

Everybody Sport & Recreation COVID-19 Risk Assessment July 2020



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Introduction

Everybody Sport & Recreation is committed to providing a safe and healthy workplace for all our employees and visitors. Managers and employees are all responsible for implementing the COVID-19 Risk Assessment. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, management, customers and contractors. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Risk Assessment and equally all COVID-19 Policies & Procedures and Method Statements. Everybody Sport & Recreation managers and supervisors have our full support in enforcing the provisions of this Risk Assessment.

We are serious about safety and health and keeping our employees and customers healthy at Everybody Sport & Recreation.

Employee involvement is essential in developing and implementing a successful COVID-19 Risk assessment. We have involved our employees in this process by employee survey and consultation, worker representation, employee suggestions and feedback have been requested, and these have been integrated in the Risk Assessment process.

Covid-19 risk assessment guidance

As isolation is eased and people return to work, governments require organisations to complete risk assessments as part of the permission to resume normal service. This guide suggests how this could be achieved. For ease of description, this guidance focusses on producing a separate organisational risk assessment for Covid-19. It is equally valid, however, to amend existing risk assessments of activities by using the information prompted in this guide.

Risk assessment covering exposure to Covid-19 will be different from one organisation to another. Healthcare workers, retail cashiers, home delivery drivers, utility engineers and construction workers have different exposure to this risk. The purpose of this guide is therefore to pose the questions that need to be asked in relation to Everybody Sport & Recreation so that appropriate risk assessments may be created at all Everybody sites and venues.

Context

Before a risk assessment is undertaken, the assessor must first ask who is doing what and how, where they are doing it, why they are doing it and what they are using. Understanding the tasks or activities is vital to assess exposure and to qualify any subsequent control decisions.

Risk assessment

Hazard

The risk assessment must recognise the Coronavirus as a hazard. It should also reflect that the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). The risk assessment should conclude that if it is passed from one person to another, while many survive infection, some may die from the disease. It should be regarded as a high hazard.

Likelihood

Exposure

Consideration must be given to how exposed people are. There is a host of questions to consider: -

- While at work how might employees meet people with the disease, how frequently and for how long? –
- How do employees travel to work and does this expose them to public crowds? –
- Do you know which employees have vulnerable medical conditions that make them more susceptible to the disease? How do you capture this information?–
- Do you know which employees have people in their households who may have increased exposure to the disease? –
- If someone in an employee's household must isolate, what will you require your employee to do? –
- Where are employees meeting people who may have the disease and does this increase exposure (e.g. in a confined space, in a well-ventilated environment or outside)?

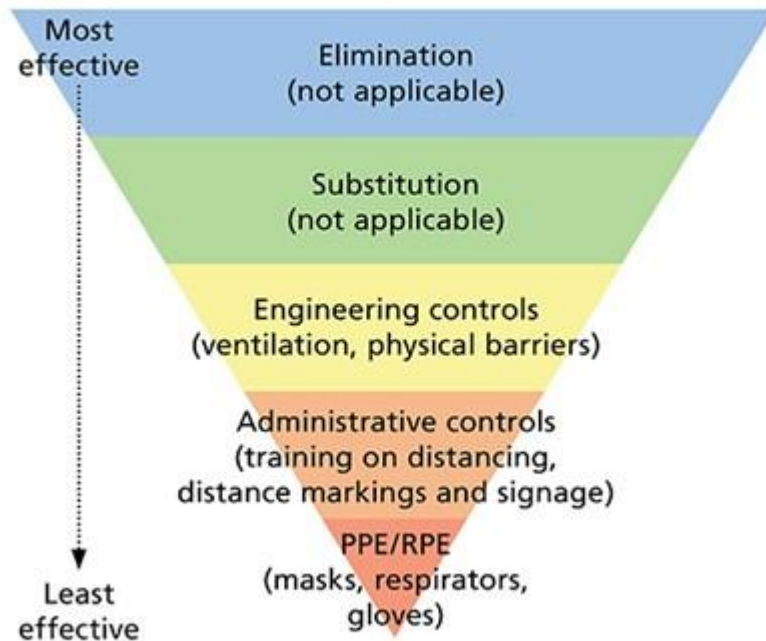
Once the answers to these questions are understood, controls to mitigate them can be better considered and implemented.

Control

The safety 'hierarchy of control' can serve you well in considering what can be done. Any mitigation controls devised and implemented must reduce exposure of employees and anyone else who could be infected by your employees. Control considerations must include identification of those who may have the disease, preventative measures and what to do if you find if an employee has contracted the disease. In other words, there may be elements of management systems design to think about. Decisions about what may be done must be realistic and reasonably practicable: achievable given the resources available.

Covid-19 hierarchy of control

Covid-19 hierarchy of control



Covid-19 risk assessment guidance continued

Elimination is the best form of control. Can we eliminate the virus? Only through vaccination, so there is little that can be done by organisations. They are reliant on government response. Organisations should monitor vaccine availability and the priority of their workforce in any future vaccination programme so that arrangements can be made promptly. Social distancing and staying at home are not forms of elimination, but an administrative control.

Next in descending order is substitution: replacing the virus for something less harmful is not possible. Engineering controls place a physical barrier between the person and the hazard, or provide mechanical reduction of the hazard. Placing screens between people (e.g. cashier points at Reception) will interrupt the flow of air from one person to another and therefore provide protection.

Providing ventilation is also an option. Recent IOSH research has shown that downward ventilation onto a patient's bed considerably reduces the exposure of healthcare workers to infected droplets suspended in the air. Care must be taken if ventilation is to be considered. The fundamental question is where the potentially infected water droplets are ventilated to. It's no good if they are blown onto other people or surfaces and increase exposure elsewhere. But as a principle it is worthy of some consideration e.g. ask whether the job must be done inside, or can be done outside. But then also consider exposure to ultraviolet radiation and other risk. Ventilation is a good control if it takes infected air away from people and transfers it to somewhere where the virus will not do harm. See page 14.

Administrative controls provide the best options for most organisations. The risk assessment must consider how you will keep the workplace and equipment clean, adjust your working practices and ensure people are safe.

Questions and considerations about designing a safe workplace should include:

- Can you redesign the workplace to maintain social distancing?
- Can you repurpose meeting rooms to spread employees out?
- Can you reduce space pressure by reducing the number of employees required to work in an area (e.g. a proportion remains working from home)?
- In which places do people find it difficult to avoid one another (e.g. security points, lifts, stairs, lobbies, canteens, toilets, resource rooms, hot desks)? What can you do to smooth out their use and reduce this pressure (e.g. phased shift and break times, closure)?
- Can you provide more hand washing or sterilisation facilities around the workplace?
- Have you noted the places where most people commonly touch (e.g. equipment control panels, handles, handrails, kettles, hot desk surfaces)?

Cleaning is a vital control and deserves some careful thought:

- Have you considered how you keep commonly touched surfaces sterile and how much more frequently they need to be cleaned?
- Are you using an effective strength of cleaner to kill the virus?
- Have you amended cleaning checklists to ensure all areas that need it are being frequently cleaned?
- Have you considered the impact on your cleaners or cleaning contract?
- Cleaners are being sent to places where we believe the virus may have been left on the surface, they have a different exposure compared to other employees: how will you protect them?
- As they clean the viral loading on cloths will increase, so do they have enough to be able to change frequently? - Where and how do they dispose of contaminated cloths?

Questions and considerations about work equipment include:

- Can equipment be allocated to an individual rather than shared?
- If equipment must be shared, then how will it be cleaned between uses (e.g. phones, desks, vehicle cabs, control panels)?
- If someone falls ill with Covid-19, what deep cleaning processes will be necessary on the equipment they have been using?
- What washing/hand sterilising facilities are available to workers and how frequently should they wash their hands to reduce potential viral load and spread on equipment and in the environment?

Questions and considerations about safe systems of work include:

- Can work sequencing be reorganised to avoid employees being in close contact with others? When this cannot be avoided, can the time they are in contact be minimised or can they work facing away from one another?
- Can you transfer some risk by using suppliers to take over some aspects of your production or work?
- When employees and contractor must work together, how will you agree Covid-19 control standards? What adjustments to contractor control may be necessary?

Questions and considerations for safe people:

- Is it necessary to know if employees are harbouring the disease and are perhaps asymptomatic? If so, do you test temperature regularly during the day, or do you rely on routine antibody testing?
- What do your employees need to know about the disease and how they may contract if going to and from work, at work, or from their households? How will you pass on this knowledge?
- How do you ensure workers know what Covid-19 controls are required in their work?
- Do employees know how they can reduce exposure to the virus travelling to and from work? What advice can be provided?
- What process have you got for employees to report possible infection or exposure, and what do you then require them to do?
- Advice on Covid-19 is constantly changing. How will you keep current with advice and how will you update your employees?
- What do your managers need to know to enable them to supervise effectively? How will this be communicated and how will they be held to account for meeting this requirement?
- Where temporary workers are used, how will you ensure their competence in applying Covid-19 controls? What changes are necessary to your induction programme?

- Are employees following the rules and if not, why not?
- How will you effectively screen for health considerations in new employees to avoid inadvertently employing vulnerable people in work that exposes them to the virus? - How do you manage people with special needs?
- What provision is in place for supporting employees with increased levels of anxiety in this pandemic or have suffered personal loss as a result of it?

The last resort in the hierarchy of risk control is personal protective equipment. It is considered the weakest control because it relies on people using it correctly. It introduces many possibilities for error: being the right specification, its cleanliness, its storage, its replacement and availability. There has been much discussion about the provision of PPE in the media, but this is focused on the medical care environment, not in normal workplaces.

Considerations include:

If gloves are provided, the virus can still be transferred to the surface. If the wearer then touches their face, they could contract the disease. Perhaps frequent hand washing or sterilisation is a better option.

- The wearing of a paper face mask may reduce the virus being spread from the wearer to others, but its effectiveness of protecting the wearer is debatable. In any case the longer it is worn, the greater the potential viral loading on its surface. Touching the mask and then the face may increase exposure if masks are not changed regularly. If they are taken off and left lying around, potentially this increases exposure to others who may come into contact with it, e.g. cleaners.

- Plastic aprons will provide some protection for clothing, but rarely cover the sleeves which may come into contact with the face too.

There is much debate about the non-medical usefulness of PPE in this pandemic. Many scientific studies are being undertaken to improve our knowledge. Far better for organisations to seek to control exposure rather than rely on PPE. Prevention is a more effective principle. While provision may reduce employee anxiety, its effectiveness in general working situations has yet to be fully proven.

All of these questions and considerations relating to the workplace, equipment, safe systems of work and people will lead to the design of good procedures and management systems that will help to reduce exposure to the virus.

Risk management

Finding answers to the questions posed in this guide will provide a list of possible controls that can be implemented. A risk assessment does not control risk. It is the actions of individuals who apply controls that mitigate risk. The risk assessment must result in a risk control action plan, making it clear who will do what and by when. The successful implementation of this plan must then be monitored.

Spending effort on developing and applying controls specific to the organisation's circumstances is a waste of time unless performance is monitored over time. Plans need to be in place for routinely reviewing the effectiveness of the controls you devise. It is vital to ensure that these controls are maintained and even improved as our knowledge about the virus, its transmission and its control develops.

Boards of companies will also need to be kept informed of progress and performance. They are concerned about the integrity of their workforce if the organisation is to remain productive. As part of risk management, consideration must be given to what must be reported to the Board and how frequently, so performance can be measured.

A final note of caution. Do not lose sight of the normal activity safety and health risks posed by your operations. It remains important to maintain effective control of exposure to these risks too.

Risk rating and hierarchy of controls

Assessment of Risk for: COVID-19

Covid -19 - The Hazard

Coronavirus are a large family of viruses that cause illness ranging from the common cold to diseases such as MERS-Cov and SARS (Cov). The official name for this new disease, not previously seen in humans, is COVID-19. On 11th March, the World Health Organisation (WHO) categorised it as a 'pandemic' which in WHO terms, is 'the worldwide spread of a disease'.

The risk assessment must recognise the virus as a hazard. It should also reflect that the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.

The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

The risk assessment should conclude that if it is passed from one person to another, while many survive infection, some may die from the disease. It should be regarded as a high hazard having already killed over 40,000 people in the UK.

Risk Assessment / Priority

High - Infection Likely	H
Medium - Possibility of Infection	M
Low – Infection unlikely with control measures in place	L

Hierarchy of controls are an essential within the risk assessment process, and is a feature in several pieces of legislation around risk assessment. In particular for COVID-19 the Management of Health and Safety Regulations (MHSWR) and particular to biological hazards the Control of Substances Hazardous to Health Regulation (COSHH). The significance of this process is that employers need to follow a line of controls which choose the most effective and efficient method to prevent exposure and infection from COVID - 19. Risks should be reduced by taking preventative measures in order of priority, employers should not just jump to the easiest

control measure to put in place. In other words, there may be elements of management systems design to think about. Decisions about what may be done must be realistic and reasonably practicable: achievable given the resources available.

Elimination

Elimination is the best form of control. We can only eliminate the virus through vaccination, so there is little that can be done by organisations. Inoculation when available, or immunity could be a way of eliminating harm from COVID-19, however it is not clear whether either would offer life time immunity. Some virus are known to only accommodate several years' immunity and most viruses can mutate.

Social distancing and staying at home are not forms of elimination but an administrative control. Social distancing is an age old control, in the case of this particular virus which is transmitted in droplets which fall to the ground after a metre, maintaining a distance of 2 metres apart will eliminate becoming infected through the transmission route. This control needs to be implemented stringently in order to be effective, together with good hygiene practices, both personal and in the workplace.

Substitution

Next in descending order is substitution: replacing the virus for something less harmful is not possible.

Engineering Controls

Physical Barriers: Engineering controls place a physical barrier between the person and the hazard, or provide mechanical reduction of the hazard. Placing screens between people will interrupt the flow of air from one person to another and therefore provide protection. Place a physical barrier such as Perspex screen or flexible polyethylene sheet for example could be deployed to mitigate the potential for droplets reaching personnel working in proximity. These can be temporary or permanent, some screens can be deployed by pulling down from a roller or clipped on. The use of screens would need to consider factor including (but not limited to) fixing points, weight, wind direction, portability, access, fire risk and chemical incompatibilities. Any controls need to be risk assessed for the specific application.

Ventilation:

Air conditioning and ventilation during the coronavirus outbreak

Air conditioning

The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.

You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply.

You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation.

If you're unsure, ask the advice of your heating ventilation and air conditioning (HVAC) engineer or adviser.

General ventilation

Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed.

Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.

Where possible, consider ways to increase the supply of fresh air, for example, by opening windows and doors (unless fire doors).

Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows, for example.

The risk of transmission through the use of ceiling and desk fans is extremely low.

Administrative Controls: Systems of Work and Procedures

Administrative controls provide the best option for most organisations. The workplace must consider how you will keep the workplace and equipment clean, adjust your workplace practices and ensure people are safe. These measures will need to be applied collectively, together with engineering controls and PPE provision.

Some examples of Administrative controls:

- Limit time in close proximity to other personnel to limit the potential risk, this will be to ensure PPE is not worn for extensive periods.
- Redesign the workplace to maintain social distancing.
- Tasks which require close proximity for multiple episodes of sustained time in a shift, consider a different pair/team for each episode which reduces contact.
- Personnel could be paired or buddied to compartmentalised potential infection within the work team.
- Consider segregating teams to maintain operational capacity if personnel become infected or enter into self-isolation. In the event that one person becomes symptomatic, placing their team mate of the pair into isolation will be good practice for any responsible employer.
- Cleaning: Undertake enhanced cleaning in line with guidance such as touchpoints. Ensure that cleaning chemicals do not introduce product safety hazard. Deep clean the workplace prior to re-opening.
- Provide more hand washing or sterilisation facilities.
- Identify the places where most people commonly touch (e.g. equipment control panels, handles, handrails, kettles)
- Explain the process you have for employees to report possible infection or exposure and keep employees up to date with advice on the virus.
- Brief managers on the critical key safe behaviours that need to be explained to staff and then have a system to monitor these behaviours.

Personal Protective Equipment (PPE)

PPE is acknowledged as being at the bottom of the hierarchy due to inherent limitations. It is considered the weakest control because it relies on people using it correctly. It introduces many possibilities for error: being the right specification, its cleanliness, its storage, its replacement and availability. Some key points to remember:

If gloves are provided, the virus can still be transferred to the surface. If the wearer then touches their face, they could contract the disease. Perhaps frequent handwashing or sterilisation is a better option.

The wearing of a paper face mask may reduce the virus being spread from the wearer to others but its effectiveness of protecting the wearer is debatable. In any case the longer it is worn, the greater the potential viral loading on its surface. Touching the mask and then the face may increase exposure if masks are not changed regularly. If they are taken off and left lying around, the potentially this increases exposure to others who may come into contact with it, e.g. cleaners.

Face coverings

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. A face covering can be very simple and may be worn in enclosed spaces where social distancing is not possible. It just needs to cover the mouth and nose. The evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments. Wearing a face covering is optional and is not required by law, including in the workplace (see latest GOV guidance on using for Public Transport). If they are worn, it is important to use them properly and to wash ones hands before putting them on and taking them off.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:



- To wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it;

- when wearing a face covering, avoid touching their face or face covering as they could contaminate them with germs from their hands;
- to change their face covering if it becomes damp or if they have touched it;
- to continue to wash their hands regularly;
- to change and wash their face covering daily;
- if the material is washable, to wash it in line with the manufacturers instructions. If it is not washable , to dispose of it carefully in their usual waste;
- to practice social distancing wherever possible.

Behaviours – Develop List of Critical Key Safe Behaviours

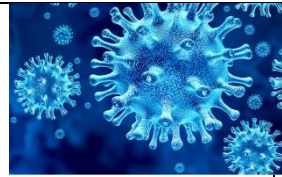
Objective to monitor and observe employee behaviours and to ensure a set of critical safe behaviours is understood and adhered to. Some examples

- Wear PPE as supplied
- Observe 2m social distancing
- Hygiene wash your hands often – with soap and water for at least 20 seconds. Use and alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water not available. This is particularly important after taking public transport.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick
- If you feel unwell, stay at home, do not attend work / school / leisure centre
- Always carry tissues with you to cover your cough or sneeze, then throw the tissue in a bin, Catch it, Bin it, Kill it

	Assessment of Risk for: COVID-19	Everybody Sport & Recreation Risk Assessment			 COVID-19 Secure
Assessment for COVID-19	Name of Assessor	Signature	Date	Service	Section / Site
Ref COVID-19 Version 1.0	Neil Thomas	NT	07/07/20	ESAR	All ESAR buildings and offices
Number	Potential Hazard: COVID-19	Groups of People at Risk	Existing Control Measures	Risk Rating H,M,L (Gross)	Additional control measures required to Minimise Risk
1)	There is a direct threat to health & wellbeing from transmission of COVID-19 Coronavirus	All employees especially clinically vulnerable & contractors and visitors to the site / public	All sites and offices have an established cleaning regime when open	High (H) Not acceptable without any additional control measures put in place	1.1 Carry out a COVID-19 risk assessment for each activity 1.2 Develop cleaning, handwashing and hygiene procedures 1.3 Help employees to work from home / help customers to access payment and services on line 1.4 Maintain 2m social distancing, where possible 1.5 Where people cannot be 2m apart, manage transmission risk by implementing the principles of hierarchy of control see COVID-19 HOC diagram. 1.6 Carry out an effective cleaning & infection control regime 1.7 Develop local risk assessments & method statements (RAMS) 1.8 Provide COVID-19 information, instruction, training & supervision 1.09 Consult and engage the workforce through direct and indirect means 1.10 Complete Pre-Opening Inspection Checklist for all ESAR buildings and Offices

Risk rating / priority

High - Infection Likely	Not acceptable
Medium - Possibility of Infection	Tolerable
Low – Infection unlikely with control measures in place	Acceptable



Assessment of Risk for: COVID-19

Risk Assessment Continued – Follow Up Actions Required

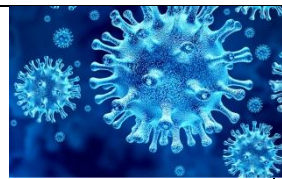


Assessment for COVID-19	Name of Manager	Signature	Date	Service	Section / Site								
Ref COVID-19 Version 1.0	Neil Thomas	Neil Thomas	07/07/20	ESAR	All ESAR buildings and offices								
Number	Potential Hazard:	Action to be Taken	By Whom	Target Completion Date	Action Completed (Signed & Dated) & Residual Net Risk recorded after additional control measures implemented = (H,M, or L)								
1)	There is a direct threat to health & wellbeing from transmission of COVID-19 Coronavirus	1.1 Carry out a COVID-19 risk assessment for each activity 1.2 Develop cleaning, handwashing and hygiene procedures 1.3 Help employees to work from home / help customers to access payment and services on line 1.4 Maintain 2m social distancing, where possible 1.5 Where people cannot be 2m apart, manage transmission risk by implementing the principles of hierarchy of control see COVID-19 HOC diagram. 1.6 Carry out an effective cleaning & infection	General Manager & SOM	Prior to re-opening: Phase 1 25/07/20 Phase 2 01/08/20 Phase 3 01/09/20 Phase 4 01/10/20	Actions completion/confirmed prior to re-opening Yes/No (see page 21 Risk Action Plan) <table border="1"> <tr> <td colspan="2">Risk Rating H,M,L (Net Residual Risk)</td> </tr> <tr> <td>High (M)</td> <td>Not acceptable</td> </tr> <tr> <td>Medium (M)</td> <td>Tolerable</td> </tr> <tr> <td>Low (M)</td> <td>Acceptable</td> </tr> </table> <p>ESAR Overall Risk - with additional control measures implemented, the net residual risk is currently assessed to be between low (acceptable) and medium (tolerable). COVID-19 ongoing</p>	Risk Rating H,M,L (Net Residual Risk)		High (M)	Not acceptable	Medium (M)	Tolerable	Low (M)	Acceptable
Risk Rating H,M,L (Net Residual Risk)													
High (M)	Not acceptable												
Medium (M)	Tolerable												
Low (M)	Acceptable												

		control regime 1.7 Develop local risk assessments & method statements (RAMS) 1.8 Provide COVID-19 information, instruction, training & supervision 1.09 Consult and engage the workforce through direct and indirect means 1.10 Complete Pre-Opening Inspection Checklist for all ESAR buildings and Offices			organisational risk will be monitored regularly by the COVID-19 Officer and the Health & Safety Manager.
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Risk rating / priority

High - Infection Likely	Not acceptable
Medium - Possibility of Infection	Tolerable
Low – Infection unlikely with control measures in place	Acceptable



Assessment of Risk for: COVID-19

Risk Assessment Action Plan



Assessment for COVID-19	Name of Manager	Action to be Taken	By Whom	Completion Date	Actions Completed Confirmation Hard copies/signatures held on site
Alderley Park	GM	1.1 - 1.10	GM & SOM	Manager Signature
Alsager Leisure Centre	GM	1.1 - 1.10	GM & SOM	Manager Signature
Alsager Sport Hub	GM	1.1 - 1.10	GM & SOM	Manager Signature
Barony Sport Complex	GM	1.1 - 1.10	GM & SOM	Manager Signature
Congleton	GM	1.1 - 1.10	GM & SOM	Manager Signature
Crewe Lifestyle	GM	1.1 - 1.10	GM & SOM	Manager Signature
Cumberland Arena	GM	1.1 - 1.10	GM & SOM	Manager Signature
Holmes Chapel Community Centre	GM	1.1 - 1.10	GM & SOM	Manager Signature

Holmes Chapel Leisure Centre	GM	1.1 - 1.10	GM & SOM	Manager Signature
Knutsford Leisure Centre	GM	1.1 - 1.10	GM & SOM	Manager Signature
Macclesfield & Athletics Track	GM	1.1 - 1.10	GM & SOM	Manager Signature
Middlewich Leisure Centre	GM	1.1 - 1.10	GM & SOM	Manager Signature
Nantwich Pool	GM	1.1 - 1.10	GM & SOM	Manager Signature
Poynton Leisure Centre	GM	1.1 - 1.10	GM & SOM	Manager Signature
Sandbach Leisure Centre	GM	1.1 - 1.10	GM & SOM	Manager Signature
Shavington Leisure Centre	GM	1.1 - 1.10	GM & SOM	Manager Signature
Wilmslow Leisure Centre	GM	1.1 - 1.10	GM & SOM	Manager Signature

Risk Assessment Framework

Conduct a risk assessment which addresses how to restrict the transmission of the COVID-19 virus in the workplace. This essentially involves planning how to conduct work whilst following Government guidance on social distancing. Like most health risks, reducing the risk from COVID-19 involves the use of the hierarchy of controls. Whilst the hierarchy focuses on the important aspect of elimination first, it is essential that a range of controls are adopted and that these are integrated with each other.

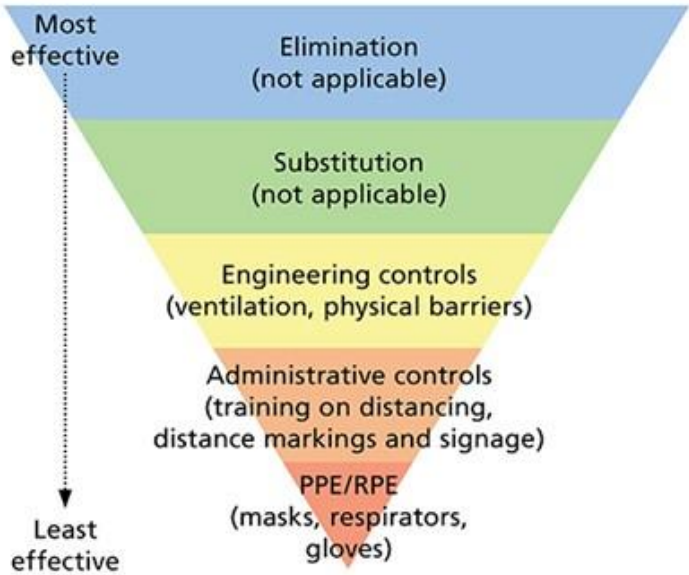
<p>Eliminate</p>	<ul style="list-style-type: none"> • Facilitate home working wherever possible. • Conduct return to work telephone interviews / survey with staff to identify vulnerable individuals who may require more stringent social distancing or shielding. Seek help from occupational health providers as required. • Introduce self-assessments for all workers and visitors to sites. • Workers who are unwell with symptoms of COVID-19 should self-isolate in accordance with Government guidance. They should not travel to, or attend, the workplace. • Facilitate testing for those workers who have symptoms and are eligible for testing. • Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (two metres). • Avoid skin-to-skin and face-to-face contact at all times. • Arrange facilities to maintain social distancing where possible. • Stairs should be used in preference to lifts and consider one-way systems. • Create facilities for meetings to take place whilst social distancing, e.g. electronic meeting spaces, outside discussions or large open spaces. • Eliminate face-to face meetings where possible.
<p>Reduce</p>	<ul style="list-style-type: none"> • Minimising the time workers are in close proximity to others must also include consideration of the following: process line reconfiguration, changes to shift patterns, one-way systems for

	<p>pedestrians, screens, dwell times between tasks, cleaning regimes and frequent hand washing.</p> <ul style="list-style-type: none"> • Where the social distancing measures (two metres) cannot be applied: - Each event should be risk assessed. - Minimise the frequency and time workers are within two metres of each other. Where face-to-face contact is essential, this should be kept to 15 minutes or less. - In circumstances when social distancing is not possible, equally effective measures must be in place to protect workers from virus infection. - Minimise the number of workers involved in these tasks. • Consider alternative or additional engineering controls to reduce worker interface. • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment, etc. • Introduce pop-up hand wash stations. • Make cleaning materials available in the workplace. • Keep face-to-face meeting numbers to a minimum. • Review the performance and servicing of mechanical ventilation and air conditioning systems and use fresh air in preference to recirculated air. • Increase ventilation in enclosed spaces. • Workers should wash their hands before and after using any shared equipment. • Attendees should be at least two metres apart from each other. • Rooms should be well ventilated/windows opened to allow fresh air circulation. • Screen workers and visitors by asking them to complete a health questionnaire before visiting the workplace. • Temperature screening may be useful but has limitations.
Isolate	<ul style="list-style-type: none"> • Keep groups of workers together in teams/shifts, e.g. do not change workers within teams.

	<ul style="list-style-type: none"> • Arrange the workplace so that workers are away from others as much as possible. • Consider changing shift patterns, e.g. longer split shifts to reduce the numbers in the workplace at any one time. • Stagger break times.
Administrative	<ul style="list-style-type: none"> • Where face-to-face working is essential to carry out a task when working within two metres: - Keep this to 15 minutes or less where possible. - Consider introducing an enhanced authorisation process for these activities. - Provide additional supervision to monitor and manage compliance. - Carry out an assessment and review of these activities to identify all repeatable tasks.
PPE	<ul style="list-style-type: none"> • PPE should not be used as an alternative to social distancing, except where there is no other practical solution. • Where close proximity working is required for longer than 15 minutes, assess the need to issue employees with appropriate PPE. • Re-usable PPE should be thoroughly cleaned after use and not shared between workers. • Consult with an occupational hygienist and HSE guidance about the possibility of extending the life of single use PPE. Extending the life of single use PPE should only be done in exceptional circumstances as a result of shortage of supply.
Behaviour	<ul style="list-style-type: none"> • Worker behaviour and cooperation will be the key to implementing all of the controls. • Carry out inductions to inform people of the changes. • Encourage an open and collaborative approach between workers. • Trial interventions in places before implementing them across the board.

	<ul style="list-style-type: none">• Seek feedback and be prepared to change interventions based on the feedback and regular reviews of the risk assessment.• Make changes which are sustainable in the medium term.• Encourage staff to cooperate with Government plans for contact tracing.
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Covid-19 hierarchy of control



Everybody Sport & Recreation

Risk Assessment Plan: COVID-19

The COVID-19 Risk Assessment Plan has considered policies, practices and conditions necessary to any regulatory requirements. These guidelines or regulations have dictated how ESAR must manage worker protections – and protections for members of the public - related to COVID-19.

There is a strong commitment from senior management and the Risk Assessment has been developed and implemented with the participation of employees. ESAR has considered how we will implement:

1. Infection prevention measures;
2. Prompt identification and isolation of sick persons;
3. Engineering and administrative controls for social distancing;
4. Customer controls and protections for drop-off, pick-up, and delivery;
5. Housekeeping, including cleaning, disinfecting, and decontamination;
6. Communications and training for managers and workers necessary to implement the plan; and
7. Provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

COVID-19 Risk Assessment Plan for Everybody Sport & Recreation

Everybody Sport & Recreation is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Risk Assessment in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing the Risk Assessment. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Risk Assessment Plan. Everybody Sport & Recreation managers and supervisors have our full support in enforcing the provisions of this Risk Assessment.

We are serious about safety and health and keeping our employees healthy at Everybody Sport & Recreation.

Employee involvement is essential in developing and implementing a successful COVID-19 Risk assessment. We have involved our workers in this process by employee survey and consultation through representation, worker suggestions and feedback have been requested, and these have been integrated into developing the plan. Our COVID-19 Risk Assessment Plan aims for best practices, and addresses:

- Hygiene and respiratory etiquette
- Engineering and administrative controls for social distancing
- Customer controls and protections for drop-off, pick-up, and delivery
- Housekeeping, including cleaning, disinfecting, and decontamination
- Prompt identification and isolation of sick persons
- Communications and training that will be provided to managers and workers
- Management and supervision necessary to ensure effective implementation of the plan.

Screening and Policies for Employees Exhibiting COVID-19 Symptoms

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. ESAR will address health screening, how workers will communicate with the business if they are sick or experiencing symptoms while at home, how employees report they are sick or experiencing symptoms while at work, and how workers will be isolated in the workplace until they can be sent home.

Everybody Sport & Recreation has implemented policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Consideration for workers with underlying conditions or who have household members with underlying health conditions have been implemented.

Everybody Sport & Recreation has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. ESAR workplaces have hand-sanitiser dispensers (that use sanitisers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Handwashing and/or sanitiser facilities will be provided, supplied and maintained, and that workers will be allowed to perform handwashing to meet this precaution. Hand hygiene will be ensured after customer interactions during drop-off, pick-up, and delivery.

Respiratory Etiquette: Cover your Cough or Sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face - in particular their mouths, noses and eyes - with their hands. They should dispose of tissues in the bin (catch it kill it bin it) and wash or sanitise their hands immediately afterward. Respiratory etiquette will be demonstrated on

posters and supported by making tissues and bins receptacles available to all workers and visitors. These instructions and reminders will be communicated.

Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: ESAR will: use telework, video calls, flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time; maintain six feet of distance between workers and workers and customers; provide signage or instructions for employees, visitors, and customers; regulate riding in or sharing of vehicles; support communications plans to address employee concerns; etc. ESAR will provide recommended protective supplies, such as masks or nonmedical cloth face coverings, gloves, disinfectant, shields, etc., and when and how they should be worn. ESAR will implement physical workplace changes, such as increased distance between workstations or between workers, and the use of barriers when spacing cannot be increased. Customer interactions will be safely conducted during drop-off, pickup or delivery, etc.

Workers, visitors, and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles, and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

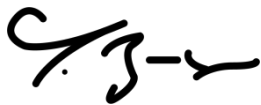
ESAR will implement an effective cleaning regime, using approved and compliant cleaning products to clean the workplace including regular scheduled and deep cleaning, we will disinfect the workplace if a worker or Visitor is diagnosed with COVID-19.

Communications and Training

This Risk Assessment was provided to all workers and necessary training provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Training will be updated to reflect any changes to guidance.

Managers and supervisors are to monitor how effective the program has been implemented. Management and employees are to work together and cooperate for the safety and health of all.

This COVID-19 Risk Assessment has been certified by Everybody Sport & Recreation management and was posted throughout the workplace [15/07/20]. It will be updated as necessary.



Thomas Barton

Executive Director



Peter Hartwell

Chief Executive Director



Dominic Crisp

Covid-19 Officer



Neil Thomas

Health & Safety Manager