

Risk Assessment v1-1

Description of Activity / Person / Area / Equipment being assessed	Preventing Covid-19 spread in Leyton Sports Ground
Section(s) / Team(s) covered	Sport & Leisure
Location(s) covered	Leyton Sports Ground
Date of Original Assessment	2 nd July 2020

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	29/06/2020	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Copy of form sent to Trade Union Safety Representative	Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	Dean Roberts
Lead Assessor's signature	By email
Date:	2 nd July 2020

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Senior Manager's name (print)	Joyce Guthrie
Manager's signature	By email
Date:	2 July 2020

Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
2/08/2020	3/8/20	Updated track and trace	Dean Roberts	
2/9/2020				

Building layout plan



Significant hazards and current controls in place

No	Hazard/ Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1	Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Cleaners • Contractors • Higher risk groups – Elderly, Pregnant workers, those with existing underlying health conditions • Local Sports Clubs, Team, Players, Parents or Visitors 	<p><u>Workspace Setup</u></p> <p>Workstations within the offices are 2m apart to comply with social distancing requirements</p> <p>When the fire alarm is sounded, staff & visitors should make their way to the nearest safe exit and socially distance when outside.</p> <p>Staff must follow the Covid-19 Office Protocol when entering, using and leaving the building</p> <p>Hand sanitiser is available in the office</p> <p>Signage has been displayed</p>	Low
			<p><u>Good Hand Hygiene</u></p> <p>Hand gels and soap and water have been provided at the one toilet provided at the building.</p> <p>Frequent checks will take place before during & after every booking at the facility.</p> <p>Managers advise and monitor that high levels of hand hygiene are in place and being maintained.</p> <p>Staff and public advised to follow the NHS hand washing guidance</p>	Low
			<p><u>Social Distancing</u></p> <p>Outdoor Cricket Nets – only 1 net in use at any one time and must be booked in advance.</p> <p>Pavilion - Staff must follow the Covid-19 Office Protocol when entering, using and leaving the building, Community Payback will be in attendance very Thursday during opening hours and will also have their own procedures in places.</p> <p>No toilets open on site for the public.</p> <p>Boxing Gym – Remains closed</p> <p>T/T Hall – Remains Closed except for toilets with social distancing in place and different toilets for home and away teams with social distancing markings in place</p> <p>Cricket Hub – Remains Closed</p>	Low

No	Hazard/ Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			<p>All cricket hirers are required to conform to the ECB Return to play guidance To operate safely, changing rooms, toilets, club rooms and showers will be closed.</p> <p>Cleaning The cleaning regime has been reviewed and adapted to reduce the risk of spreading Covid-19. Amey staff are responsible for the cleaning of the facility, Sport & Leisure staff will be monitoring in the interim. The facility will be cleaned prior and after each booking.</p>	Low
2	Member of staff shows symptoms of Covid-19	Building users	<p>Management will engage fully with the local authority's public health team's Local Outbreak Control Plan and the NHS Test and Trace system Staff and have been advised they will need to be ready and willing to:</p> <ul style="list-style-type: none"> o book a test if they are displaying symptoms. Staff must not come into the library if they have symptoms and must be sent home to self-isolate if they develop them in the library. o provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace o self-isolate if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>If staff members have contracted Covid-19 from work this must be reported on the AIR line call 03300 586 469 so an investigation can be completed and a RIDDOR report made, where required</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a constantly changing situation.</p>	Low
3	Member of public shows symptoms of Covid-19	Building users	<ul style="list-style-type: none"> • If anyone in the building becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have 	Low

No	Hazard/ Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			<p>coronavirus (COVID-19). Any household members of that individual that are also within the building should also be sent home.</p> <ul style="list-style-type: none"> Any person awaiting collection, will be moved to the pavilion IT room with external ventilation (open window) where they can be isolated behind a closed door, with appropriate adult supervision if required. A separate toilet for them to use is available in the pavilion. The toilet will be cleaned using standard disinfectant before use by anyone else. Staff will maintain 2m distance from the person at all times. If there is a confirmed case, the area will be deep cleaned before being used again 	
4	There is a confirmed case of Covid-19 for a building user	Building users	<p>As set out in the Local Outbreak Control Plan, if made aware of a positive case in a staff, the manager will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The manager will notify the Public Health Team, The LCRC will provide guidance on communications and letter templates for the library to send to staff, customers, and the wider community. Ongoing infection control advice and support will be made available to staff via the Public Health team</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	Low
5	Staff wellbeing deteriorates due to Covid-19 Pandemic	Staff	<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Manager and staff refer to stress policy for guidance Staff are aware of the employee assistance programme - 0800 328 1437</p>	Low

Risk Rating : if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.