

RISK ASSESSMENT TEMPLATE



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)
<p>Continue, but review periodically to ensure controls remain effective</p>	<p>Continue, but implement additional reasonably practicable controls where possible and monitor regularly</p>	<p>STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to a low or medium level</p>

Risk Assessment Record

Risk Assessment Title: Covid 19: Return to STV Operation	Date Produced: 22/7/2020	Review Date:
Overview/Description of Activity: STV Re-Opening post Covid 19 Closure	Duration/Frequency of Activity: Daily	
Location of Activity: Sports Training Village	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. • All areas to be cleaned prior to opening each day. • Level of cleaning should be to government guidance for post-COVID case non-hospital facilities cleaning. • Closures of the gym and pool factored into the daily programming to allow for additional cleaning. • Sanitisation stations available in various key locations throughout the building. • Limited numbers on site. • 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. • All changing rooms with the exception of the pool changing rooms are closed. • Perspex screens in place on reception desks. • Non-operational staff encouraged to continue to work from home where possible. • Doors to facilities propped to avoid unnecessary contact with surfaces and to assist with ventilation throughout the building. • Signs to be set out at the entrance and around the building with clear 	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. • Adequate stock retained for replenishment of sanitisation stations and ongoing cleaning. • Phased re-opening. • Appropriate training given to all new Operations Staff (returning from furlough) on new policies and procedures.
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			<p>guidelines and instructions for customers.</p> <ul style="list-style-type: none"> • One way systems in place where possible 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 reception desks. Floor markings in place to show appropriate social distancing. Interactions with others should be minimal and should take place whilst adhering to social distancing. Designated route into and out of the building identified and communicated. No changing rooms or lockers are available (with the exception of the pool) customers are asked to come changed as there is no storage available for kit/ personal belongings. Swimmers are asked to come 'pool ready' and where possible have a post swim shower at home to minimise time spent in the changing room. If social distancing guidance is not being followed this should be dealt with directly or reported to the Shift Manager. To minimise footfall of people passing on the stairs customers are encouraged to exit via the fire exit door in the lower reception area. 	4	3	12	<ul style="list-style-type: none"> Any area not in use will be closed off and secured where possible. Social distancing markers and signage added as additional areas of the building are in use. Maximum of one person in the lift at a time (with the exception of carers or parents with buggies).

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3	Spread of Coronavirus whilst cleaning facilities	Cleaning Staff	<ul style="list-style-type: none"> Adequate PPE and cleaning chemicals will be provided for all cleaning staff. Adequate training given to all cleaning staff prior to returning to work. Cleaning to be completed daily and in allocated cleaning slots. All surfaces, door handles, ledges, handrails, phones etc. are to be cleaned regularly. Appropriate medical waste bins to be in-situ for PPE disposal. 	4	3	12	<ul style="list-style-type: none"> Disposable gloves, will be provided for cleaning staff. Aprons and face coverings are available if staff wish to use them, however these are not mandatory. The building is to be treated as a 'non-coronavirus contaminated area' unless we receive information that someone who has a confirmed case of coronavirus has entered the building.
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"> Designated room (First Aid Room) to isolate person in whilst waiting for ambulance to arrive Room cleaned prior to any further use. 				

#	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
5	Spread of Coronavirus whilst cleaning facilities after someone with a suspected case of coronavirus has entered the building	Cleaning Staff	<ul style="list-style-type: none"> • Training for all cleaning staff has taken place • There would be no need to close any facilities or perform a deep clean. • Any equipment that the individual has come into contact with should be wiped down with anti-bacterial wipes or spray. Any equipment touched should be wiped with antibacterial wipes or spray after use anyway. • Door handles and other 'touch areas' are wiped down continuously so that should counter act the virus. • Social distancing guidelines are being followed. 	4	3	12	
6	Spread of Coronavirus whilst cleaning facilities after someone with a confirmed case of coronavirus has entered the building	All staff, athletes, coaches, visitors, contractors, customers	<ul style="list-style-type: none"> • There would be no need to close any facilities or perform a deep clean. • Any equipment that the individual has come into contact with should be wiped down with anti-bacterial wipes or spray. Any equipment touched should be wiped with antibacterial wipes or spray after use anyway. • Door handles and other 'touch areas' are wiped down continuously so that should counter act the virus. • Social distancing guidelines are being followed. • If anyone has had close contact with the infected person they should follow government guidelines on self-isolation. 	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
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. Deliveries to arrive via delivery entrance only. All delivery drivers, visitors and contractors to follow social distancing. Procedures in place for strict control 	4	3	12	<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. Contractors to sign in on competition of screening.
8	Access	All staff, athletes, coaches, visitors, customers	<ul style="list-style-type: none"> Designated entry and exit points. One way systems in operation where necessary. Front automatic doors to be used for entry and set to open to ensure social distancing is adhered to, to improve ventilation and to reduce the risk of customers touching surfaces unnecessarily. Front left hand side manual door available for exit and to be propped open. Additional exit to be used at lower reception fire door to reduce numbers using reception area, stairs and front entrance exit. One way systems in place with signage and floor stickers indicating direction of travel. 	4	2	8	<ul style="list-style-type: none"> Signage and floor stickers indicating one way systems and access and exit points added as additional areas of the building are in use. Exit points to be reviewed regularly and adjusted as necessary.

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9	Reception Congestion	All staff, athletes, coaches, visitors, customers	<ul style="list-style-type: none"> • Strict control on numbers in reception area; no more than 2 customers at reception desk, one at Shift Managers Office at a time. • Floor stickers in place to indicate waiting points. • Marked out queueing area for reception in upper gallery with social distancing markers in place. • Lower reception fire door to be used as exit to reduce the footfall of people travelling up the stairs. 	4	2	8	<ul style="list-style-type: none"> • Signage to be displayed giving clear instructions and indicating direction of travel
10	Operations Staff and Shift Managers Office	Operations and reception staff	<ul style="list-style-type: none"> • Office de-cluttered – all non-essential items removed • All shared items removed where possible. • Maximum of 2 staff in the office at any one time. • All touch points in office sanitised by user before and after use for each duration in the office. • Regular hand washing to take place throughout shift • No non-essential items to be bought into the office. • No eating in the office. • No bags in the office; staff lockers should be used. • All touch points in office sanitised by Shift Manager prior to handover to another Shift Manager. 	4	3	12	<ul style="list-style-type: none"> • PPE not mandatory but staff can wear their own face covering if they wish. • Clear desk policy at the end of the day to allow cleaning

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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. • Emergency mobile to be sanitised prior to and after use by each Shift Manager. • Shift Managers and Sports Supervisors should utilise their own personal work keys. These keys should not be passed between staff. • Key press to be sanitised after each use – do not use if possible. • Social distancing to be adhered to during plant room checks, only go in with a colleague if really necessary. • Touch points on used sports equipment e.g. badminton posts sanitised at the end of each day. 	4	3	12	<ul style="list-style-type: none"> • Emergency mobile should be used on loud speaker. • PPE in plant rooms should not be shared • Radios are labelled (numbered) to ensure they are used by minimal numbers of staff.
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, no hot desks in use (other than essential areas such as Shift Managers Office). • 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.

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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. All touch points on photocopiers to be sanitised by each user prior to and after each use. Communal kitchen area must be cleaned and touch points sanitised by each user after each use. 	4	3	12	<ul style="list-style-type: none"> Follow PHE guidelines on hand washing. Hand sanitisers to be set out around the facility in key area, Disinfectant wipes to be made available in appropriate areas. Restrict the numbers working in the office spaces. Staff to work at home where possible.

14	Lifeguarding	Lifeguard staff	<ul style="list-style-type: none"> • All touch points on lifeguard chairs to be sanitised prior to and after use by each lifeguard. • Social distancing square marked out at base of lifeguard chair. • Social distancing to be maintained during lifeguard rotation. • Restricted number of swimmers in pool at any one time, social distancing guidelines apply within the water based on Swim England guideline of 6sq m per person. • Lifeguards to follow social distancing at all times. • Lifeguard to be in possession on their own personal whistle, this should not be shared with or touched by others. • Lifeguard NOT required to carry torpedo buoy with them at all times. One torpedo buoy must be attached to each lifeguard chair and lifeguards must be positioned in the lifeguard chair. • If any lifeguard equipment is used it must be sanitised afterwards. Rescue equipment should only be touched when necessary. • When performing a water rescue use rescue equipment where possible in order to maintain social distancing. • It will not be possible to wear PPE or maintain social distancing when performing an in water rescue. On landing the casualty, lifeguards on poolside wearing PPE should take 	4	3	12	<ul style="list-style-type: none"> • RLSS guidance on lifeguarding procedures to be followed • Staff trained on all new policies and procedures • Lifeguard competency tests completed prior to new staff returning to work (from furlough)
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			<p>over the care of the casualty and any first aid or CRP that needs to be administered.</p> <ul style="list-style-type: none"> • Lifeguards and First Aiders that need to carry out First Aid or CPR must have PPE immediately available. This is achieved by having 4 grab bags of PPE located on poolside (2 at each lifeguard chair) and 2 in the Shift Managers Office • Resus Council guidance on CPR to be followed. 				

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15	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 RLSS 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"> Lifeguards and First Aiders that need to carry out First Aid or CPR must have PPE immediately available. This will be achieved by having 4 grab bags of PPE located on poolside (2 at each lifeguard chair) and 2 in the Shift Managers Office First Aid to be administered away from Reception area in the first aid room or in the nearest most convenient area appropriate. The area used to administer first aid (ideally the first aid room) should be cleaned after use. 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
16	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. Activities will have an allocated drop off and collection point, where possible this should be restricted to one guardian per child. 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 and shared public computer stations have been put out of use. STV café is closed and seating within this area out of use. 	4	2	8	<ul style="list-style-type: none"> All communications sent out to customers will highlight Covid procedures to be followed and adhered to.
17	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 and 6sqm in the pool. Social distancing and maximum numbers to be monitored by staff. Specific measures in place for ensuring numbers in the gyms are not exceeded; see separate revised gym procedures. 	4	3	12	<ul style="list-style-type: none"> Signage on maximum number displayed in each area. Certain activities not permitted due to social distancing requirements. Adequate ventilated areas

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18	Congestion in corridors	All staff, athletes, coaches, visitors, customers	<ul style="list-style-type: none"> One way systems implemented where appropriate. 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, merchandise etc. Areas not in use closed off and secured where possible. 	4	3	12	<ul style="list-style-type: none"> Directional signage in place. Social distancing markers in place.
19	Training Areas	All staff, athletes, coaches, visitors, customers	<ul style="list-style-type: none"> Social distancing to be maintained in all training areas. Where appropriate adequate cleaning materials will be available in relevant areas. A rigorous cleaning routine will be in place and all staff and customers have a responsibility to support this where possible. Pool chemical levels set at Chlorine: 1.5ppm pH 7.2 Pool air handling achieves 100% fresh air each turnover and achieves 5 turnovers per hour 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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20	Changing Areas	All staff, athletes, coaches, visitors, customers	<ul style="list-style-type: none"> • With the exception of the pool changing rooms, all changing rooms and lockers will be out of use. • There will be a one way system in place in the pool changing rooms. • Limited lockers are available due to social distancing restrictions. Where there are no lockers available the poolside bag drop area will be available for customers to use. • All cubicles are available to use. • There is anti-bacterial spray available throughout the pool changing rooms for customers to use on touch points on lockers/ cubicle locks etc. • 2 showers are available to use, all others are out of action due to social distancing. • To reduce time spent in the changing rooms swimmers are asked to arrive 'swim ready' (costumes on underneath clothes). • Swimmers are asked to have their post swim shower at home to reduce time spent in changing rooms (showers are available where this is not practical) 				•

Assessor signature: Sophie Hamer	Print name: SOPHIE HAMER	Date: 22/7/2020
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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: