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Health and Safety Risk Assessment

Academy / School	Mark Hall Sports Centre	Assessment No.	1
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Site	Mark Hall Sports Centre	Location	Mark Hall Sports Centre, Harlow
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Subject of Assessment	Social distancing and preventing the spread of COVID-19 Employee, Customer, visitor and Contractor safety
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Assessed by	Lucia Glynn	Date	22 March 2021	Review date	31.8.2021
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Details of workplace/activity		Persons Affected <i>(Who may be harmed)</i>
		<ul style="list-style-type: none">• Staff• Customers and Visitors• Contractors



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Hazards and Risks		Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
1.	<ul style="list-style-type: none"> Close contact with colleagues, customers or contractors suffering from COVID-19 - Contracting COVID-19 – Spreading COVID-19 	<ul style="list-style-type: none"> Staff that are currently shielding can return to work where the workplace is COVID secure but also have the option to work from home if possible (from 1st April). All staff at work are kept up to date with Government advice via www.gov.uk and www.nhs.uk Staff returning from countries that are not exempt from all but essential travel must self-isolate for 10 days as per the Government guidelines and not return to work. Staff do not travel into work together in the same car unless from the same household. SOW in place on employee welfare and updated cleaning procedures. HR procedures in place for those unable to work from home and required to isolate as per the Government guidelines Staff suffering from the symptoms of COVID-19 or who have tested positive for COVID-19 must not come into work and follow the government advice for self-isolation as detailed in the SOW. The mental health needs of all individuals must be considered, and individual risk assessments carried out if required. Vinyl or Nitrile gloves and disposable face masks are provided. Staff trained on the requirement of wearing PPE and company social distancing guidelines. Staff must always maintain a 2-metre distances from all other staff, contractors and customers. Where 2-metre distancing cannot be achieved staff are required to wear a 		



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		<p>mask or work behind a screen.</p> <ul style="list-style-type: none">• Staff must avoid small and large gatherings (so, where practicable, meetings should take place virtually or over telephone systems)• All staff are required to wear a face mask when moving around the sites. Face masks are not required when working in back of house areas, on reception, in the gym, teaching classes or in the plant room.• Staff numbers are kept to a minimum to avoid the need of close contact.• Seating and desk arrangements are always set out to ensure a 2-metre distance.• Sanitising stations set up throughout the building• Staff reminded of the need to regularly wash their hands for a 20 second period or sanitise.• Staff must ensure coughs and sneezes are caught in tissue, disposed of immediately and wash their hands straight after.• Hand soap dispensers are kept full• Paper towels are provided to dry hands and where these are not available hand dryers will be in place.• Cleaning stock levels are well maintained to ensure adequate levels of stock are always available.• At least one screen protector to be fitted on the reception desk to provide additional protection from COVID-19.• Restricted facilities are taken out of use to avoid unauthorised access.• Deliveries are dropped off in a pre-arranged location, staff maintain social distancing and must wear gloves when handling the stock/delivery.• Signage clearly displayed advising customers suffering from the effects of COVID-19 are not permitted in the building.• Contractors working on site must demonstrate how they will		
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		<p>manage social distancing prior to work commencing.</p> <ul style="list-style-type: none">• During a contractor induction the Duty Manager will include company social distancing measures which are in place• Contractor phone numbers are recorded when they sign in to support the test and trace system.• Staff sign in and out to support test and trace. Support staff scan the Government test and trace QR codes		
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2.	<ul style="list-style-type: none"> Contaminated surfaces – Contracting – Spreading COVID-19 	<ul style="list-style-type: none"> Workstations are cleaned at the end of each shift Sanitising stations set up throughout the building All equipment required to be used by staff is not shared and must be personal. If equipment is shared it is sanitised after use. Cleaning schedule in place to ensure all touch points are cleaned regularly using VIROCIDAL CONCENTRATE Disinfectant dosed at a ratio 10:1. Cleaning schedules monitored and signed off by the Duty Manager. Cleaning standards following a known contamination are in line with government guidelines in non-healthcare settings and staff trained on them. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 		
3.	<ul style="list-style-type: none"> Delivering first aid – Contracting / Spreading COVID-19 	<ul style="list-style-type: none"> Preservation of life a priority Resuscitation masks are personal and not shared If cardiopulmonary resuscitation is required on an adult who is not suffering from asphyxiation, the first aider should only deliver chest compressions First aiders are advised not to listen or feel for breathing by placing your ear and cheek close to the patient’s mouth for an adult First aiders must wear gloves and a face mask when dealing with first aid incidents First aider to remain at a 2-meter distance where possible Where possible first aiders must ask the casualty COVID-19 related questions regarding symptoms and their recent travel 		



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		<p>arrangements</p> <ul style="list-style-type: none"> • Injured person advised to treat themselves where possible i.e, to support injured limbs or applying pressure to lacerations. 		
4.	<ul style="list-style-type: none"> • Attending & delivering first aid training – Contracting / Spreading COVID-19 	<ul style="list-style-type: none"> • Only chest compressions practiced during training • Compressions and rescue breaths demonstrated during a qualification course • Manikin thoroughly washed with disinfectant at the end of training session • Staff displaying flu-like symptoms excluded from training • Staff training in specific COVID-19 control measures to be completed with all staff • Changes to Centre Emergency procedures completed with all staff returning to work 		

ACTION PLAN (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	Recommended Actions

Please note:



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*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.*

Any further actions identified should be completed before the assessed task is carried out.