

Site Risk Assessment

Risk Assessment: 3.3.1

Location of Works	Office & Onsite	Completed By	Josh Oakley
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COVID-19 (Coronavirus) Assessment

Persons Exposed	Employees	<input checked="" type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>	Young Person	<input type="checkbox"/>	Expectant Mother	<input checked="" type="checkbox"/>	Visitors and/or Public	<input checked="" type="checkbox"/>	Trespassers	<input checked="" type="checkbox"/>
Frequency of Exposure	Continually	✓	Hourly	<input type="checkbox"/>	Daily	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Yearly	<input type="checkbox"/>
Duration of Exposure	Less than 1hr	<input type="checkbox"/>	1-2 hrs	<input type="checkbox"/>	3-4 hrs	<input type="checkbox"/>	5-6 hrs	<input type="checkbox"/>	7-8 hrs	<input type="checkbox"/>	More than 8 hrs	✓

Probability (Prob)	5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely	Low	0-8 - Low risk No Action Required.
Severity (Sev)	5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant	Medium	9-15 - Medium risk Ensure adequate controls are in use.
		High	16-25 - High Risk Stop operation and implement adequate control measures

This Risk Assessment and identified Control Measures has been established following consultation with Management, Team Leader and Operational staff.
Staff acknowledgment as to their understanding of the control measures to be applied is included as the last page to this document

	Hazard to who & how	Initial			Existing Control Measures		Residual			Additional Controls
		Sev	Prob	Risk			Sev	Prob	Risk	
1	<p><i>Spread of COVID-19 (Coronavirus) to</i></p> <ul style="list-style-type: none"> Staff Visitors to premises Cleaners Contractors Vulnerable groups – Elderly, possible pregnant workers, those with existing underlying health conditions Anyone else who comes in contact with you in relation to your business 	5	4	20	<ul style="list-style-type: none"> Hand washing facilities with soap and water in place Stringent hand washing taking place Hand washing guidance at all wash facilities Drying hands with disposable paper towels preferred where possible Alcohol Gel sanitisers issued to all employee's 	<p>Employees to be reminded on a regular basis to wash hands for 20 seconds with water and soap and the importance of proper drying with paper towels (where possible). Also reminded to catch coughs and sneezes in tissue – Follow “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out temp checks as part of a surveillance programme.</p>	5	2	10	

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					<ul style="list-style-type: none"> Screens in place between all desk Masks must be worn when moving round the premises Temperature must be taking on arrival on premises Check in with QR code (visitors) workstations, entry and exit points Ensure there is a single point of contact for any covid cases in the office Cleaning Frequently cleaning and disinfecting objects and 	<p>To help reduce the spread of Coronavirus (covid-19) reminding everyone of the public health advice.</p> <p>Where face to face working unavoidable, screens are erected</p> <p>Signs are in place throughout the building stating masks must be worn</p> <p>Stations are set up for testing temperatures along with hand sanitisers</p> <p>This is for track and trace purpose</p> <p>Posters, Leaflets, and other material are to be available for display.</p> <p>Rigorous checks will be carried out by line managers and senior managers to ensure that the necessary procedures are being followed.</p> <p>Appointed person is your manger, it is then the mangers responsibility to report this to HR</p>				
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				<p>surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, workstations, vehicles using appropriate cleaning products and methods.</p> <ul style="list-style-type: none"> • Social Distancing • Social distancing – reducing the number of persons in any work area to comply with the 2-metre gap, where possible, if not then 1Plus Meter WILL be adhered too as per recommended guidance by the Public Health Agency. • Screens in place between all desk • Work Schedules Taking steps, where possible, to review work schedules including start & finish times/shift patterns, working from home (Where still possible), number of staff on site at any one time. 	<p>Separation of employees' workstation, avoiding (Where possible) close face to face sitting between workstations, clear no go areas around each workstation, clear walkways with directional arrows (where possible) around areas within each building.</p> <p>Employees to be reminded on a daily basis of the importance of Social Distancing both in the workplace and outside of it.</p> <p>SportSafe will be adhering to a 2 meter social distancing rule, where possible at all times. If this is not possible then as a minimum a 1 meter Plus rule is to be adhered too.</p> <p>Where face to face working unavoidable, screens are erected.</p> <p>E.g. Job packs collected from a specific point and not handed over face to face.</p>				
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				<p>Redesigning processes to ensure social distancing and safeguarding can continue.</p> <p>Conference calls, Emails, Telephone calls to be used instead of face to face meetings.</p> <p>Social Distancing also to be adhered to in kitchen/break/smoking areas.</p> <p>Staggering break times and using outside for breaks</p> <ul style="list-style-type: none"> • Wearing of Gloves Wearing of gloves within the two office buildings will not be mandatory but will be available to staff if required. They will have to understand cross contamination. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. • RPE 	<p>Stagger breaks to minimise any possible gatherings with areas like the kitchen or smoking area.</p> <p>A more vigorous cleaning regime is being implemented across the company by a contracted cleaner, along with staff being provided sanitising wipes for each employee's area.</p> <p>Created large canteen area offering more space</p>				
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				<p>Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent 					
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				<ul style="list-style-type: none"> Engineers/Staff on site & Travel <p>Limiting passengers in Corporate vehicles</p> <p>keeping in regular contact with offsite workers about their health/mental health</p>	<p>All staff are to follow company rules while on site, in addition to any rule's customer/facility management enforce on their own sites.</p> <p>Where hand washing facilities are not available nor close by then vigorous hand sanitising is to take place regularly. This includes before entry and upon exiting.</p> <p>Staff while travelling to sites may use facilities of shops and fuel stations when needed if hand washing facilities are available, along with using your own hand sanitiser to clean hands upon exiting said facility before entry to your vehicle.</p> <p>Tools are to be wiped down with sanitising wipes before being packed away and tools that are required are only to be taken on to sites.</p> <p>Face masks are to be used in ALL retail shops, supermarkets. Gloves are to be worn if required. If any site requires these to be used, then this too will be enforced. Cleaning out the front of van after everyday.</p> <p>Have communicated staff & engineers must not share company vehicles</p>				
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				<ul style="list-style-type: none"> Vaccine different age groups Having the vaccine Getting the vaccine Once you have had the vaccine 	<p>Weekly de-briefs with engineer</p> <ul style="list-style-type: none"> By mid-February: Offer the vaccine to the top four priority groups (around 15 million people in the UK), including residents in care homes for older adults and their carers, over 80s and frontline health and social care workers, over 75s, over 70s and clinically extremely vulnerable individuals. By mid-April: Offer the vaccine to the remaining priority groups (around 17 million people in the UK), including the over 50s, over 60s and those younger people who are under 65 but at risk. By autumn: Offer the vaccine to all remaining adults in the UK by the autumn, (another 21 million people), possibly prioritising front-line workers, 			
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					<p>such as the police, the fire service and teachers (although this has yet to be confirmed)</p> <ul style="list-style-type: none"> • Once you have received your vaccination you must still obey social-distancing rules and keep using necessary PPE • we are strongly urging and encouraging all employees to have their covid vaccinations done when contacted by the NHS. • For the safety of yourself and all employees at sportsafe, we ask that you inform us as soon as you have had the vaccination 				
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Risk Assessment Acknowledgement

The following members of staff have read this risk assessment.

Their signatures are confirmation that they have read and understood all which is within its contents.

Name	Signature	Date	Name	Signature	Date

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