



# Risk Assessment Form

<b>JAGS SPORTS CLUB</b>		Date: <b>JUNE 20</b>	Centre Manager: <b>Andy Powell</b>
Carried Out By: <b>Andy Powell</b>		Area: General staff and office use 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 CONTRACTORS	<p>Staff who can work from home should if at all possible.</p> <p>Individual assessments of staff needs, high risk individuals should only come in to work if it is absolutely necessary and should then follow social distancing guidelines.</p> <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>	
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2	Break times and Staff room use		STAFF AND CONTRACTORS	Break times staggered. Additional sanitisers introduced. Staff encouraged to bring prepacked food. Additional signage requiring staff to thoroughly clean appliances (kettles / microwaves) after use. Social distancing within staff room meaning one person per break. Staff room cleaned thoroughly at end of day.	
3	Dealing with accidents		STAFF AND CONTRACTORS	Duty Managers to manage any first aid issues PPE must be worn at all times (face mask, gloves). People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	



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4	Deliveries	L	STAFF AND CONTRACTORS	Deliveries are handled with rubber gloves Packaging removed and discarded straightaway.  Bigger items should be left by entrance, packaging removed with rubber gloves and safely discarded.	
5	Contractor contamination	L		Contractors to follow same rules as staff throughout visit.	
6	Reception and Back Office use	L	STAFF AND CONTRACTORS	Hand sanitiser unit installed in Back office.  One receptionist behind reception at a time Reception should be cleaned and wiped down before use and at the change over between staff.  Staff should not be encouraged to use office or reception unless necessary.  Rotas reviewed to eliminate cross overs of staff  Staff to have own pens and equipment  Pens should be wiped down before issuing to contractors  Staff to wear appropriate PPE	



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7	Reception exposed to Covid via members	L	STAFF AND CONTRACTORS	Staff to be situated behind protective screen  Screens to be cleaned on a regular basis on both the customer side and staff side.	Screen erected on reception
8	Vistors unsure of new expectations and so approaching reception and staff	L	STAFF AND CONTRACTORS		Club to have trained 'HOSTS' who will communicate with members who queue. Same information will be on the website for members to read prior to visit  Staff to be trained on expectations
8	Cleaning of Offices	L	STAFF AND CONTRACTORS	Adequate cleaning supplies provided.  Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.  Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, desk counters and making sure there are adequate disposal arrangements.  Clearing workspaces and removing waste and belongings from the work area at the end of a shift.  PPE, Cleaning materials and hand sanitiser available to staff.	



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9	Office based staff	L	STAFF	<p>Staff should work from home if at all possible.</p> <p>Plan for the minimum number of people on site to operate safely and efficiently – this may require a change to working patterns.</p> <p>Those that do come into the workplace should maintain a 2m distance at all times.</p> <p>If needed change layouts and positions of work stations, stagger start and finish times, and use of different entrances.</p> <p>Encourage cleaning of work station areas and hand washing / use of hand sanitiser.</p> <p>Signage visible to encourage extra cleanliness in terms of hand washing and use of sanitiser and social distancing.</p>	
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10	Social distancing within offices	L	STAFF AND CONTRACTORS	<p>Only 2 people allowed in an office at one time as long as they are adhering to the 2 meter social distancing.</p> <p>Social distancing signs to be present in all offices.</p> <p>Contractors/ staff must knock on office doors before entering to ensure social distancing rules adhered to.</p> <p>Hand sanitiser to be used before entering offices and before leaving.</p> <p>John/Dean's office not to be used as a cut through for plant rooms or café store unless it is known office is empty – route around back of building must be used.</p>	
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