

Risk Assessment Form

Issue 2

Facility: Flip Out Somerset	Date: 18.07.2020	Completed By: Hope Reynolds
Risk Assessment: Covid 19 (Coronavirus) Pandemic – Safe Operation – Trampoline Park	Reference No: n/a	

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Keeping up to date with official guidance		
Lack of up to date information regarding the virus	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> Attendance to Covid-19 Clinics, Webinars and other CPD with Right Directions Reviewing best practice examples from within the industry Review other sectors where applicable Regular review of IATP guidance Reviewing Government, PHE and NHS guidance and keeping up to date See www.gov.uk and www.nhs.uk websites
Lack of communication of up-to-date information regarding the Covid-19 virus to managers and staff	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> All Managers and Supervisors assigned role of Covid-19 response team, to keep up to date with latest guidance Review of guidance used to feed into Covid-19 risk assessments Staff consultation and communication channels developed to ensure all staff remain informed and up to date
Staff Planning		
Staff attendance - Possible transmission of Covid-19 due to staff being in work when not necessary	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> Remote working in place where possible Remote access systems in place for remote workers Minimum staffing levels necessary in working areas Staff temperatures taken at the start of the shift
Staff contact - Possible transmission of Covid-19 due to staff coming into increased contact with one another	Staff	<ul style="list-style-type: none"> Staff levels per shift kept to a minimum to maintain safety standards, hygiene standards and allow facility to operate effectively Review shift rotas to maximise opportunities to work in fixed teams or partnering to limit interaction between staff Staff to enter the building through front staff entry, place

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		<p>belongings in their personal locker and collect their Personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • One staff member in the locker area at a time • Social distancing markers in place in staff areas • One staff member in the office (in addition to maximum 2 office staff) at any one time, queuing system in place outside of office • Business related travel restricted to essential travel only • Staff discouraged from car sharing unless absolutely essential or from the same household • Deliveries to other facilities and households kept to a minimum • Maximum 2 members of staff at any time in the staff room
<p>High risk employees (as defined by government, including pregnant, those with underlying health issues, employees over 70)</p>		
<p>High risk employees - Possible transmission of Covid-19 due to staff coming into increased contact with one another</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Management asked staff members who may identify as high risk to have a discussion either face to face (following Covid-19 guidelines) or remotely to discuss issues and raise ideas • Individual risk assessments completed to those staff identified as high risk, to assess weather how and when they can return to work • Government guidelines followed • Home working arranged as appropriate • Where clinically vulnerable staff cannot work from home and have to be in the facility, they are reminded to 2m social distance and work as remotely as possible from other people • Social distancing and good hygiene practices encouraged • HR procedures in place for those unable to work from home and required to isolate as per government guidelines • Where necessary, individuals are referred to occupational health providers or their own GP to obtain advice and support on what they can and can't do given their condition and job roles • Where appropriate and practicable, individuals are given another role

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Handling staff presenting symptoms whilst in the facility		
<p>Staff with symptoms - Staff continuing to work if feeling unwell or presenting Covid-19 symptoms</p>	<p>Staff Customer – Adult Customer - Child Contractors</p>	<ul style="list-style-type: none"> • Clear policy that staff must self-isolate if they (or a member of their household) feel unwell and have Covid-19 symptoms in accordance with NHS advice • Training and information prior to starting (scheduled for 17th July) for every member of staff to ensure that they are clear about the requirements and what to do if they or a member of their household is exhibiting Covid-19 symptoms • Minutes taken and recorded from pre-opening meeting/training • Staff required to confirm at the start of each shift that they (and members of their household) are feeling well and free of symptoms of Covid-19 and have not been notified by 'track & trace' that they have been in contact with someone who has symptoms • Efforts made to enable self-isolating staff to complete duties and/or CPD whilst working from home • Government/NHS guidance followed: https://www.nhs.uk/conditions/coronavirus-covid-19/ • HR disciplinary process to deal with non-compliance
<p>Test and Trace – possible transmission of Covid-19 by person infected with the virus. Failed to record contact details to assist NHS Test and Trace.</p>	<p>Staff Customer – Adult Customer - Child Contractors</p>	<ul style="list-style-type: none"> • Test and Trace protocols are followed by the management and staff • Contact details and time of booking are all recorded on the booking details held on Roller (Name, email address, contact number, time of booking, number of persons in attendance (inc. jumpers and non-participating persons) • Records obtained for Test and Trace purposes • Staff / Customers displaying Covid-19 symptoms will not be allowed entry and asked to go home and follow Test and Trace protocols • If contacted by Test and Trace personnel, advice given will be followed • If more than one positive case is confirmed, management will contact local health experts for advice

March 2020

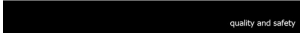
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Staff behaviour		
Staff in workplace increasing the risk of community transmission	Staff	<ul style="list-style-type: none"> • Staff practice social distancing as much as possible • Social distancing requirements apply to everyone in the workplace • Specific risk assessments completed for tasks where social distancing is not possible • All senior managers conversant with social distancing and lead from the front as role models • All supervisors/managers on duty are trained in the requirements and their role in acknowledging good practice and taking action to ensure compliance • All staff completed the 'Covid-19 awareness training for the leisure industry' • Training delivered to all staff to ensure understanding of what is required and why • All staff required to challenge anyone (staff, public, management) who is not observing social distancing protocols • Reinforcement – message refreshed in staff briefings , reinforced in procedures, work instructions, signage, website and social media • Staff from same households to observe social distancing requirements whilst at work to avoid misunderstanding from third parties and perception that rules are not being adhered to • HR disciplinary process in place for non-compliance
Workspace hygiene - Staff in workplace increasing the risk of community transmission	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> • Information posters, advisory notices, and staff training in good hygiene practice and techniques in line with government guidance • Deep cleaning competed each evening • Revised routine cleaning and monitoring regime in place • All staff instructed on personal hygiene – frequent handwashing / sanitising as part of return to work training • Hand sanitiser provided at key points throughout the facility where

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		<ul style="list-style-type: none"> hand washing facilities are not accessible • Training delivered to all staff • All staff completed the 'Covid-19 awareness training for the leisure industry' • Training delivered to all staff to ensure understanding of what is required and why • Dedicated cleaning team
Personal greetings - Handshaking or other greeting increasing risk of transferring the virus	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> • Handshaking and general close personal greetings are not permitted • Handwashing protocols and facilities in place
Social distancing and preventing the spread of Covid-19 - offices		
Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas	Staff	<ul style="list-style-type: none"> • Office staff work from home where possible • Workstations arranged to ensure 2m apart and stations are away from walkways • Maximum of 2 staff members working in the office at any one time, and maximum of 1 additional staff member allowed in the office at a time ensuring social distancing being followed • Hot desking is discouraged but where necessary, workstation cleaning and sanitising conducted between users to include; screens, keyboards, mouse, staplers, printers, telephone • All pens and pencils removed from desk and kept individually • Hand sanitiser is available • Offices are kept well ventilated with doors held open • Good social distancing and hygiene promoted in office areas • Social distancing markers outside of office for the queuing system
Social distancing and preventing the spread of Covid-19 – staff room		
Possible transmission of Covid-19 through poor hygiene and lack of social distancing in staff rooms	Staff	<ul style="list-style-type: none"> • Maximum of 2 staff members can use the staff room at a time • Staff to socially distance in a queuing system entering the building

March 2020

Right Directions



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		<ul style="list-style-type: none"> • Breaks staggered • Safe outside seating area provided (encouraging 2m socially distancing) • 2m separation markings in place • Signage on entrance of staff room to remind of occupancy levels • No bags or belongings to be kept in the staff room and held in personal lockers • Staff instructed to wash hands with soap and water for 20 seconds before entering the staff room and using any facilities • Signage reminds of good personal hygiene • Enhanced cleaning regime extends to staff room and toilets
Occupancy - Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas	Staff	<ul style="list-style-type: none"> • Maximum of 2 staff members can use the staff room at a time • Staggered breaks • Safe outside seating area provided (encouraging 2m socially distancing) • No bags or belongings to be kept in the staff room and held in personal lockers • Staff instructed to wash hands with soap and water for 20 seconds before entering the staff room and using any facilities • Signage reminds of good personal hygiene
Social distancing and preventing the spread of Covid-19 – meetings		
Possible transmission of Covid-19 through poor hygiene and lack of social distancing in meetings	Staff	<ul style="list-style-type: none"> • Staff meetings held remotely via video conferencing where possible • When video conferencing is not possible, staff to ensure 2m social distancing in meeting rooms • Windows opened to ensure ventilation during meetings • Need for face to face meetings reviewed, reducing to essential meetings only • Use remote working tools to avoid in-person meetings, especially if attendees would be travelling from different locations • Only absolutely necessary participants should attend face to face

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		<ul style="list-style-type: none"> meetings and maintain 2m social distancing throughout • Meetings held out doors or in well ventilated rooms where possible • Transmission opportunities are reduced, pens are not shared, handouts are not given out, one person only to control mouse/computer/clicker/pointer • Agenda and any documents are shared on a screen rather than using paper copies • Refreshments are not provided • Hand sanitiser provided in meeting rooms • Hand washing facilities close to meeting rooms • Meeting room facilitates social distancing and removes pinch points • In areas where regular meetings take place, floor signage is used to help staff maintain social distancing
First Aid		
Illness or injury requiring first aid	<p style="text-align: center;">Staff Customer – Adult Customer - Child Contractors</p>	<ul style="list-style-type: none"> • Continued provision • First aid trained personnel on shift at all times • First aiders to continue use of disposable gloves for all first aid treatment • Regular checks resumed prior to opening to ensure first aid equipment is fit for purpose and in date • First aiders to maintain good hygiene practices and those providing any first aid should cover open wounds • In addition during this period, first aiders should: adhere to revised CPR protocols, encourage self-treatment where appropriate to help maintain social distancing guidelines, wear PPE when providing first aid if possible and appropriate, casualties may also be encouraged to wear a face mask, contact with casualties faces are minimised, PPE and soiled dressings are disposed of safely in biohazard bins, first aiders wash hands before and after conducting first aid, first aiders report to managers if they display covid-19 symptoms



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CPR training	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> • Staff displaying Covid-19 symptoms are excluded from training • Only compressions practiced during ongoing training • Compressions and rescue breathes demonstrated during a qualification course • If rescue breathes carried out, lungs/airways to be replaced and disposed of safely, face and mouth of manikin wiped with disinfectant wipes in-between each use, with wipes disposed of safely • Manikin face thoroughly washed with disinfectant at the end of training session • Resus council guidance followed: https://www.resus.org.uk/covid-19-resources
Training - General		
Training sessions - Possible transmission of virus through attendance at training courses	Staff	<ul style="list-style-type: none"> • Non-essential training postponed if only available in face to face setting • Essential training conducted in line with good social distancing protocols (2m) • Sanitisation points provided in training rooms • Close group work discouraged in training sessions • Where possible, online/video training completed to obtain and maintain qualifications • Review of training matrix completed to identify essential and non-essential training • Non-essential training postponed unless remotely, eg. Online or virtual formats • Essential training completed via video/remotely if possible • Where essential face to face training is required, a specific risk assessment for the activity is completed to consider social distancing/sanitisation etc.

March 2020

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Staff stress / mental wellbeing		
Stress / mental wellbeing - Staff concerned on returning to work following lockdown and entering the facility with numerous other people	Staff	<ul style="list-style-type: none"> • Return to work meeting conducted with all staff prior to opening • Staff refresher training completed on EAP and any possible changes • Staff training in specific Covid-19 control measures completed • All staff completed and certificate held on file for 'Covid'19 awareness training for the leisure industry' • High risk staff referred to earlier in this risk assessment • Clear, concise and regular communications to the team on Covid-19 controls/updates taking place and facility performance • Staff actively encouraged to bring forward suggestions and concerns to managers
Stress / mental wellbeing - Staff working remotely feeling isolated	Staff	<ul style="list-style-type: none"> • Regular contact and welfare chats maintained with manager to maintain communications and involvement
Equality		
Discrimination of staff due to inappropriate Covid-19 control measures	Staff	<ul style="list-style-type: none"> • Government guidance followed • Reasonable adjustments made to accommodate staff who will fall under the equality act • Disabled staff/customer use is prioritised in toilets

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Review	Review Conducted by:	Hope Reynolds		18.07.2020
	Review Conducted by:	Hope Reynolds		21.08.2020
	Review Conducted by:			
	Review Conducted by:			