everybody
COVID-19 Secure

Everybody Sport & Recreation
COVID-19 Risk Assessment

Issue 4.0 July 2021

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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 all employees are responsible for implementing this 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 as we learn to live with COVID-19.

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 into the Risk Assessment process.

Covid-19 Risk Assessment Guidance

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. Therefore, 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 Risk Assessment Guidance continued

Elimination: is the best form of control. Can we eliminate the virus? Only through vaccination, we should monitor and support the UK Government's National Vaccination Programme so that arrangements can be made promptly. Social distancing and staying at home are not forms of elimination, but an administrative control.

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 e.g. providing ventilation *See page 14.*

Placing screens between people (e.g. cashier points at Reception) will interrupt the flow of air from one person to another and therefore help provide protection.

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. queueing points, lifts, stairs, lobbies, café's, staff rooms, toilets, resource rooms, offices)? What can you do to smooth out their use and reduce this pressure (e.g. phased shift and break times, staggered session start times, adjust programme, 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, desk surfaces)? <mark>Whilst legal restrictions are lifted on 19th July 2021 these remain good options and control measures where required by risk assessment.</mark>

Cleaning is a vital control:

- 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 could be 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, Lifesaving equipment)?

- 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 contractors must work together, how will you agree Covid-19 control standards? What adjustments to contractor control may be necessary?

Whilst legal restrictions are lifted on 19th July 2021 these remain good options and control measures where required by risk assessment.

Questions and considerations for ensuring 'safe' people:

- What do your employees need to know about the disease and how they may contract it, 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?

Personal Protective Equipment (PPE): means 'all equipment which is intended to be worn or held by a person at work and which protects the person against one or more risks to that person's health and safety, and any addition or accessory designed to meet that objective'.

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 optional wearing of a paper face mask can reduce the virus being spread from the wearer to others, its effectiveness of protecting the wearer is partial. 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. Face covering are from 19th July 2021 optional in the workplace in England and no longer a legal requirement as per step 4 of the Government roadmap.

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

Continue to seek to control exposure rather than rely on PPE. Prevention is a more effective principle.

All 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.

Face Coverings: The reason for (optional) use of face coverings -

Coronavirus (COVID-19) usually spreads by droplets from coughs, sneezes and speaking. These droplets can also be picked up from surfaces, if you touch a surface and then your face without washing your hands first. Therefore, considering social distancing, regular hand hygiene, and covering coughs and sneezes is so important in controlling the spread of the virus.

However, there is increasing evidence that masks and face coverings, including homemade textile face coverings, provide some protection against the transmission of COVID-19 by capturing droplets released through breathing, coughing, sneezing and talking. Face coverings, used in conjunction with physical distancing, handwashing and other hygiene measures are an effective control in reducing the risks related to COVID-19.
Because face coverings are mainly intended to protect others from coronavirus (COVID-19) they are not a replacement for social distancing and regular hand washing. It is important to follow all the other government advice on coronavirus (COVID-19) including staying safe outside your home.

If you have recent onset of any of the most important symptoms of coronavirus (COVID-19):

•   a new continuous cough

•   a high temperature

•   a loss of, or change in, your normal sense of smell or taste (anosmia)

You and your household must isolate at home: wearing a face covering does not change this. You should arrange to have a test to see if you have COVID-19.

Face covering are from 19th July 2021 optional in the workplace in England and no longer a legal requirement as per step 4 of the Government roadmap.

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.

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 2020, 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 128,000 people in the UK.

Risk Assessment / Priority

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

Hierarchy of controls are an essential within the risk assessment process. 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 lifetime 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 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.

From July 19th, 2021 there will no longer be a legal requirement for several previous control measures, e.g. distancing and face coverings are now optional, please refer to local and specific risk assessments.

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. Any controls need to be risk assessed for the specific application.

Ventilation:

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.

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.

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 also ensure PPE is not worn for extensive periods.
- Redesign the workplace to assist with social distancing (no longer a legal requirement).
- 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 compartmentalise 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 teammate of the pair into isolation will be good practice for any responsible employer (not a legal requirement).
- 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.

Whilst legal restrictions are lifted on 19th July 2021 these remain good options and control measures where required by risk assessment.

Personal Protective Equipment (PPE)

PPE is acknowledged as being at the bottom of the hierarchy of controls 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, however it is the last line of defence and as such is usually introduced in conjunction with other engineering and administrative controls. 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, 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, this potentially increases exposure to others who may come into contact with it, e.g. cleaners.

Face covering are from 19th July 2021 optional in the workplace in England and no longer a legal requirement as per step 4 of the Government roadmap.

Face coverings (optional)

A face covering can be very simple and may be worn in enclosed spaces where reasonable distancing is not possible. It just needs to cover the mouth and nose. 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. It is important to use them properly and to wash one's hands before putting them on and taking them off.

Everybody Sport & Recreation supports all employees in using face coverings safely. This means advising 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 reasonable distancing wherever possible.

Behaviours – Develop List of Critical Key Safe Behaviours *"Hands, Face, Space" & Fresh Air / Ventilation*

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.
- Consider reasonable distancing in crowded areas.
- Open windows.
- Hygiene wash your hands often – with soap and water for at least 20 seconds. Use 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	everybody COVID-19 Secure			
Assessment for COVID-19	**Name of Assessor**	**Signature**	**Date**	**Service**	**Section / Site**
Ref COVID-19 Issue 1.0 15/07/20 Issue 2.0 15/01/21 Issue 3.0 22/03/21 Issue 4.0 15/07/21	**Neil Thomas**	*Neil Thomas*	15/07/21	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 high risk of transmission 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 flexibly / help customers to access payment and services on-line** **1.4 Encourage reasonable social distancing, where possible** **1.5 Where people are in crowded areas, mitigate transmission risk by implementing additional control measures** **1.6 Carry out an effective cleaning & infection control regime** **1.7 Develop local risk assessments & safe systems of work** **1.8 Provide COVID-19 information, instruction, training & supervision** **1.9 Consult and engage the workforce through direct and indirect means** **1.10 Complete health & safety inspections for all sites** **1.11 Carry out regular Self-Assessment Audits at each site to monitor good practice** **1.12 Support the roll out of the National Vaccination Programme** **1.13 Support Lateral Flow Testing of employees** **1.14 Ensure adequate ventilation**

Assessment of Risk for: COVID-19	Risk Assessment Continued – Follow Up Actions Required	everybody COVID-19 Secure

Assessment for COVID-19	Name of Manager	Signature	Date	Service	Section / Site
Ref COVID-19 Issue 1.0 15/07/20 Issue 2.0 15/01/21 Issue 3.0 22/03/21 Issue 4.0 15/07/21	**Dominic Crisp Neil Thomas**		15/07/21	ESAR	All ESAR buildings and offices

Number	Potential Hazard: **COVID-19**	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)
1.1 – 1.14	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 flexibly / help customers to access payment and services on-line 1.4 Encourage reasonable social distancing, where possible 1.5 Where people are in crowded areas, mitigate transmission risk by implementing additional control measures**	**General Manager & Senior Manager**	Prior to re-opening:	**Actions completion/confirmed prior to re-opening Yes/No** **Risk Rating H, M, L (Net Residual Risk)** <table><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>

		1.6 Carry out an effective cleaning & infection control regime 1.7 Develop local risk assessments & safe systems of work 1.8 Provide COVID-19 information, instruction, training & supervision 1.9 Consult and engage the workforce through direct and indirect means 1.10 Complete health & safety inspections for all sites 1.11 Carry out regular Self-Assessment Audits at each site to monitor good practice 1.12 Support the roll out of the National Vaccination Programme 1.13 Support Lateral Flow Testing of employees 1.14 Ensure adequate ventilation			**ESAR Overall Risk - with control measures 1.1 – 1.14 implemented at each site, the net residual risk is currently assessed to be between low - medium** 	Low (M)	Acceptable
&	
Medium (M)	Tolerable	 **COVID-19 ongoing organisational risk will be monitored regularly by the COVID-19 Officer, the Health & Safety Manager and the COVID – 19 Health & Safety Taskforce.**

Risk rating / priority

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

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Everybody Sport & Recreation

Risk Assessment Plan: COVID-19

The COVID-19 Risk Assessment Plan has considered policies, practices and conditions necessary to meet 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. Everybody Sport & Recreation has considered how we will implement:

1. Infection control and prevention measures;
2. Prompt identification and isolation of sick persons;
3. Engineering and administrative controls;
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
- 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. Policies and procedures are implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms and 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 is in place 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 bin it kill 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.

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, lunchrooms, 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, passenger lifts, 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 subsequently diagnosed with COVID-19.

Vaccination programme

Vaccination roll-out

Get vaccinated

All adults in England have now been offered at least one dose of a COVID-19 vaccine. The coronavirus (COVID-19) vaccines are safe and effective. They give you the best protection against COVID-19.

If you have not yet received the COVID-19 vaccine, you should **get vaccinated**. It usually takes around two to three weeks for an antibody response to develop. You need two doses of vaccine for maximum protection against COVID-19.

However, even if you have been fully vaccinated, you could still get COVID-19 and get sick - a recent PHE report shows that around 1 in 5 people who are double-vaccinated are still vulnerable to getting infected with the Delta variant and showing symptoms. You can also still spread COVID-19 to others.

We all need to do what we can to reduce the spread of COVID-19 to protect others and to reduce the risk of new variants developing and spreading.

This advice will help us protect our friends, families, and communities, including those who have been vaccinated.

Everybody Sport & Recreation recognises that the COVID-19 vaccination is and remains a personal choice for Everybody employees.

Testing twice a week even if you don't have symptoms

Around 1 in 3 people with COVID-19 do not have any symptoms. This means they could be spreading the virus without knowing it. Testing twice a week increases the chances of detecting COVID-19 when a person is infectious - helping to make sure you don't spread COVID-19.

Rapid lateral flow testing is available for free to anybody.

People may also wish to use regular rapid testing to help manage periods of risk such as returning to the workplace, close contact in a higher risk environment or when spending prolonged time with a more vulnerable individual.

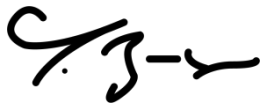You can get tests from pharmacies or online. Find out more about how to get rapid lateral flow tests.

If you develop COVID-19 symptoms, self-isolate immediately and get a PCR test.

Communications and Training

This Risk Assessment is 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.

COVID-19 Risk Assessment Issue 4.0 [15/07/2021] has been certified by Everybody Sport & Recreation Management and replaces Issue 1.0 [15/07/2020] 2.0 [15/01/2021] 3.0 [22/03/2021] and It will be updated as necessary.

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