

CHIPPENHAM TOWN COUNCIL RISK ASSESSMENT

ACTIVITY;	Stanley Park Sports Ground COVID 19	DATE;	01/07/20	REVIEW DATE;	Ongoing
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Please note that the general principles of this risk assessment should be followed at all times. However, where a task-specific assessment is issued the contents thereof should take precedence. If in doubt, the individual(s) involved should cease work and seek the advice of their Line Manager/Supervisor.

L = LIKELIHOOD THAT HAZARDOUS EVENT WILL OCCUR	C = CONSEQUENCE OF HAZARDOUS EVENT	R = RISK RATING	ACTION
1 – VERY UNLIKELY	1 – INSIGNIFICANT – NO INJURY	1-2	NO ACTION – NO FURTHER ACTION BUT ENSURE CONTROLS ARE MAINTAINED AND REVIEWED
2 – UNLIKELY	2 – MINOR – MINOR INJURIES NEEDING FIRST AID	3-6	MONITOR – LOOK TO IMPROVE AT THE NEXT REVIEW OR IF THERE IS A SIGNIFICANT CHANGE
3 – FAIRLY LIKELY	3 – MODERATE – UP TO 3 DAYS ABSENCE	8 – 12	ACTION – IMPROVE WITHIN SPECIFIED TIMESCALE
4 – LIKELY	4 – MAJOR – MORE THAN 7 DAYS ABSENCE (RIDDOR)	15-16	URGENT ACTION – TAKE IMMEDIATE ACTION & STOP ACTIVITY IF NECESSARY. MAINTAIN EXISTING CONTROLS RIGOROUSLY
5 – VERY LIKELY	5 – CATASTROPHIC – DISABILITY/DEATH	20-25	STOP – STOP ACTIVITY & TAKE IMMEDIATE ACTION

DESCRIPTION OF HAZARD & HAZARDOUS EVENT	WHO MIGHT BE HARMED	WHAT RISK CONTROLS ARE CURRENTLY IN PLACE?	CURRENT RISK RATING			ARE FURTHER CONTROLS NEEDED?	DATE TO BE COMPLETED BY	RESIDUAL RISK RATING		
			L	C	R			L	C	R
Covid-19 stands for Corona Virus Disease 2019	Staff Members of the public Contractors Vulnerable groups Elderly, Pregnant workers, those	Pandemic that is highly infectious. Majority of cases result in mild symptoms, however the elderly and those with underlying medical conditions are most vulnerable and outcome may result in fatality. Deaths per number of diagnosed cases ranges from 0.2 percent to 15 percent	2	5	20	General preventative measures include. Frequent hand washing. Social distancing of 2m. Personal hygiene - keeping unwashed hands away from the face/eyes. Enhanced cleaning – Washing of equipment/shared spaces/vehicles.				

	<p>with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>					<p>Additional PPE/RPE – Do not share PPE with others.</p> <p>Isolation for vulnerable or those with symptoms.</p> <p>Declaration of fitness and potential contact.</p> <p>Covid-19 (not airborne WHO 28/03/20) is spread during close contact and via respiratory droplets from a cough or sneeze generally defined as having a diameter greater than 5 microns.</p> <p>P2 half masks filter 94% between 2-5 microns - P3 provide 99% filtration less than 2 microns therefore both P2/P3 are suitable. All masks require a good face seal for efficiency.</p> <p>Also spread from contact with contaminated surfaces and then touching face / mouth / eyes.</p> <p>Time from exposure to symptoms is between 2/14 days, with average of 5 days.</p>				
Infection risk – spread of Covid-19	Staff	<p>Provide hand washing facilities with soap and water and hand dryers and access to gloves and alcohol hand gel. Staff to be wear of correct hand washing. Each member of staff has been given their own hand gel.</p> <p>Staff and contractors to follow the government Social</p>	2	5	10					

		<p>Distancing guidance. Reduce the number of staff in any work area to comply with the 2-metre rule.</p> <p>Two members of staff to be present to avoid lone working. Take steps to review work schedules including start & finish times. Work from home where possible.</p> <p>Where possible, conference calls, phone calls to be used instead of face to face meetings.</p> <p>Staff to be allocated time at the start of the day to wipe equipment, machinery and door handles. Cleaning forms will be completed weekly.</p> <p>Staff are to advise not to lift share to and from work.</p> <p>Staff to be allocated own toilets. Cleaners to clean the toilets once a week.</p> <p>Staff to be advise to wipe down all padlocks before unlocking them. Special care to be taken with the front gates to Stanley Park Sports Ground.</p> <p>Staff to be provided with face masks and gloves to use if required.</p>								
Identifying Venerable People	Staff	<p>No Work – Shielding Providing all relevant PPE is available at all times. Working behind screens. Maintaining social distancing at all times.</p>	2	5	10	Contact with GP				

Arrival to site	<p>Staff</p> <p>Members of the public</p> <p>Contractors</p> <p>Vulnerable groups Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p><u>Car Park</u> Recommendation of using every other space within the car park and follow social distancing protocols set by the government.</p> <p><u>Hand Washing</u> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Gel sanitisers in any area where washing facilities not readily available.</p> <p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Appropriate signage to control visitors queuing to social distance and reminders for visiting contractors. Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p>	2	5	10	<p>Maintain social distancing – Briefing and instruction to all – signage and security Park with maximum separation between vehicles – review parking arrangements and enhance where possible – Where parking is restricted instruct drivers to wait in vehicle to ensure social distancing.</p> <p>Any hirer/user to provide own risk assessment on Covid -19. Highlighting their own responsibility.</p> <p>Any contactors to provide own risk assessment on Covid-19. Highlighting their own responsibility.</p> <p>Contractors Health Check form completed prior to arrival and given Designated Area for rest time/breaks if not taking these in their own vehicle.</p>				
Lone working	Staff	Where possible to have two people on site. Staff to notify Head of Leisure (either by text or phone call) on arrival and departing Stanley Park. If only one person on site, no	2	5	10					

		machinery to be used. Regular contact with Head of Leisure throughout their shift.								
Use of Toilets	<p>Staff</p> <p>Members of the public</p> <p>Contractors</p> <p>Vulnerable groups Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p>Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Gel sanitisers in any area where washing facilities not readily available</p> <p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Appropriate signage to control visitors queuing to social distance and reminders for visiting contractors. Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks</p> <p>Wearing of Gloves/face masks. Where cleaning activities requires the wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to</p>	2	5	10	<p>Where possible increase toilet facilities to allow users to maintain social distancing Limit numbers using toilets and urinals to ensure social distancing can be maintained – Single occupancy in toilets will reduce the chances of person to person contact.</p> <p>Enhance cleaning regime – residual risk from contaminated surfaces will exist. Encourage those using facilities to clean after use.</p> <p>Provide cleaning sprays and materials. Operate a 1 out 1 in policy.</p>				

		<p>dispose of them safely.</p> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as toilets, door handles, light switches, reception area and staff kitchens. Using appropriate cleaning products and methods. Individual work stations that are shared to be cleaned by individual on finishing their shift</p>								
PPE	STAFF	<p>An adequate supply of gloves will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Employees are advice to change into work uniform before shift and back in causal cloths after shifts. Showers are provided at Stanley Park. Work uniforms to be washed daily as per manufactures requirements.</p> <p>Staff have been allocated their own PPE and have been asked to keep all personal belongs in their locker.</p> <p>Staff have been issued with</p>	2	5	10					

Waste Management	STAFF	<p>face masks.</p> <p>CTC Staff to be advised to dispose of the PPE correctly using the yellow bin bags.</p> <p>PHS empties the Yellow bin monthly</p>	2	5	10					
Working in Offices and Function Room Hire	STAFF	<p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Appropriate signage to control visitors queuing to social distance and reminders for visiting contractors.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks</p> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as toilets, door handles, light switches, reception area and staff kitchens. Using appropriate cleaning products and methods.</p> <p>Individual work stations that are shared to be cleaned by individual on finishing their shift.</p> <p>Gel sanitisers in any area where washing facilities not readily available.</p>	2	5	10	<p>Non site Management must work remotely. Limit meetings and ensure social distancing. Make use of ZOOM meetings. Set up desks and workstations to ensure social distancing – visual demarcation or screens to clarify space.</p> <p>Where possible designate personal space and workstations to individuals.</p> <p>Enhance office facilities to allow social distancing.</p> <p>Enhance office cleaning regime – Enhanced cleaning- wear disposable or washing-up gloves and aprons. Using a disposable cloth, first clean hard surfaces with warm soapy water. Disinfect surfaces with regular cleaning products. Pay particular attention to frequently touched areas and surfaces, such as welfare facilities, grab-rails, and door handles.</p>				

		Function Room internal and external doors are to remain open at all times in order to create maximum ventilation and air flow.				Provide maximum ventilation with open doors and windows. Promote personal hygiene and regular hand washing. Prevent sharing of electronic devices, stationery, and pens etc.				
First Aid	STAFF	Defib is located by the main doors and is checked monthly. Main first aid kits are kept in the staff room. Any accident to be recorded in the accident book. Near misses to be notified to the Head of Leisure Staff to be advised not to lose sight of other cross contamination that could occur that isn't related to COVID-19. Wear gloves or cover hands when dealing with open wounds. Cover cuts and grazes on your hands with waterproof dressing. Dispose of all waste safely. Do not touch a wound with your bare hand. Do not touch any part of a dressing that will come in contact with a wound.	2	5	10					
Mental Health	STAFF	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Management to contact all staff team weekly and to complete the Covid -19 Daily	2	5	10					

3G Use	Staff Members of the public Contractors	Checklist on Staff. Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as goalposts, gates, railings. Using appropriate cleaning products and methods. Gel sanitisers in any area where washing facilities not readily available. Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency and the Football Association.	2	5	10					
Additional Control Measures	Staff Members of the public Contractors Vulnerable groups Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with	One way system may be implemented if social distancing guidelines are not adhered too. Any non-compliance to the rules will result in appropriate action being taken against the user/organisation that has hired the venue.	2	5	10					

