



# Risk Assessment Form

<b>JAGS SPORTS CLUB</b>		Date: <b>June 20</b>	Centre Manager: <b>Andy Powell</b>
Carried Out By: <b>John Forsythe</b>		Area: Cleaning during Covid 19	Review Date: <b>Continuous</b>

Ref No	List Hazards	Risk Rating (H/M/L)	List Groups of people who are at risk from the hazards	List existing control measures	<b>FOR OFFICE USE ONLY</b> List further action to be taken
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1	Staff in general	Low	STAFF AND USERS	<p>All staff entering building reminded on a regular basis to wash their hands and to sanitise their hands on entry to and exit from the building and offices.</p> <p>The government posters showing people how to clean their hands will be put up on the site.</p> <p>Staff will also be reminded about the "catch it bin it kill it" advice on sneezing and coughing. staff will also be reminded not to touch their face, eyes nose or mouth with unclean hands. Government posters with this advice will be displayed on site.</p> <p>To reduce the spread of COVID-19 members will be directed to the Public Health England advice <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p>Staff only toilets by café</p> <p>Staff and customers, and if they show/have any signs of COVID-19 (temperature, cough and difficulty breathing), they will be sent home to follow Government regulations.</p> <p>Communication between staff should be conducted with radios wherever possible.</p>	
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2	Touching contaminated surfaces while cleaning	L	STAFF	<p>Staff must wash their hands on arrival at the site or use hand sanitiser provided.</p> <p>Dispensable gloves to be used while cleaning.</p> <p>Staff must then wash their hands after cleaning.</p> <p>Appropriate PPE provided for all staff while cleaning.</p> <p>Recommended to open windows where possible whilst cleaning and then ensure windows are closed and handles are disinfected.</p> <p>Staff members advised not to touch their face whilst at work.</p>	
3	Sharing cleaning equipment	L	STAFF	<p>Where equipment is shared between staff team members then staff should disinfect the touch points prior to and after each use.</p>	
4	Cross contamination	L	STAFF	<p>Staff instructed to use disposable cloths or paper towels for all areas rather than microfiber cloths.</p> <p>Cloths/ paper towels to be disposed of at the completion of each area.</p> <p>Disposable gloves should be changed when moving from general cleaning areas to kitchen or washroom areas.</p>	

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5	Social distancing whilst on site from colleagues	L	STAFF	<p>Staff members have been informed that they must remain 2 meters apart when arriving on site and while on shift, a 1 meter distance is acceptable only in circumstances where 2 meters is not possible and as long as there are mitigations in place (face mask, not facing each other, plastic screen etc).</p> <p>Staff should avoid taking part in cleaning duties together where possible but if they must maintain a 2 meter distance.</p>	
6	Social distancing on site from customers	L	STAFF AND USERS	<p>Where cleaning is taking place while customers are present staff should maintain a 2 meter distance at all times and be aware and respectful of the customers personal space.</p> <p>Staff to wear appropriate PPE of dispensable gloves and face mask when cleaning in same area as members.</p>	
7	Staff wellbeing	L	STAFF	<p>Staff members to have regular discussions with SMT to address any concerns they may have in regards to their work on site.</p>	



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8	Protecting vulnerable staff members	L	STAF	If staff members have been advised to shield by the government then we will follow the government guidelines on whether they can come into work or not, if they can work from home they should.	
9	Actions in case of Covid 19 on site	L	STAFF AND USERS	<p>Area of contamination to be closed off and COVID deep clean to be completed in accordance with government guidance for deep cleaning in non-healthcare settings.</p> <p>Staff to be given additional PPE to include disposable gloves, disposable plastic suits, facemasks. All items used for the deep clean to be double bagged and left for 72 hours outside prior to rubbish collection.</p>	