

<u>What are the hazards?</u>	<u>Who might be harmed and how?</u>	<u>Controls</u>	<u>What further action do you need to consider to control the risks?</u>	<u>Who needs to carry out the action?</u>	<u>When is the action needed by?</u>
Getting or spreading coronavirus by not washing hands or not washing them adequately.	<ul style="list-style-type: none"> <li>- Yourself</li> <li>- Workers</li> <li>- Children</li> <li>- Parents</li> </ul>	<ul style="list-style-type: none"> <li>- Provide water, soap and drying facilities at wash stations.</li> <li>- Provide information on how to wash hands properly.</li> <li>- Based on the number of workers and people who you interact with – how much ‘hand washing products’ are you going to need.</li> <li>- Provide hand sanitiser/anti-bac for when people are unable to wash their hands.</li> </ul>	<ul style="list-style-type: none"> <li>- Put in place monitoring and supervision to make sure people are following controls.</li> <li>- Put signs up to remind people to wash their hands.</li> <li>- Provide information to your workers about when and where they need to wash their hands.</li> <li>- Identify if and where additional hand washing facilities may be needed.</li> <li>- If people can’t wash hands, provide information about how and when to use hand sanitiser.</li> <li>- Identify how you are going to</li> </ul>	<ul style="list-style-type: none"> <li>- Yourself</li> <li>- Workers</li> <li>- Children</li> <li>- Parents</li> </ul>	<ul style="list-style-type: none"> <li>- Before/during/after every session</li> </ul>

			replenish hand washing/sanitising facilities. - Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem.		
Getting or spreading coronavirus in common use high traffic areas such as toilet facilities, entry/exit points, changing rooms, and other communal areas.	<ul style="list-style-type: none"> <li>- Yourself</li> <li>- Workers</li> <li>- Children</li> <li>- Parents</li> </ul>	<b>Identify:</b> <ul style="list-style-type: none"> <li>- Areas where people will congregate</li> <li>- 'Pinch point' areas (Where social distancing measures can be compromised)</li> <li>- Areas and equipment where people will touch the same surfaces</li> <li>- Areas that are frequently touched, but difficult to clean</li> </ul> <b>Agree the combination of control you will put</b>	<ul style="list-style-type: none"> <li>- Put in place monitoring and supervision to make sure people are following controls put in place (e.g: following hygiene procedures, washing hands, following one-way systems)</li> </ul>	<ul style="list-style-type: none"> <li>- Yourself</li> <li>- Workers</li> <li>- Children</li> <li>- Parents</li> </ul>	<ul style="list-style-type: none"> <li>- Before/during/after use of communal areas</li> </ul>

		<p><b>in place to reduce the risks, including:</b></p> <ul style="list-style-type: none"> <li>- Limiting the number of people in rooms so that social distancing rules can be met (e.g: staggered breaks, maximum occupancy in certain areas)</li> <li>- Put in place 'one-way systems' to manage the flow of people moving in/out, whilst maintaining social distancing.</li> <li>- Provide washing facilities and hand sanitiser at accessible places</li> </ul>			
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations.	<ul style="list-style-type: none"> <li>- Yourself</li> <li>- Workers</li> <li>- Children</li> </ul>	<ul style="list-style-type: none"> <li>- Identify surfaces that are frequently touches and by many people</li> </ul>	<ul style="list-style-type: none"> <li>- Put in place monitoring and supervision to make sure people are following</li> </ul>	<ul style="list-style-type: none"> <li>- Yourself</li> <li>- Workers</li> </ul>	<ul style="list-style-type: none"> <li>- Before/in between/after sessions</li> </ul>

		<p>(e.g: shared equipment)</p> <ul style="list-style-type: none"> <li>- PPE</li> <li>- Remove the need for people to move around the site – this reduces the potential spread of any contamination.</li> <li>- Avoid sharing work equipment by allocating it to a ‘person’ or put cleaning measures in place to carry out between each user.</li> <li>- Identify what cleaning products are needed.</li> <li>-</li> </ul>	<p>control measures, ie are implementing the cleaning regimes implemented.</p> <ul style="list-style-type: none"> <li>- Provide information telling people who need to clean and when.</li> <li>- Provide instruction and training to people who need to clean. (To include information on what products to use, precautions they need to follow, and areas they need to clean)</li> <li>- Identify how you are going to replenish cleaning products.</li> </ul>		
<p>Mental health and wellbeing affected through isolation or anxiety about Covid-19</p>	<ul style="list-style-type: none"> <li>- Yourself</li> <li>- Workers</li> </ul>	<ul style="list-style-type: none"> <li>- Have regular ‘keep in touch’ meetings/calls with people working to talk about any issues/concerns.</li> </ul>	<ul style="list-style-type: none"> <li>- Share information and advice with workers about mental health and wellbeing.</li> <li>- Consider an occupational</li> </ul>	<ul style="list-style-type: none"> <li>- Yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Before/after sessions</li> </ul>

		<ul style="list-style-type: none"><li>- Talk openly with workers about the possibility that they may be affected – and tell them what to do to raise concerns or who to go to so they can talk things through.</li><li>- Involve workers in completing risk assessments so they can help identify potential problems and identify solutions.</li><li>- Keep workers updated on what is happening so they feel involved and reassured.</li><li>- Discuss the issue of fatigue with employees and make sure they take regular breaks – set</li></ul>	health referral if personal stress and anxiety issues are identified.		
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		working hours to ensure they aren't working long hours.			
Contracting or spreading the virus by not social distancing.	<ul style="list-style-type: none"> <li>- Yourself</li> <li>- Workers</li> <li>- Children</li> </ul>	<ul style="list-style-type: none"> <li>- Follow social distancing guidelines.</li> <li>- Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules.</li> <li>- Identify how you can keep people apart in line with social distancing rules. (This may include one-way systems, staggering start/finish times, rearranging work areas, placing markers on the floor)</li> <li>- If difficult to meet social distancing</li> </ul>	<ul style="list-style-type: none"> <li>- Put in place arrangements to monitor and supervise to make sure social distancing rules are being followed.</li> <li>- Provide information, instruction and training to people to understand what they need to do.</li> <li>- Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>- Yourself</li> <li>- Workers</li> <li>- Children</li> </ul>	<ul style="list-style-type: none"> <li>- Before, in between/after sessions</li> <li>- Encouraged during sessions</li> </ul>

		<p>measures, and physical measures cannot be put in place, then put in place other measures to protect people. (This can include enhancing cleaning regimes, increase hand washing, etc.)</p> <ul style="list-style-type: none"><li>- Display signs to remind people to social distance.</li><li>- PPE</li><li>- Bubbles are created, and they are to remain consistent, to avoid possible cross contamination</li></ul>			
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