox="958 660 1527 692"><b>Controlled Flow Of Customers Through Site</b></p> <p data-bbox="958 703 1859 799">One-way systems and separate entry and exit points in place through the premises to encourage customers to flow around the facility in one direction to prevent cross-overs.</p> <p data-bbox="958 831 1850 895">Pinch points controlled through use of markers on floor and signs and use of employees to advise customers where appropriate.</p> <p data-bbox="958 927 1832 1023">Queue Management System in place to ensure social distancing can be maintained whilst people are queuing and others are moving around the facility.</p> <p data-bbox="831 1059 931 1161">  </p> <p data-bbox="958 1051 1276 1115"><b>Controlling Handling Of Merchandise</b></p> <p data-bbox="958 1126 1285 1222">Merchandise arranged to prevent or discourage frequent handling.</p> <p data-bbox="958 1254 1258 1318">Rotation of stock that is handled frequently.</p>	






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		<p> <b>Ensuring Activities Do not Impact On Others In Area</b>  The operation of the business will be monitored to ensure that queues and other activities do not cause an impact on neighbouring businesses, premises or members of the passing public, car parks/ highways.</p> <p>In Shopping Centres - communal areas will be managed to ensure queues from neighbouring premises are well managed and the flow of customers through the centre can maintain social distancing.</p> <p> <b>Increased Hand Washing Provisions</b>  Hand Washing encouraged through provision of more facilities.</p> <p>Use of Sanitiser where this is not possible.</p> <p> <b>Information Communicated To Visitors And Customers</b>  Clear information available for customers and visitors ahead of their visits to site on the company website, email, phone message systems to advise of controls in place.</p> <p>Information signs displayed at visitor and customer arrival areas to make procedures clear.</p> <p>Regular customer service announcements to be used to remind customers of the social distancing requirements.</p> <p> <b>Interaction Between Staff And Customers Adhere to Social Distancing</b>  Coaches, teachers and personal trainers etc- will ensure they maintain social distancing at all times between themselves and the customer as well as other staff.</p> <p>Where this is not possible mitigation measures will be implemented.</p>	




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		<p> <b>Managed Entry</b>  The number of people permitted inside the premises will be restricted to allow effective social distancing - considering pinch points and queuing and one-way entry and exits to prevent cross over.</p> <p>(3m squared per customer is the minimal requirement for the facility including any swimming pools).</p> <p>There will be the use of effective queue management outside the premises where necessary to support social distancing whilst queuing through the use of barriers and markings and personnel where appropriate.</p> <p> <b>Protective Interface Established</b>  Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between visitors and customers and employee at reception.</p> <p> <b>Staggered Attendance At Facility</b>  Contractors requested to attend outside of core facility opening hours to reduce contacts.</p> <p>Classes staggered to allow sufficient time for previous class to end and disperse from training and changing room areas before next class arrives. Absolute minimum of 10 minutes between classes.</p> <p>Customers asked not to wait in groups before or after classes and sessions.</p> <p> <b>Supervision Of Children By Customer</b>  Customers who are accompanied by children are reminded they are to supervise them at all times to ensure they are following social distancing.</p> <p>Only one parent to attend to supervise lessons such as swimming lessons or coaching and to maintain social distancing.</p>	



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		<p> <b>Supervision Of Contractors On Site</b> Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.</p> <p> <b>Visitor / Contractor Records Maintained</b> Records of those who have attended site to be maintained where possible.</p> <p>If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> <p>Touchscreen sign-in systems will be disabled where possible - if not possible then cleaning and sanitising product will be located adjacent to the device.</p>	
<p></p> <p>Social Distancing Guidelines Cannot Be Met -Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity and mitigation measures will be required. This includes entrances, exits and common areas as well as work activities.</p>	<p>All staff, Contractors</p> <p>Customers, Visitors</p> <p>How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<p> <b>Employees To Avoid Face To Face Work Where Possible</b> Where possible employees will work side by side or back to back to avoid working face to face.</p> <p> <b>Improved Ventilation</b> Workspaces will be well ventilated through natural or mechanical means to increase air changes.</p> <p>Relevant HVAC engineers will be consulted where appropriate to ensure safe and effective ventilation is achieved.</p>	<p>3 x 5</p> <p></p> <p>15</p> <p>Medium</p>



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		<div data-bbox="831 150 931 252"> </div> <p data-bbox="958 140 1317 204"><b>Increased Cleaning Carried Out</b></p> <p data-bbox="958 217 1323 373">Increased cleaning of surfaces where people are operating within the advised social distancing to be carried out.</p> <div data-bbox="831 507 931 609"> </div> <p data-bbox="958 497 1317 561"><b>Physical Barriers or Screens In Use</b></p> <p data-bbox="958 574 1317 699">To screen people from each other physical barriers or screens will be used and cleaned frequently.</p> <div data-bbox="831 900 931 1002"> </div> <p data-bbox="958 890 1317 986"><b>Time Spent Within The Advised Social Distance To Be Kept To A Minimum</b></p> <p data-bbox="958 999 1317 1155">The time where persons are within the advised social distance will be kept to as short a time as practicable possible.</p>	<div data-bbox="1359 150 1460 252"> </div> <p data-bbox="1487 140 1800 204"><b>Increased Handwashing Carried Out</b></p> <p data-bbox="1487 217 1852 469">Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.</p> <div data-bbox="1359 507 1460 609"> </div> <p data-bbox="1487 497 1832 593"><b>Teams / Partners / Cohorts Will Be Kept Fixed Where Possible</b></p> <p data-bbox="1487 606 1852 858">To reduce the number of different people working within the advised social distance, fixed teams and partners will be place where at all possible to reduce the level of possible transmission</p>

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		 <p><b>Use of Personal Protective Equipment (PPE) Or Face Coverings</b> Additional PPE beyond what is normally worn to control workplace risk, for management of Covid infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged.</p> <p>However where the risk assessment identifies high risk of transmission due to difficulties implementing controls such as social distancing then the use of face coverings or PPE will be considered as a further control measure.</p> <p>Appropriate PPE or face covering will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessment.</p> <p>Face Fit Testing will be carried out where required.</p>  <p><b>Work Activity Assessed To Deem If It Will Proceed</b> If social distancing cannot be maintained, the activity will be assessed to deem if it is safe to go ahead with the appropriate mitigation factors in place.</p>	
 <p>Staff Common Areas - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.</p>	<p>All staff, Contractors</p> <p>Customers, Visitors</p> <p>How? Common areas may restrict the ability to maintain social distancing. Due to heavy foot fall, surfaces may be touched more frequently and individuals may</p>	 <p><b>Break Times Staggered And Employees Remain On Site</b> Employees to remain on site where possible during breaks.</p> <p>Break times to be staggered to prevent the gathering of people.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
	cross paths more often.	<p data-bbox="831 151 931 252">  </p> <p data-bbox="958 140 1825 204"><b>Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens.</b></p> <p data-bbox="958 215 1825 316">Increased cleaning of the welfare facilities will be carried out on site- especially portaloos are if in use. Paper towels to be used where possible as opposed to hand dryers.</p> <p data-bbox="958 343 1825 375">Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p data-bbox="958 406 1657 438">Employees to clean kitchen items before and after use.</p> <p data-bbox="831 475 931 576">  </p> <p data-bbox="958 470 1594 502"><b>Numbers Of People In Common Areas Managed.</b></p> <p data-bbox="958 513 1848 577">Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> <p data-bbox="958 609 1863 673">Drivers for deliveries encouraged to wait in vehicle where this does not present a Drive-Away Risk.</p> <p data-bbox="831 710 931 810">  </p> <p data-bbox="958 705 1272 762"><b>Pro-active Monitoring In Place</b></p> <p data-bbox="958 774 1332 965">Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> <b>Regular Cleaning Of Common Area And Touch Points.</b> Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints.</p> <p>These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <p> <b>Staff Canteen Facilities Restricted</b> Canteen and kitchen access restricted to limit number of people permitted at any one time.</p> <p>Employees encouraged to bring in own food to avoid the need to use facilities.</p>	

**Further control measures**

None required

## Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

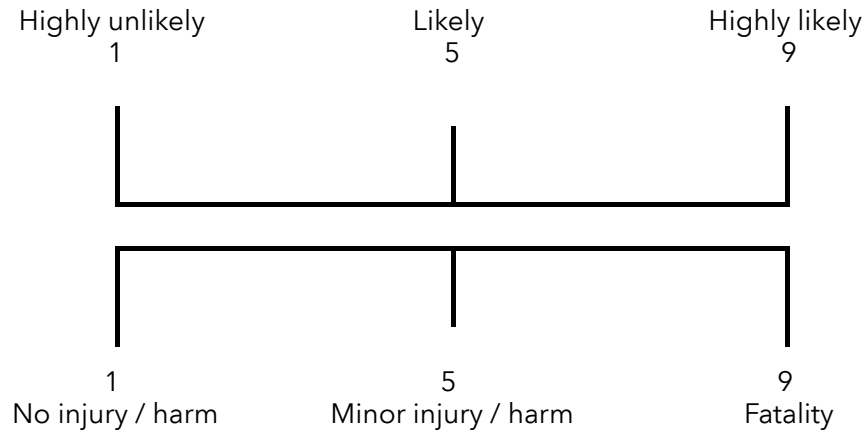
Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Improving ventilation
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

Taken From: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

## Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9
	Severity							

Probability

## What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Francis Borkin

Approved by signature: Francis Borkin