

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.**

		<ul style="list-style-type: none"> • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • 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 <p>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.</p>	<p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets, and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>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.</p> <p>All area's to be cleaned by staff every 30 minutes to ensure a sanitized work area.</p>	<p>Manager/ Staff</p> <p>Manager/ Staff/Clients</p> <p>Manager/ Staff/Clients</p> <p>Manager/ Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>If it becomes necessary to 'hot desk' the member of staff leaving the desk/equipment will thoroughly disinfect the area.</p> <p>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.</p>	<p>Manager/ Staff</p>	<p>Ongoing</p>	
		<p><u>Wearing of Gloves</u> 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.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Members may wear gloves if they wish, these will be available at several points in every room.</p> <p>To dispose of all PPE after the visit into a bin. Bins will be emptied at the end of every day unless full before at time.</p>	<p>Manager/ Staff</p>	<p>Ongoing</p>	
		<p><u>PPE</u> <i>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</i></p>	<p>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</p>	<p>Manager/ Staff</p>	<p>Ongoing</p>	

		<p><i>individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace or 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 contact with staff members during this time. If advised that a member of staff or client has developed Covid-19 and were recently on our premises</p>	<p>may wear face coverings if they wish also available throughout the club.</p> <p>The removal of gloves by following the correct procedure(PDF)Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>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.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Track and trace software will be used for all members and staff.</p>	<p>Manager/ Staff</p> <p>Manager</p> <p>Manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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	<p><u>Delivery of support services by staff during the Covid-19 Pandemic</u></p>	<p>All office spaces are for individual staff use only. Only one member of staff is permitted to use any</p>	<p>To stop the rooms possible contamination of Covid-19 by centre staff.</p>	<p>Staff</p>	<p>Daily</p>	

		<p>individual office space at any one time.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>To clean the entire centre at the end of each day.</p> <p>To ensure PPE is used throughout this process of contact and cleaning.</p> <p>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 socially distanced markers in the</p>	<p>This will ensure staff and client security and safety.</p>	<p>Staff</p> <p>Manager/ Staff</p> <p>Manager/ Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p>	<p>Daily</p> <p>Ongoing</p> <p>During shift</p> <p>During shift</p> <p>Ongoing</p> <p>During shift</p>	
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		<p>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.</p> <p>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.</p> <p>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).</p> <p>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.</p> <p>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</p>	<p>Temperature checks can be taken.</p>	<p>Staff</p> <p>Manager/ Staff/ members</p> <p>Manager/Staff</p> <p>Manager/ Staff</p>	<p>Ongoing</p> <p>Ongoing/ Weekly Staff meeting</p> <p>Ongoing</p> <p>Ongoing</p>	
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	<p><u>Home Working by Staff</u></p>	<p>assessment is updated for a new identified action or will be reviewed in accordance with assessments of clients essential care needs.</p> <p>Some staff will offer telephone support to each client and update documentation / daily notes in a timely manner.</p> <p>Staff will liaise with external Agencies to support their clients and document on the daily notes those Agencies contacted and outcomes.</p> <p>To complete Home Working Assessments to ensure our compliance to Health & Safety</p> <p>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.</p> <p>To ensure the laundering of clothes between shifts as the Government Guidance: Wash items in accordance with the manufacturer’s instructions. Use</p>	<p>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.</p> <p>Only when suggested by manager</p>	<p>Manager/ Staff</p> <p>Manager/ Staff</p> <p>Manager/ Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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	<u>Coffee area Hygiene</u>	<p>Only 4 members and 1 member of staff at any one time is permitted to enter the coffee area at one time for example to make a hot drink/clean/access personal lunch from fridge.</p> <p>During Client groups hot drinks will be offered. Members are to prepare their drinks one at a time and not make drinks for others.</p> <p>Payment is by cash. The honesty box will be disinfected every 30 minutes to ensure they clean and disinfect the area and wash their hands before continuing with the group.</p>	<p>The coffee area is to be thoroughly cleaned throughout the day.</p> <p>This will minimise the risk of contamination.</p> <p>This will minimise the risk of contamination.</p>	<p>Manager/ Staff/Clients</p> <p>Manger/ staff/ members</p> <p>Manager/ staff/ members</p>	<p>Daily</p> <p>Ongoing</p> <p>Ongoing</p>	

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Please sign and date this document if you have read, understood, and agree to adhere to the information contained in this risk assessment.

Print full name.....

Signature.....

Date of Signature.....