	Risk Assessment	SECTION	F5.1.54.02RA
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		ISSUE	V3.0
		DATE	March 2021
		REVIEW	June 2021
TITLE: Social distancing and preventing the spread of COVID-19 Employee, Customer, visitor and Contractor safety		APPROVED BY: Head of Health, Safety & Quality	

Company name:	1Life	Date of issue:	
Site name:		Name of assessor:	
Date of assessment:		Assessor's signature:	
Persons consulted on the completion of this risk assessment:			
Name	Job Title		


HAZARDS – What will cause harm?
<ul style="list-style-type: none"> • Close contact with colleagues, customers or contractors suffering from COVID-19 • Contaminated surfaces • Inadequate PPE • Lack of training • Sharing equipment • Lack of up to date information regarding the virus

RISKS – What could happen? What could the consequences be?
<ul style="list-style-type: none"> • Contracting COVID-19 • Spreading COVID-19


PEOPLE AT RISK – Who could be harmed?
<i>Staff, Contractors and Customers will be exposed to the risks above. Insert below specific people at risk within these groups</i>
<ul style="list-style-type: none"> • Staff • Customers • Contractors

LOCATION – Where are the hazards located?
<ul style="list-style-type: none"> • All locations accessed by staff, customers and contractors


GENERAL CONTROL MEASURES – What are you doing to control the risks?					
All the control measures identified below will in combination, contribute to minimise the risks identified to an acceptable level. Please identify below whether the controls are happening or not.					
No.	Description	Yes	No	N.A.	Responsible
	Staff Safety and Welfare				
1	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.				

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GENERAL CONTROL MEASURES – <i>What are you doing to control the risks?</i>					
All the control measures identified below will in combination, contribute to minimise the risks identified to an acceptable level. Please identify below whether the controls are happening or not.					
No.	Description	Yes	No	N.A.	Responsible
2	All staff at work are kept up to date with Government advice via www.gov.uk and www.nhs.uk				
3	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.				
4	Staff do not travel into work together in the same car.				
5	SOW 5.1.06.22 in place on employee welfare and updated cleaning procedures.				
6	HR procedures in place for those unable to work from home and required to isolate as per the Government guidelines				
7	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 SOW 5.1.06.22.				
8	The Mental health needs of all individuals must be considered, and individual risk assessments carried out if required.				
9	Vinyl or Nitrile gloves and face masks are provided for all staff.				
10	Staff trained on the requirement of wearing PPE and company social distancing guidelines.				
11	Staff must always maintain a 2-metre distance from all other staff, contractors and customers.				
12	Staff must avoid small and large gatherings (so, where practicable, meetings should take place virtually or over telephone systems)				
13	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, on poolside, in the gym, teaching classes or in the plant room.				
14	Staff numbers are kept to a minimum to avoid the need of close contact.				
15	Seating and desk arrangements are always set out to ensure a 2-metre distance.				
16	Workstations are cleaned at the end of each shift				
17	Sanitising stations set up throughout the building				
18	Staff reminded of the need to regularly wash their hands for a 20 second period or sanitise.				
19	Staff must ensure coughs and sneezes are caught in tissue, disposed of immediately and wash their hands straight after.				
20	All equipment required to be used by staff is not shared and must be personal. If equipment is shared it is sanitised after use.				
21	Hand soap dispensers are kept full				

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All the control measures identified below will in combination, contribute to minimise the risks identified to an acceptable level. Please identify below whether the controls are happening or not.					
No.	Description	Yes	No	N.A.	Responsible
22	Paper towels are provided to dry hands and where these are not available hand dryers will be in place.				
23	Cleaning stock levels are well maintained to ensure adequate levels of stock are always available.				
24	Cleaning schedule in place to ensure all touch points are cleaned regularly using VIROCIDAL CONCENTRATE Disinfectant dosed at a ratio 10:1.				
25	Cleaning schedules monitored and signed off by the Duty Manager.				
26	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				
27	At least one screen protector to be fitted on the reception desk to provide additional protection from COVID-19.				
28	Restricted facilities are taken out of use to avoid unauthorised access.				
29	Deliveries are dropped off in a pre-arranged location, staff maintain social distancing and must wear gloves when handling the stock/delivery.				
30	Signage clearly displayed advising customers suffering from the effects of COVID-19 are not permitted in the building.				
31	Contractors working on site must demonstrate how they will manage social distancing prior to work commencing.				
32	During a contractor induction the Duty Manager will include 1Life's social distancing measures which are in place.				
33	Contractor phone numbers are recorded when they sign in to support the test and trace system.				
34	Staff sign in and out to support test and trace. Support staff scan the Government test and trace QR codes				
35	QR Code Poster displayed and customers encouraged to scan				
	First Aid				
1	First aid trained personnel available during all opening hours				
2	Preservation of life a priority				
3	Resuscitation masks are personal and not shared				
4	If cardiopulmonary resuscitation is required on an adult who is not suffering from asphyxiation, the first aider should only deliver chest compressions				

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GENERAL CONTROL MEASURES – What are you doing to control the risks?					
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No.	Description	Yes	No	N.A.	Responsible
5	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				
6	First aiders must wear gloves and a face mask when dealing with first aid incidents				
7	First aider to remain at a 2-metre distance where possible				
8	Where possible first aiders must ask the casualty COVID-19 related questions regarding symptoms and their recent travel arrangements				
9	Injured person advised to treat themselves where possible i,e to support injured limbs or applying pressure to lacerations.				
Training					
1	Staff training in specific COVID-19 control measures to be completed with all staff				
2	Changes to Centre Emergency procedures completed with all staff returning to work				
3	Staff refresher training in NOP/EAP and changes to procedures completed				
4	Lifeguards must attend at least 2 hours of staff training before returning to lifeguard duties and complete a competency test.				
5	Staff displaying flu-like symptoms excluded from training				
6	Only compressions practiced during ongoing training				
7	Compressions and rescue breaths demonstrated during a qualification course				
8	Manikin thoroughly washed with disinfectant at the end of training session				
Risk assessment to be reviewed in line with Government advice.					

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SITE SPECIFIC ASSESSMENT – Complete this table for any hazard, risk not included above and for any additional control measures in place or required.

No. 1	Hazard	Risk	Control Measure	Responsible	In place? Yes/No

CONTACT YOUR COMPANY HEALTH AND SAFETY RESOURCE IN THE FIRST INSTANCE IF YOU ADD ANY HAZARD, RISK OR CONTROL MEASURE IN THIS TABLE

ACTIONS – What actions must be done to ensure the full implementation of the risk assessment?


Write down an appropriate action for any control measure marked as 'No'
 Identify high priority actions with a 'Yes'
 Link the 'Number' column to the relevant Control Measure number in the risk assessment to enable the assessor to cross reference and check that all 'No's' have an action recorded against them
 Insert additional rows as required to enter all of the actions needed.

Number	Description	High Priority?	Responsible	Due Date	Completion date	Completion checked by:

I confirm that I have read, reviewed and understood this risk assessment and if in doubt I have sought the advice of the relevant person in my organisation.

I confirm that I am aware that I must monitor the completion of the actions highlighted in the assessment to ensure they are completed adequately and within the timescales set.

¹ Continue numbering from previous table
 5.1.54.02RA – 1Life

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Appointed Person:	Signature:
Appointed Person Job Role:	
Date:	

Authorised Person:	Signature:
Date:	