

QRISK ASSESSMENT



Risk Matrix and Rating Guidance:

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

Hazard Severity (a)		Likelihood of Occurrence (b)	
1 – Trivial	(e.g. discomfort, slight bruising, self-help recovery)	1 – Remote	(almost never)
2 – Minor	(e.g. small cut, abrasion, basic first aid need)	2 – Unlikely	(occurs rarely)
3 – Moderate	(e.g. strain, sprain, incapacitation > 3 days)	3 – Possible	(could occur, but uncommon)
4 – Serious	(e.g. fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely	(recurrent but not frequent)
5 – Fatal	(single or multiple)	5 – Very likely	(occurs frequently)

Risk Assessment Matrix						
(B)↓	(A)→	Trivial	Minor	Moderate	Serious	Fatal
Remote		1	2	3	4	5
Unlikely		2	4	6	8	10
Possible		3	6	9	12	15
Likely		4	8	12	16	20
Very likely		5	10	15	20	25

Risk Rating Bands (A x B)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

Risk Assessment Record

Risk Assessment Title: Covid 19: Return to Founders Complex Operation	Date Produced: 22/9/2020	Review Date:
Overview/Description of Activity: Founders Complex Re-Opening post Covid 19 Closure	Duration/Frequency of Activity: Daily	
Location of Activity: Founders Complex	Generic or Specific Assessment: Specific	
In the absence of other advice, members of the University should follow Government guidance which is based upon expert input from Public Health England and the Department of Health		
Covid 19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. For the purposes of our overarching assessment we have assessed that the foreseeable severity as being “serious” as per the definitions on page 1.		

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
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1	Spread of Coronavirus - General	All staff, athletes, coaches, visitors, contractors, customers - contact with person or items contaminated by persons with coronavirus	<ul style="list-style-type: none"> • Deep clean of building prior to re-opening completed by Estates Porters. • All areas to be cleaned prior to opening each day by Estates Porters. • Level of cleaning should be to government guidance for post-COVID case non-hospital facilities cleaning. • Middle of the day additional cleaning scheduled with Estates Porters. • Sanitisation stations available at both entrances/ exits to the building. • All access to facilities must be pre-booked. • No spectators allowed (with the exception of minors; 1 spectator per child) • In, train, leave policy in place. • No loitering in the building. • Users are encouraged to come changed for their activity and where possible shower at home. Changing rooms and showers are however available. • Perspex screens in place on upstairs reception desk. • Non-operational staff encouraged to continue to work from home where possible. • Doors to facilities propped open to avoid unnecessary contact with surfaces and to assist with ventilation throughout the building. 	4	3	12	<ul style="list-style-type: none"> • Follow Guidelines set by the Government and NGB's • Operational procedures updated as new activity re-starts. • Estates to ensure adequate stock retained for replenishment of sanitisation stations and ongoing cleaning.
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			<ul style="list-style-type: none"> • Signage around the building with clear guidelines and instructions for customers. • Keep left policy with directional floor signage in place. • All communications sent out to customers' highlight the Covid procedures and restrictions in place, and to be followed. 				

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
2	Spread of Coronavirus – Due to lack of social distancing	All staff, athletes, coaches, visitors, contractors, customers	<ul style="list-style-type: none"> Social distancing will be adhered to by all. Maximum capacities identified for each activity. Perspex screens in place on upstairs reception desk. Floor markings in place to show appropriate social distancing. Interactions with others should be minimal and should take place whilst adhering to social distancing. Users are encouraged to come changed for their activity and where possible shower at home. Changing rooms and showers are however available. If social distancing guidance is not being followed this should be dealt with directly or via communication with the coach of the session. Where this is not possible the Facility Sales Team or SU (as appropriate) can be contacted to make retrospective contact with the club/ session organiser and request that rules are adhered to and outline the consequences if non-compliance continues. 	4	3	12	

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
3	Spread of Coronavirus whilst cleaning facilities	Operations Staff	<ul style="list-style-type: none"> Cleaning of the Founders Complex is the responsibility of the Estates Porters Sports Assistants will be required to periodically spray touch points around the facility with antibacterial spray – gloves should be worn. 	4	3	12	<ul style="list-style-type: none"> Disposable gloves, will be provided for sports staff.
4	Spread of Coronavirus through someone falling ill whilst at training venue	All staff, athletes, coaches, visitors, contractors, customers	<ul style="list-style-type: none"> Person should be sent home and advised to follow Government Guidance on self-isolation and Test and Trace. QR codes in operation at building entrances to assist with Test and Trace. 	4	3	12	
5	Spread of Coronavirus whilst cleaning facilities after someone with a suspected case of coronavirus has entered the building	Estates Porters	<ul style="list-style-type: none"> Cleaning of the Founders Complex is the responsibility of the Estates Porters 	4	2	8	
6	Spread of Coronavirus whilst cleaning facilities after someone with a confirmed case of coronavirus has entered the building	Estates Porters	<ul style="list-style-type: none"> Cleaning of the Founders Complex is the responsibility of the Estates Porters 	4	2	8	

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
7	Spread of coronavirus from deliveries, contractors	All staff, athletes, coaches, visitors, contractors, customers	<ul style="list-style-type: none"> Operations staff to follow strict handwashing/ sanitising routines prior to and after receipt of deliveries. All delivery drivers, visitors and contractors to follow social distancing. 	4	2	8	<ul style="list-style-type: none"> Operations staff to be notified in advance of any deliveries where possible. Operations staff to be notified of any Contractors visiting and the work taking place on site in advance.
8	Access	All staff, athletes, coaches, visitors, customers	<ul style="list-style-type: none"> Hand sanitiser at both access points to the building Keep left system in place with signage and floor stickers. QR codes in operation at building entrances to assist with Test and Trace. 	4	2	8	
9	Reception Congestion	All staff, athletes, coaches, visitors, customers	<ul style="list-style-type: none"> No more than 2 customers at reception desk at a time, additional customers must wait in a socially distanced manner away from the desk ensuring entry and exit points are not blocked. Floor stickers in place to indicate waiting points. 	4	2	8	<ul style="list-style-type: none"> Screen in place at reception desk.

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10	Reception	Operations staff	<ul style="list-style-type: none"> • Reception de-cluttered – all non-essential items removed • Maximum of 1 staff in the reception at any one time. • Regular hand washing to take place throughout shift • No non-essential items to be bought into the reception. • No eating in the reception. • All touch points in office sanitised by Sports Assistant prior to handover to another Sports Assistant. 	4	3	12	<ul style="list-style-type: none"> • Screen in place at reception desk. • Wearing of facemask in general areas now mandatory
11	Operations Staff Working Practices	Operations staff	<ul style="list-style-type: none"> • Radios to be sanitised prior to and after use by each member of staff. • Touch points on used sports equipment e.g. badminton posts sanitised at the end of each day. • Staff to follow sanitisation procedure for all SU hire equipment. 	4	3	12	<ul style="list-style-type: none"> • Radios are labelled (numbered) to ensure they are used by minimal numbers of staff.

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
12	Office Working	All Staff, visitors, customers	<ul style="list-style-type: none"> • Rotation systems in place to ensure identified maximum numbers per office are not breached and social distancing guidelines are followed. • Desks should not be shared or used as hot desks with the exception of essential areas such as Reception, or for Operations staff without a personal desk needing to do office based work. Full sanitisation of desk and equipment should take place prior to and after using a desk/ office space as a hot desk. • Social distancing guidelines must be adhered to at all times within each office and any walkways. • No non-essential items to be bought into offices. • End of day clear desk policy to allow cleaning. • All equipment such as keyboards, phones etc. to be cleaned, regularly before and after use. 	4	2	6	<ul style="list-style-type: none"> • Staff will continue to work from home where possible. Staff not able to work from home will follow social distancing when on site.

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
13	All Staff - General	All DSDR Staff	<ul style="list-style-type: none"> All staff must wash their hands on arrival at work, and at regular intervals throughout the day. All staff must follow social distancing guidelines at all times and should actively intervene if they witness ANYONE in the building not following these guidelines. Only essential interaction should take place and should be done so whilst following social distancing guidelines. The wearing of face coverings in general areas is now mandatory and should be followed by staff and customers All touch points on photocopiers to be sanitised by each user prior to and after each use. Kitchen area must be cleaned and touch points sanitised by each user after each use. Staff room must be kept clean, and tidy. Only 1 user at a time and touch points are to be sprayed down after use. 	4	3	12	<ul style="list-style-type: none"> Disinfectant wipes to be made available in appropriate areas. Restrict the numbers working in the office spaces. Staff to work at home where possible.

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
14	Administration of First Aid	Operational staff, athletes, coaches, visitors, customers	<ul style="list-style-type: none"> For any non-life threatening first aid incidents whereby the casualty can administer their own first aid they should do so under the first aiders supervision, guidance and provision of first aid resources such as an anti-septic wipe/ bandage. If self- administration of first aid is not possible or appropriate, the first aider should where possible treat the casualty whilst adhering to social distancing guidance. As per regular first aid procedures, gloves must be worn. Additional PPE must be worn as per guidance if self-administration or socially distanced treatment is not possible. If CPR becomes necessary this should be done following Resus Council guidance on administration of CPR (chest compressions only). 	4	3	12	<ul style="list-style-type: none"> Qualified staff that need to carry out First Aid or CPR must have PPE immediately available. This will be achieved by having 3 grab bags of PPE located at the Founders Reception. If a defibrillator was used this should be sanitised after use. All PPE should be disposed of appropriately afterwards.

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
15	Use of social spaces such as seating areas	All staff, athletes, coaches, visitors, customers	<ul style="list-style-type: none"> Social gathering and use of communal seating areas is strictly forbidden. Guardians should drop off and collect their children as close to the activity start/ finish time as possible. Social distancing must be adhered to whilst dropping off and collecting. All customers are asked to arrive just prior to their booking start time to ensure numbers are kept to a minimum. Spectating is not permitted, other than for children requiring a guardian present, this should be restricted to one guardian per child. All seating areas have been put out of use. 	4	2	8	.
16	Congestion in training areas	All staff, athletes, coaches, visitors, customers	<ul style="list-style-type: none"> Each area has an allocated maximum capacity based on 3sqm per person. Social distancing and maximum numbers to be monitored by staff. 	4	3	12	<ul style="list-style-type: none"> Signage on maximum number displayed in each area.

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17	Congestion in corridors	All staff, athletes, coaches, visitors, customers	<ul style="list-style-type: none"> • Keep left system in place. • Dead ends of travel identified and procedures in place for use of these areas. • Social gathering and spectating not permitted. • All activity should be booked in advance. • Maximum numbers not exceeded. • In, train, leave policy in place. • All general areas cleared of non-essential items such as seating etc. 	4	3	12	<ul style="list-style-type: none"> • Directional signage in place. • Social distancing markers in place.
18	Training Areas	All staff, athletes, coaches, visitors, customers	<ul style="list-style-type: none"> • Social distancing to be maintained in all training areas. • New Covid procedures in place for all activities prior to their re-start. 	4	3	12	<ul style="list-style-type: none"> • Equipment placed appropriately to assist with social distancing • Areas well ventilated • Pre-booked access with restricted numbers in each area

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19	Changing Areas	All staff, athletes, coaches, visitors, customers	<ul style="list-style-type: none"> The male and female changing rooms are available to use. There is anti-bacterial spray available within the changing rooms for customers to use on touch points. A restricted number of showers are available to use in each changing room due to social distancing. To reduce time spent in the changing rooms users are asked to arrive ready to train and shower at home where possible. 	4	3	12	

Assessor signature: Sophie Hamer	Print name: SOPHIE HAMER	Date: 22/9/2020
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Risk Assessment Action Plan

Hazard No.	Action to be taken	By whom	Target date	Review date	Outcome at review date
Responsible manager's signature:				Responsible manager's signature:	
Print name:				Print name:	
Date:				Date	

Risk Assessment Sign-On Sheet

Sign on Sheet to acknowledge understanding of Risk Assessment:

Names and Signatures of other workers/researchers/PG/UG students

All others undertaking the process described must signify that they understand the hazards and risks.

Print name:	Signature:	Date: