iCan Health and Fitness CIC- Risk Assessment for dealing with the current Covid-19 situation in the workplace.

Department – iCan Health and Fitness CIC- Carlisle Club

Overview

This risk assessment has been completed as the priorities since the start of the Lockdown due to the seriousness of the pandemic have changed. Originally it was decided to follow a complete lockdown for the safety of staff and clients. Due to the lifting of restrictions by the Government and the effects of the lockdown on the mental wellbeing and health of our clients we have consulted with staff and members as to a return to work and return to gym activities. Following completion of our Client Covid Risk Assessments essential care needs have been identified involving the need for direct face to face support.

Staff have been consulted as to a safe process of returning to work. This risk assessment is to assist identifying safe working practices for staff and members to assist staff returning to their roles working within the centre.

The risk assessment will identify controls that will be in place to ensure everyone's wellbeing. These controls must be strictly adhered to.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	 Staff Visitors to our premises Contractors Vulnerable groups Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who 	Visitors are not allowed access to iCan Health and Fitness CIC without prior arrangement by bookable appointment. Access is only for iCan Health and Fitness CIC staff and registered clients who have booked onto specific groups. No more than 6 clients will be permitted to attend a group at any one time.	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose, or mouth with unclean hands. Disposable hand towels will be made available throughout the workplace.	Manager/ Staff/Clients	Ongoing	
	physically comes in contact with our business	No more than 3 staff are permitted in the centre when clients are participating on courses. Staff will be in allocated spaces on the circuit and will keep adequate distance between themselves and members. Hand Washing Hand washing facilities with soap and water in place.	Hand Sanitising treatments are available within the centre for use by all. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -	Manager/ Staff/Clients	Ongoing	

 Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 	https://www.publichealth.hscni.net/news/covid-19-coronavirus Posters, leaflets, and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19	Manager/ Staff Manager/ Staff/Clients	Ongoing	
 Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Gel sanitisers in any area where washing facilities not readily available 	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. A daily cleaning rota will be adhered to and signed for by the staff responsible for cleaning tasks.	Manager/ Staff/Clients	Ongoing	
Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, machine handles, equipment, light switches, reception area using appropriate cleaning products and methods.	All area's to be cleaned by staff every 30 minutes to ensure a sanitized work area.	Manager/ Staff	Ongoing	

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Social Distancing	Staff to be reminded on a daily basis of the	Manager/	Ongoing
Social Distancing -Reducing the	importance of social distancing both in the	Staff	
number of persons in any work	workplace and outside of it.		
area to comply with the up to 2-	Management checks to ensure this is		
metre (6.5 foot) gap recommended	adhered to within the centre.		
by the Public Health Agency	No more than 3 staff will be permitted in		
https://www.publichealth.hscni.ne	the centre at any one time when clients are		
t/news/covid-19-coronavirus	present.		
https://www.gov.uk/government/	Staff will work from home when not		
publications/covid-19-guidance-on-	timetabled into the centre.		
social-distancing-and-for-	Any member of staff not facilitating will		
vulnerable-people	remain in their own space throughout each		
https://www.gov.uk/government/	group. Staff will not be permitted to leave		
publications/staying-alert-and-	the building at these times unless there is		
safe-social-distancing/staying-alert-	an emergency.		
and-safe-social-distancing	When groups are not running, and clients		
	are not in the building staff will always		
Taking steps to review work	maintain the required social distance		
schedules including start & finish	between each other.		
times/shift patterns, working from	No more than 6 clients will be permitted		
home etc. to reduce number of	onto any planned groups.		
workers on site at any one time.	No more than 2 guests can be present in		
Also relocating workers to other	the club at any one time.		
tasks where necessary.	Clients will not be permitted into the		
100.00	centre until their allocated time.		
	Floor markings will alert clients to comply		
	with social distancing guidelines.		
	Each group facilitator will always be		
	responsible for reminding clients to adhere		
	to social distancing guidelines.		
	Each client will enter (and exit) the centre		
	one at a time.		
	one at a time.		

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	Tables placed in the room will comply with		
	social distancing recommendations.		
	Only one client will sit at each side of a		
	table. Each table will only host paperwork,		
	pens, and hand sanitizer for client and staff		
	use. These will be disinfected, stored and		
	replenished after each use.		
		Manager/	Ongoing
The use of 'high-touch' items such	These items must be disinfected by the last	Staff	
as copiers/printers/whiteboards,	person or by staff every 30 minutes.		
machines and equipment will be			
limited/restricted.			
Redesigning processes to ensure	Only 6 members will be allowed access to		
social distancing in place.	the club at one time. Only 2 guests will be	Manager	Ongoing
	allowed access at any one time.		
	,		
Ensuring sufficient rest breaks for	Lunch breaks and rest breaks to be		
staff.	maintained. Staff will maintain the	Manager/	Ongoing
	recommended social distance throughout	Staff	
	their rest breaks.		
	Social distancing also to be adhered to in	Manager/	Ongoing
	staff break areas and off site smoking area.	Staff	0808
	Starr Steak areas and on site smoking areas	Julian	
Office Working			
Taking steps to ensure that staff	Staff where possible will not share office	Manager/	Ongoing
work safely in office spaces.	spaces or office equipment.	Staff	Ongoing
Work surely in office spaces.	Staff will always use their own personal	Starr	
	stationery to avoid cross-contamination.		
	If it becomes necessary to share an office	Manager/	Ongoing
	staff will work side-to-side or back-to-back	Staff	Ongoing
		Stall	
	rather than face-to-face.	<u> </u>	

	If it becomes necessary to 'hot desk' the member of staff leaving the desk/equipment will thoroughly disinfect the area. Staff will use their personal work mobiles if possible and not share the centre landline or computers. Only allocated members of staff will use the office landline. The landline should be cleaned by the allocated member of staff after use.	Manager/ Staff	Ongoing
Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.	Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Members may wear gloves if they wish, these will be available at several points in every room. To dispose of all PPE after the visit into a bin. Bins will be empties at the end of every day unless full before at time.	Manager/ Staff Manager/ Staff	Ongoing
PPE Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings	Disposable face masks and visors should not be used by more than one individual. Staff may wear PPE if they wish and this is available throughout the club. Members	Manager/ Staff	Ongoing

individuals are asked to observe	may wear face coverings if they wish also		
social distancing measures and	available throughout the club.		
practice good hand hygiene	-		
behaviours			
	The removal of gloves by following the	Manager/	Ongoing
	correct procedure(PDF)Reference	Staff	
	https://www.hse.gov.uk/news/face-mask-		
	ppe-rpe-coronavirus.htm		
	ppe the coronavirusem		
	Internal communication channels and		
	cascading of messages through line		
	managers will be carried out regularly to		
	reassure and support employees in a fast-		
	changing situation.		
	Changing Situation.		
Samuel and a state of the state			
Symptoms of Covid-19			
If anyone becomes unwell with a	Line managers will offer support to staff		
new continuous cough or a high	who are affected by Coronavirus or has a	Manager	Ongoing
temperature in the workplace or	family member affected.		
loss of sense of taste or smell, they			
will be sent home and advised to			
follow the stay at home guidance.			
Line managers will maintain regular	Track and trace software will be used for all		
contact with staff members during	members and staff.	Manager	Ongoing
this time.			
If advised that a member of staff or			
client has developed Covid-19 and			
were recently on our premises			

(including where a member of staff has visited other work place premises such as a domestic premises), the manager of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.ne t// People who need to self-isolate Procedures are in place make sure individuals who are advised to stay at home under existing government guidance to stop infection spreading do not physically come to work. This includes individuals who have symptoms of COVID-19, those who live in a household or are in a support bubble with someone who has symptoms and those advised to self-isolate as part of the governments test and trace service.	Enable workers to work from home while self-isolating if appropriate. Adhere to current guidance for employees and employers relating to statutory sick pay due to COVID-19	Manager/ Staff	Ongoing	
<u>Drivers</u> Procedures in place for Drivers to ensure adequate welfare facilities available during their work.	Allow handyman/delivery drivers access to welfare facilities.	Manager/ Staff	Ongoing	

	https://www.hse.gov.uk/news/driv				
	<u>ers-transport-delivery-</u> <u>coronavirus.htm</u>				
	Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.				
	Mental Health Management will promote mental health & wellbeing awareness to staff and members during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/informat ion-support/coronavirus-and-your-wellbeing/www.hseni.gov.uk/stress	Regular communication of mental health information and open-door policy for those who need additional support.	Manager/ staff/ members	Ongoing	
Delivery of support services by staff during the Covid-19 Pandemic	All office spaces are for individual staff use only. Only one member of staff is permitted to use any	To stop the rooms possible contamination of Covid-19 by centre staff.	Staff	Daily	

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			individual office space at any one	
			time.	
Daily	Staff			
			Each office space will be	
			thoroughly cleaned after individual	
			use by the member of staff who	
			has used it. This will help protect	
			against cross contamination.	
Ongoing	Manager/			
	Staff	This will ensure staff and client security	The main area of the centre will be	
		and safety.	used for client contact and this will	
			include: entry and exit doors, toilet	
			and main space within the centre.	
During shift	Manager/		Windows to be left open to	
	Staff		ventilate the centre.	
			The group area is to be cleaned	
			before, between and after each	
			visit ready for new clients.	
During shift	Staff		To clean the entire centre at the	
			end of each day.	
Ongoing	Staff		To ensure PPE is used throughout	
			this process of contact and	
			cleaning.	
			The main door to the centre will	
			remain locked before the	
			beginning of a group and unlocked	
During shift	Staff		by the group facilitator. Members	
			will be asked to remain on their	
			socially distanced markers in the	
During shift During shift Ongoing	Staff Manager/ Staff Staff Staff	1	The main area of the centre will be used for client contact and this will include: entry and exit doors, toilet and main space within the centre. Windows to be left open to ventilate the centre. The group area is to be cleaned before, between and after each visit ready for new clients. To clean the entire centre at the end of each day. To ensure PPE is used throughout this process of contact and cleaning. The main door to the centre will remain locked before the beginning of a group and unlocked by the group facilitator. Members will be asked to remain on their	

forecourt until the group facilitator calls them in. The group facilitator will welcome each woman in one at a time, ensure each woman is wearing a mask and direct them to reception for their temperature check.			
To ask the client before they enter the premises if they are displaying any symptoms of the Covid Virus, If a client is visibly unwell decline the visit due to Covid Virus concerns and alert the manager. Staff must sign clients in and out of the centre. Clients who leave the centre will not be permitted to return (eg if they leave to have a cigarette).	Temperature checks can be taken.	Staff Manager/ Staff/ members	Ongoing/ Ongoing/ Weekly Staff meeting
To identify cleaning products and PPE before needed to ensure continuity of service and safety. To advise the Manager in a timely manner well before stock is depleted.		Manager/Sta ff	Ongoing
Some staff will be working at home for at least 1 day each week unless there is a change to the Directive from Central Government, the risk		Manager/ Staff	Ongoing

	assessment is updated for a new identified action or will be reviewed in accordance with assessments of clients essential care needs.	PPE and cleaning equipment must not be allowed to run out. This will be discussed at weekly staff meetings to ensure that stocks are replenished in a timely manner.	Manager/ Staff	Ongoing	
Home Working by Staff	Some staff will offer telephone support to each client and update documentation / daily notes in a timely manner.	Only when suggested by manager	Manager/ Staff	Ongoing	
	Staff will liaise with external Agencies to support their clients and document on the daily notes those Agencies contacted and outcomes.		Manager/ Staff	Ongoing	
	To complete Home Working Assessments to ensure our compliance to Health & Safety				
	To observe, retain information and action from notices / posters as to guidance as to use of PPE, Social Distancing and Hand Washing while working from home or at work.				
	To ensure the laundering of clothes between shifts as the Government Guidance: Wash items in accordance with the manufacturer's instructions. Use				

	the warmest water setting and dry			l l	
	items completely. Dirty laundry				
	that has been in contact with an				
	unwell person cannot be washed				
	with other people's items.				
	Do not shake dirty laundry, this				
	minimises the possibility of				
	dispersing virus through the air.				
	Clean and disinfect anything used				
	for transporting laundry with your				
	usual products, in line with the				
	cleaning guidance above.				
Coffee area Hygiene	Only 4 members and 1 member of	The coffee area is to be thoroughly cleaned	Manager/	Daily	
	staff at any one time is permitted	thoughout the day.	Staff/Clients		
	to enter the coffee area at one				
	time for example to make a hot				
	drink/clean/access personal lunch				
	from fridge.				
	During Client groups hot drinks will	This will minimise the risk of	Manger/	Ongoing	
	be offered. Members are to	contamination.	staff/		
	prepare their drinks one at a time		members		
	and not make drinks for others				
	Payment is by cash. The honesty	This will minimise the risk of	Manager/		
	box will be disinfected every 30	contamination.	staff/	Ongoing	
	minutes to ensure they clean and		members		
	disinfect the area and wash their				
	hands before continuing with the				
	group.				

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risk assessm	ent.	if you have read, understood,	_		ed in this
Signature					
Date of Sign	ature				