

Site Operating Procedures Protecting our Workforce and Users During Covid-19

Contents

Introduction.....	1
When to Travel Work.....	2
Travel to Work.....	3
Site Access and Egress Points.....	3
HandWashing.....	4
Toilet Facilities.....	4
Cafe and Rest Areas.....	4
Work Planning to Avoid Close Working.....	5
First Aid and Emergency Service Response	6
Cleaning	6

Introduction

These are exceptional circumstances and we must comply with the latest Government advice on Coronavirus (Covid-19) at all times.

These Site Operating Procedures (SOP) are based on Public Health England (PHE) guidance; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

The HSE is the relevant enforcing authority for PHE guidelines. If MYZ is not consistently implementing the measures set out by PHE, we may be subject to enforcement action.

Whilst operating during the Coronavirus (Covid-19) pandemic we need to ensure we are protecting our workforce and members as well as minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

This guidance is intended to introduce consistent measures in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply.

PHE guidance states "where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission".

The health and safety requirements of any activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.

We as an organisation must have in place effective arrangements for monitoring and reviewing our compliance with Government and industry guidance. We should also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

When to Travel to Work

“Wherever possible, people should work at home. However, we know that for many people this is not an option and their job requires them to travel to their place of work, and they can continue to do so. This is consistent with the Chief Medical Officer’s advice”.

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Social distancing

Workers in the Youth Zone should follow the guidance on Staying at home and keep away from others (social distancing). Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.

Self-isolation

Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to work but must follow the guidance on self-isolation.

Test and Trace

The NHS test and trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased, as far as it is deemed safe to do so.

It is vital that as an employer we play our part by:

- making their workplaces as safe as possible
- encouraging workers to heed any notifications to self-isolate and supporting them when in isolation

Although this may seem disruptive for the business, it is less disruptive than an outbreak of COVID-19 in the workplace will be, and far less disruptive than periods in lockdown.

The NHS test and trace service is designed to support businesses and economic recovery by:

- providing testing for anyone who has symptoms of coronavirus, so that if they have been tested positive, they and their household member know to continue to self-isolate
- helping to stop the onward spread of the virus in the workplace and wider society, so that fewer people develop coronavirus and have to self-isolate
- enabling the government to go further in safely easing or lifting lockdown measures, as far as it is deemed safe to do so, thereby allowing the nation to return to normal as quickly as possible
- records will be kept of all visitors and attendees to the Youth Zone in order to help with the Trace and Test scheme. These details will be stored securely in line with GDPR.

To facilitate the NHS test and trace service we encourage workers to heed any notifications to self-isolate and provide support to these individuals when in isolation.

It is important we continue to protect the health and safety both of our workers and of other people who may be affected by their business, for example members, agency workers, contractors, volunteers, customers, suppliers and other visitors.

To help employers, guidance has been developed on the [5 steps for working safely](#), along with [sector-specific guidance](#).

It is important to follow this guidance to help to reduce the risk of a spread of infection in the workplace.

We must continue to follow health and safety workplace guidance for their sector such as:

- making every reasonable effort to enable working from home as a first option
- where working from home isn't possible, identifying sensible measures to control the risks in the workplace
- keeping the workplace clean, maintaining safe working separation, and preventing transmission through unnecessary touching of potentially contaminated surfaces

Workplace risk

As an employer have a duty to consult our workers, as part of our risk assessment. Involving workers will help build trust and confidence that all reasonably practicable steps are being taken to reduce our risks of COVID-19, so that people can return to work safely. We will share the risk assessment with workers and publish the risk assessment on their website.

The NHS test and trace service supplements the risk mitigation measures taken by employers by identifying people who have had close recent contact with someone who has tested positive for coronavirus and advising them to self-isolate. This will reduce the risk of a rise in infections among the general population.

If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the employer manage the outbreak. We will should seek advice from our local authority in the first instance.

Supporting workers who need to self-isolate

We will support workers who need to self-isolate and will not ask them to attend the workplace.

Workers will be told to isolate because they:

- have coronavirus symptoms and are awaiting a test result
- have tested positive for coronavirus
- are a member of the same household as someone who has symptoms or has tested positive for coronavirus
- have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.

We will continue to communicate with workers in self-isolation and provide support. This includes allowing people to work from home if they remain well and if it is practicable to do so.

If people can't work from home, we will make sure any self-isolating employee is receiving sick pay and give them the option to use their paid leave days if they prefer. Further guidance is available if employees should do if they cannot work.

Employees in self-isolation are entitled to Statutory Sick Pay for every day they are in isolation, as long as they meet the eligibility conditions.

[Information for employers on reclaiming Statutory Sick Pay.](#)

The NHS test and trace service will provide a notification that can be used as evidence that someone has been told to self-isolate.

An employee can ask to take their paid holiday for the time they're off work, entitling them to full pay for the duration of their leave, as opposed to Statutory Sick Pay, if they choose.

Any Person at increased risk

Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.

Persons defined on medical grounds as extremely vulnerable

Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people.

Living with a person in one of the above groups

Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home. If someone falls ill or if a worker develops a high temperature or a persistent cough while at work, they should:

- Ensure their manager or supervisor is informed
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Travel to Work

Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time

- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces

MYZ should consider:

- Parking arrangements for additional vehicles and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home
- Where public transport is the only option for workers, you should consider:
 - Changing and staggering site hours to reduce congestion on public transport
 - Avoid using public transport during peak times (7.30 - 9:00 and 16:00 - 17:30)

Site Access and Egress Points

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan site access and egress points to enable social distancing
- Allow plenty of space between people waiting to enter site
- Use signage:
 - such as floor markings, to ensure 2 metre distance is maintained between people when queuing
 - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the building
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Reduce the number of people in attendance on site wherever possible
- Where loading and off-loading drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- Consider arrangements for monitoring compliance.

Hand Washing

- Allow regular breaks to wash hands
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Cafe and Rest Areas

Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered and avoid using local shops.

- The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- A distance of 2 metres should be maintained between users, wherever possible
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables should be cleaned between each use
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use
- Cafe staff should wash their hands often with soap and water for at least 20 seconds before and after handling food

- Cafe staff and workers may use rest areas if they apply the same social distancing measures
- Consider increasing the number or size of facilities available on site if possible
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Work Planning to Avoid Close Working

In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, we should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Work needs to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within these Site Operating Procedures.

MYZ should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

Hierarchy of Controls

If we are not able to work whilst maintaining a two-metre distance, we should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.

Eliminate

- Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace
- Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)
- Avoid skin to skin and face to face contact
- Stairs should be one ways systems
- Attendees should be at least two metres apart from each other
- Rooms should be well ventilated
- Consider holding meetings in open areas where possible

Reduce

Where the social distancing measures (2 metres) cannot be applied:

- Minimise the frequency and time workers are within 2 metres of each other

- Minimise the number of workers involved in these tasks
- Workers should work side by side, or facing away from each other, rather than face to face
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces
- Workers should wash their hands before and after using any equipment

Isolate

Keep groups of workers that must work within 2 metres:

- Together in teams e.g. (do not change workers within teams)
- As small as possible
- Away from other workers where possible

Control

Where face to face working is essential to carry out a task when working within 2 metres:

- Keep this to 15 minutes or less where possible
- Provide additional PPE to be worn to ensure the safety of those working.

First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources must be available.
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work activities.

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors

- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Telephone equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Safety measures Covid-19

The following is a list of safety measures to be put in place to help MYZ deliver sessions and activities in a safe and secure manner.

Additional equipment may need to be purchased for the plan to work.

Entrance and exit.

Parents will be asked to wait outside the building which will be marked off at marked 2m sections in front of the building and down the side of Factory lane. Signs will also be put up reminding of social distancing. Parents will then drop off at the door and leave.

When collecting, young people will wait in the gym and again parents will wait at marked 2m distances in front of the building and down the path. When they arrive at the door the young person will then be called and leave. If we do need to speak to a parent, then they will be brought in and conversations will take place in the rec area at distance.

Once in the building young people will be asked to wash and sanitise hands and be taken to a designated waiting area (to be determined)

Reception

Reception will have a Perspex screen with a slot underneath so that forms and money can be handed through. Reception will need hand sanitiser and wipes to wipe down keyboards, phones and surfaces. They will also need a supply of gloves. No groups are to congregate around reception.



Sanitising and hand washing stations

Hand sanitising stations will be positioned around the main areas of the building and young people will be encouraged to sanitise hands whilst in the building especially before and after activities. These will be in addition to the existing units and will contain the authorised and recommended hand sanitising solution.

The art area table will be turned into a temporary hand washing station that will have bowls of water, hand wash and paper towels available.

Corridors and stairs



Corridors and stairs will be marked with arrows as a one-way system will be put in place. No one is to go up or down the stairs whilst another person is using them. We may use some of the barriers that we have to section off areas and create routes. Additional barriers are to be obtained.



Movement around the building

Arrows will be applied to the floor to help control freedom of movement around the building. This will be agreed collectively so that everyone is happy with the arrangements. There will also be keep your distance floor stickers placed in areas where queueing may be done.



Existing furniture and equipment.

All equipment is to be removed and stored away in an area not in use. Only equipment needed for the session is to be out. Pool tables are to be covered and badminton put away. We have a good supply of tables and chairs that can be set up in the Rec area if needed which are easily cleaned after each session.

Soft furnishings such as the small box seats will be out of bounds.

Any equipment used is to be cleaned after each session before it is used again.

Cleaning

Cleaners will be on session whose role will be to sanitise high contact areas such as handrails, doors, taps and tables. They must wear gloves and aprons and dispose of cloths in a separate bag once used. This bag then needs to be sealed and stored for 72 hours before disposal. This will be in a designated area in the back yard.

Toilets.

Young people are not permitted to go to the toilet unaccompanied. Foot plates will be attached on the doors so that they can open them with their feet rather than using their hands. Soap and sanitiser checked regularly.

Staff toilets will be issued with a sanitising spray and cloth/towel/wipe to clean with and dispose of afterwards. This is to be done by each member of staff who uses the toilet.

Food



Vending will not be available and prefilled cups of water will be available in the chiller. This is subject to change once a better understanding of logistics is maintained. Snack packs may be provided at the end of the session. This will need to be discussed further with a risk assessment fully completed before implementing.

First Aid.

All high-risk activities are to be identified and those that cause the most accidents are not to be done. Any first aid is to be done in the boxing suite and staff must wear full PPE including gloves, facemask, visor and apron due to the proximity they will be in with young people.

If a young person presents any symptoms of COVID-19 whilst in the building, then they are to be moved to the garage with a member of staff wearing full PPE where parents will be called. If further medical attention is needed, the young person should be taken to the boxing suite so that an ambulance can access via the back door. If there are any bodily fluid spills then this is to be cleaned with full PPE and disposed of and stored as mentioned previously.

Office

Where home working is possible then this will be encouraged. There will be the minimum number of people allowed to work in the office, this is currently a maximum of 8, this will be constantly reviewed.

There will be a clear desk policy so that cleaning will be easily done and shall be not only be done by the cleaning team but by the staff member using it.

There will be no hot desking or sharing of phones. Equipment such as the printer is to be cleaned after each use.



Respect

A new version of our **RESPECT** mantra will be adopted and reinforced around the building. This will outline the 3 following areas.

- Keep your distance
- Wash your hands
- Respect each other and the building

Finally

Staff and young people must feel safe with all the new measures that have been put in place. The measures put in place are for people's safety, not to scare them. If anyone does get upset or feels uncomfortable then we must take the time to listen to them and act accordingly. Mental states and emotions will be heightened at this time and a little bit more understanding will be needed when it comes to welfare.

Regular consultations will be had with staff so that they can express any concerns and regular health and safety meetings will take place to tackle and solve any problems that may arise.

Cleaning Guidance during Covid19

Introduction

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

In order to reduce risk cleaning at Manchester Youth Zone has been revised and the following is a list of safety measures and cleaning practices to be put in place to help MYZ deliver sessions and activities in a safe and secure manner.

PPE Personal protective equipment

The minimum [PPE](#) to be worn for cleaning an area is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed. Facemasks are not advised to be worn but in the event of cleaning an area where bodily fluids are present then a facemask and face shield shall be provided and must be worn.

Workers should be trained in the correct use of a surgical mask and other PPE, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Equipment and Products

In order to help prevent the risk of the spread of infection the right equipment and cleaning products must be used. Cleaning products must be approved from a reputable supplier and be specific for the job that they are to undertake. This should include;

- Surface sanitiser solution that can be decanted in designated spray bottles.
- Disinfectants (where possible, hospital grade)
- Sanitising wipes for surfaces such as keyboards. Telephones etc

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

Waste Disposal

Waste from a cleaning of areas where possible contamination could take place (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. Waste should be stored safely and kept away from children and other members of the general public.
3. If waste suspected to be contaminated, then this should be placed in 2 bags and tied and stored away from other waste separately and safely.
 - if the individual tests negative, this can be put in with the normal waste
 - if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

Planning and Training.

Full planning of cleaning routines and cleaning procedures will need to be documented and all cleaning team members fully trained in procedures and compliance.

This should take place as soon as they return back to work to avoid any gaps in due diligence and to maintain standards and government guidance.

Entrance and exit.

These areas will need to be cleaned and sanitised on a regular basis and key times will need to be identified when usage is potentially high. Cleaning in progress signs must be displayed which this is taking place.

Reception

Screens and surfaces are to be cleaned on a regular basis and again high usage identified and cleaned using the appropriate equipment and products.

Cleaning materials such as wipes, cloths and sanitising spray will be left on reception for staff to use when a cleaner is unavailable. Training to be given to anyone using the reception area.

Sanitising and hand wash stations

Hand sanitising stations will be positioned around the main areas of the building and young people will be encouraged to sanitise hands whilst in the building especially before

and after activities. These will need to be filled each morning and checked throughout the day to ensure there is enough product available. They should also be sanitised on a regular basis using the appropriate cleaning product.

The art area table will be turned into a temporary hand washing station that will have bowls of water, hand wash and paper towels available. This will need to be changed after each use in a designated area to stop the risk of cross contamination.

Corridors and stairs

Handle rails on stairs are a high-risk surface and must be cleaned on a regular basis especially after high usage. This is to be monitored throughout the day and cleaning in progress signs to be used to close off the area whilst it is sanitised.

Existing furniture and equipment.

No soft furnishings are to be used and only furnishings that are wipeable to be used. These are to be cleaned after each use with the designated equipment and products.

Toilets.

Young people are not permitted to go to the toilet unaccompanied. Foot plates will be attached on the doors so that they can open them with their feet rather than using their hands. Soap and sanitiser checked regularly.

Member toilets are to be cleaned on a regular basis and documented that they have been checked as being cleaned. Cleaning should include the following

- All doors
- Toilet roll holders
- Partition walls
- Sinks and taps
- Door handles and locks
- Hand and sanitising units
- Flushes
- Toilet seats.

Cleaning in progress signs to be displayed.

Staff toilets will be issued with a sanitising spray and cloth/towel/wipe to clean with and dispose of afterwards. This is to be done by each member of staff who uses the toilet.

Office

Where home working is possible then this will be encouraged. There will be a minimum number of people allowed to work in the office which is to be determined.

There will be a clear desk policy so that cleaning will be easily done and shall be not only be done by the cleaning team but by the staff member using it.

There will be no hot desking or sharing of phones. Equipment such as the printer is to be cleaned after each use.

Cleaning products and equipment will be supplied as well as a designated disposable bin.

Bins

Bins are to be emptied more often and disposed of as mentioned previously. Bins will need to be disinfected on a regular basis.

COSHH

All products used will be listed in the COSHH file located on reception as well as COSHH data sheets outlining all the required information needed.

Finally

The health and safety of all cleaning team members is of utmost importance. All guidelines, PPE and policies must be followed and worn to ensure safe working. Failure to comply could result in disciplinary action being taken.

Guidance on food retail & production during COVID 19

Who this guidance is for?

For the purpose of this guidance food workers include food handlers, people who directly touch open food as part of their work. It also includes staff who may touch food contact surfaces or other surfaces in rooms where open food is handled. The term can therefore apply to managers, cleaners, maintenance contractors, delivery workers, and food inspectors.

WHO recommends that people who are feeling unwell should stay at home. Staff working in the food sector need to be aware of the symptoms of COVID-19. The most important issue is for staff to be able to recognise symptoms early so that they can seek appropriate medical care and testing to minimise the risk of infecting fellow workers.

Common symptoms of COVID-19 include:

- a fever (high temperature – 37.5 degrees Celsius or above)
- a cough - this can be any kind of cough, not just dry
- shortness of breath
- breathing difficulties
- fatigue
- loss of taste and / or smell

COVID-19

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. The most important symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough, a high temperature, or a loss of, or change in, normal sense of taste or smell (anosmia). In some people, the illness may progress to severe pneumonia causing shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

COVID-19 is a new disease caused by a recently discovered virus, first identified in China. Transmission of COVID-19 is now widespread in many countries, including the UK.

How COVID-19 is spread?

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions (droplets) containing the virus are likely to be the most important means of transmission; these are produced when an infected person coughs or sneezes.

There are 2 common routes people could become infected:

1. Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
2. It is possible that someone may become infected by touching a person, a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as shaking hands or touching doorknobs then touching own face).

It is highly unlikely that people can contract COVID-19 from food or food packaging. COVID-19 is a respiratory illness and the primary transmission route is through person-to person contact and through direct contact with respiratory droplets generated when an infected person coughs or sneezes. There is no evidence to date of viruses that cause respiratory illnesses being transmitted via food or food packaging. Coronaviruses cannot multiply in food; they need an animal or human host to multiply.

Who may be suspected of having COVID-19?

As there is currently sustained community transmission of COVID-19 throughout the UK, there is an increased likelihood of any individual in the community having the infection.

This guidance is for all situations where close contact (defined as being within 2 metres of an individual) is required during first responder duties.

Safe working systems

Where possible, all contact with members of the public should be carried out while maintaining [social distancing measures](#) – a distance of at least 2 metres (6 feet). Where this is not possible, the principles for the [Hierarchy of Risk](#) should be applied, using measures such as physical barriers and alternative working practices and, as a final measure, the use of personal protective equipment (PPE) based on risk

assessment, where other safe working systems alone may not be feasible or may be insufficient to mitigate the risk of transmission of COVID-19.

Hygiene measures

The best way to protect yourself and others is through rigorous cleaning, personal hygiene and regular hand hygiene. An increased frequency of cleaning and disinfection of all surfaces and equipment, using approved cleaning products and materials as well as disinfection products, is recommended.

Avoid touching your mouth, eyes and nose.

Good staff hygienic practices include:

- proper hand hygiene – washing with soap and water for at least 20 seconds
- frequent use of alcohol-based hand sanitisers
- good respiratory hygiene (cover mouth and nose when coughing or sneezing; dispose of tissues and wash hands)
- frequent cleaning/disinfection of work surfaces and touch points such as door handles
- avoiding close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

There are no additional precautions to be taken in relation to cleaning your clothing or uniform other than what is usual practice.

Cleaning

Strict cleaning routines should be implemented in all areas of preparing and serving foods. Schedules are to be displayed and recorded. Sanitising liquid is to be used as per the manufacturer's guidelines with a clean cloth.

- Cleaning is to include:
 - All food preparation surfaces
 - Utensils and cooking equipment
 - Serving areas
 - Cutlery and crockery that may be used
 - Counters and displays
 - Electronic equipment such as tills and PDQ's

Food workers are to wash their hands once any cleaning practices have been undertaken.

Food workers: use of disposable gloves

Gloves may be used by food workers but must be changed frequently and hands must be washed between glove changes and when gloves are removed.

Gloves must be changed after carrying out non-food related activities, such as opening/closing doors by hand, and emptying bins.

Food workers should be aware that wearing gloves can allow bacteria to build up on the surface of the hands, so handwashing is extremely important when gloves are removed to avoid subsequent contamination of food.

Food workers should avoid touching their mouth and eyes when wearing gloves. Disposable gloves should not be used in the food work environment as a substitute for handwashing. The COVID-19 virus can contaminate disposable gloves in the same way it gets onto workers' hands. Removal of disposable gloves can lead to contamination of hands.

Wearing disposable gloves can give a false sense of security and may result in staff not washing hands as frequently as required. Handwashing is a greater protective barrier to infection than wearing disposable gloves.

Food businesses need to ensure that adequate sanitary facilities are provided and ensure that food workers thoroughly and frequently wash their hands. Normal soap and warm running water is adequate for handwashing. Hand sanitizers can be used as an additional measure but should not replace handwashing.

Food workers: physical distancing in the work environment

Physical distancing is very important to help slow the spread of COVID-19. This is achieved by minimising contact between potentially infected individuals and healthy individuals. All food businesses should follow physical distancing guidance as far as reasonably possible. WHO guidelines are to maintain at least 1 metre (3 feet) between fellow workers. Where the food production environment makes it difficult to do so, employers need to consider what measures to put in place to protect employees.

Examples of practical measures to adhere to physical distancing guidance in the food-processing environment are to:

- stagger workstations on either side of processing lines so that food workers are not facing one another;
- provide PPE such as face masks, hair nets, disposable gloves, clean overalls, and slip reduction work shoes for staff. The use of PPE would be routine in high-risk areas of food premises that produce ready-to-eat and cooked foods. When staff are dressed in PPE it is possible to reduce distance between workers;

- space out workstations, which may require reduction in the speed of production lines;
- limit the number of staff in a food preparation area at any one time;
- organise staff into working groups or teams to facilitate reduced interaction between groups.

Transport and delivery of food ingredients and food products

The primary focus of any additional hygiene and sanitation measures implemented by food businesses is on keeping the COVID-19 virus out of their businesses. The virus will enter business premises only when an infected person enters, or contaminated products or items are brought into the premises.

Drivers delivering to food premises should be aware of the potential risks involved in contact transmission of COVID-19. The virus can be picked up if drivers touch a contaminated surface or shake hands with an infected person with contaminated hands. Surfaces most likely contaminated with the virus include frequent touch surfaces such as steering wheels, door handles, mobile devices, etc. This is why hand hygiene, in conjunction with physical distancing, is of paramount importance and why contact surface sanitation is critical to avoid cross-contamination.

Drivers need to be aware of physical distancing when picking up deliveries and passing deliveries to customers and of the need to maintain a high degree of personal cleanliness and to wear clean protective clothing. Drivers also need to be aware of the need to ensure that all transport containers are kept clean and frequently disinfected, foods must be protected from contamination, and must be separated from other goods that may cause contamination

Open food display in retail premises

Although some consumers perceive there is a risk of COVID-19 infection resulting from open food displays, there is currently no scientific evidence suggesting that food is associated with transmission of the COVID-19 virus. It is important to maintain good hygiene practices around open food displays, such as salad bars, fresh produce displays, and bakery products.

Both customers and staff should strictly observe good personal hygiene practices at all times around open food areas.

COVID-19 and Food Safety: In order to hygienically manage open food displays and to avoid the transmission of COVID-19 through surface contact, food retailers should:

- Maintain frequent washing and sanitizing of all food contact surfaces and utensils;

- Require food service workers to frequently wash hands, and, if using gloves, these must be changed before and after preparing food;
- Require food service workers to frequently clean and sanitise counters, serving utensils and condiment containers;
- Make available hand sanitizer for consumers on their way in and out of the food premises;

What to do if you become unwell

If you have already been given specific advice from your employer about who to call if you become unwell, follow that advice.

If you develop symptoms of COVID-19, however mild, you will need to stay at home for at least 7 days. Refer to the advice on the [NHS website](#) and the [Stay at home guidance](#).

Guidance on First Aid During COVID 19 Pandemic

Who this guidance is for?

This guidance is for first responders as defined by the [Civil Contingencies Act \(2004\)](#), and others who may have close contact with individuals with potential coronavirus infection (COVID-19). This includes professionals and members of voluntary organisations who, as part of their normal roles, provide immediate assistance requiring close contact until further medical assistance arrives.

Emergency service professionals, such as NHS ambulance trust employees, will receive specific advice from their employer which aligns with this guidance.

In the current situation of sustained community transmission of COVID-19 in the UK, social distancing, the strict application of [safe working practices](#) and, where social distancing cannot be maintained, the [use of PPE](#) are recommended to reduce the risk of transmission of COVID-19.

COVID-19

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. The most important symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough, a high temperature, or a loss of, or change in, normal sense of taste or smell (anosmia). In some people, the illness may progress to severe pneumonia causing shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

COVID-19 is a new disease caused by a recently discovered virus, first identified in China. Transmission of COVID-19 is now widespread in many countries, including the UK.

How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions (droplets) containing the virus are likely to be the most important means of transmission; these are produced when an infected person coughs or sneezes.

There are 2 common routes people could become infected:

- Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- It is possible that someone may become infected by touching a person, a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as shaking hands or touching door knobs then touching own face).

Who may be suspected of having COVID-19

As there is currently sustained community transmission of COVID-19 throughout the UK, there is an increased likelihood of any individual in the community having the infection.

This guidance is for all situations where close contact (defined as being within 2 metres of an individual) is required during first responder duties.

Safe working systems

Where possible, all contact with members of the public should be carried out while maintaining [social distancing measures](#) – a distance of at least 2 metres (6 feet).

Where this is not possible, the principles for the [Hierarchy of Risk](#) should be applied, using measures such as physical barriers and alternative working practices and, as a final measure, the use of personal protective equipment (PPE) based on risk assessment, where other safe working systems alone may not be feasible or may be insufficient to mitigate the risk of transmission of COVID-19.

Hygiene measures

The best way to protect yourself and others is through rigorous cleaning, personal hygiene and regular hand hygiene. An increased frequency of cleaning and disinfection of all surfaces and equipment, using approved cleaning products and materials as well as disinfection products, is recommended.

Any first aid equipment such as icepacks, bandages or gauze must be disposed of straight away in a designated surgical waste bin.

After contact with any member of the public, clean your hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or the minimum 2 metre social distancing was maintained.

Avoid touching your mouth, eyes and nose.

There are no additional precautions to be taken in relation to cleaning your clothing or uniform other than what is usual practice.

What to do if you are required to come into close contact with someone as part of your first responder duties

Personal protective equipment (PPE)

Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron must be worn/ Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.

The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.

When using a fluid repellent surgical face mask, you should mould the metal strap of the mask over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.

Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. [Guidance on putting on and taking off PPE is available](#). Use and dispose of all PPE according to the instructions and training provided by your employer or organisation.

Cardiopulmonary resuscitation

If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment and adopt appropriate precautions for infection control.

In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).

Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.

If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.

Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the

following 14 days. Should you develop such symptoms you should follow the advice on what to do on the [NHS website](#).

Providing assistance to unwell individuals

If you need to provide assistance to an individual who is [symptomatic](#) and may have COVID-19, wherever possible, place the person in a place away from others. If there is no physically separate room, ask others who are not involved in providing assistance to stay at least 2 metres away from the individual. If barriers or screens are available, these may be used.

Cleaning the area where assistance was provided

Cleaning will depend on where assistance was provided. It should follow the advice for cleaning in [non-healthcare settings](#). Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids can be cleaned in the usual way. However, all surfaces that a symptomatic individual has come into contact with must be cleaned and disinfected.

If there has been a blood or body-fluid spill

Keep people away from the area. Use a spill-kit if available, using the PPE in the kit or PPE provided and following the instructions provided with the spill-kit. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services when they arrive.

Contacts of the person you have assisted

Advise anyone who had close contact with the individual that if they go on to develop symptoms of COVID-19 (a new continuous cough, fever or a loss of, or change in, normal sense of taste or smell), they should follow the advice on what to do on the [NHS website](#).

What to do if you become unwell

If you have already been given specific advice from your employer about who to call if you become unwell, follow that advice.

If you develop symptoms of COVID-19, however mild, you will need to stay at home for at least 7 days. Refer to the advice on the [NHS website](#) and the [Stay at home guidance](#).

Track and Trace

The role of employers

The NHS test and trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased, as far as it is deemed safe to do so. It is vital that employers play their part by:

- Making their workplaces as safe as possible
- Encouraging workers to heed any notifications to self-isolate and supporting them when in isolation

Although this may seem disruptive for businesses, it is less disruptive than an outbreak of COVID-19 in the workplace will be, and far less disruptive than periods in lockdown.

The NHS test and trace service is designed to support businesses and economic recovery by:

- Providing testing for anyone who has symptoms of coronavirus, so that if they have been tested positive, they and their household member know to continue to self-isolate.
- Helping to stop the onward spread of the virus in the workplace and wider society, so that fewer people develop coronavirus and have to self-isolate.
- Enabling the government to go further in safely easing or lifting lockdown measures, as far as it is deemed safe to do so, thereby allowing the nation to return to normal as quickly as possible.

To facilitate the NHS test and trace service, employers should encourage workers to heed any notifications to self-isolate and provide support to these individuals when in isolation.

It is important the employers continue to protect the health and safety both of their workers and of other people who may be affected by their business, for example agency workers, contractors, volunteers, customers, suppliers and other visitors. To help employers, guidance has been developed on the [5 steps for working safely](#), along with [sector-specific guidance](#).

It is important to follow this guidance to help to reduce the risk of a spread of infection in the workplace.

Employers must continue to follow health and safety workplace guidance for their sector such as:

- Making every reasonable effort to enable working from home as a first option.
- Where working from home isn't possible, identifying sensible measures to control the risks in the workplace.
- Keeping the workplace clean, maintaining safe working separation, and preventing transmission through unnecessary touching of potentially contaminated surfaces.

The measures employers put in place to maintain social distancing will depend on their individual business circumstances, including their working environment, the size of the site and the number of workers. The guidance will support employers to make an informed decision.

The NHS test and trace service does not change the existing guidance about working from home wherever possible.

Read further [in-depth guidance on making sure your workplace is safe for your workers and others affected by your business](#).

Workplace risk

COVID-19 is a new risk that must be incorporated into workplace risk assessments. Employers must therefore carry out a new COVID-19 risk assessment if they have not already done so.

The Health and Safety Executive has published [guidance to help you conduct a risk assessment](#).

Employers have a duty to consult their workers, and unions where applicable, as part of their risk assessment. Involving workers in this will help build trust and confidence that all reasonably practicable steps are being taken to reduce risks of COVID-19, so that people can return to work safely. Employers should share the risk assessment with workers and consider publishing the risk assessment on their website.

The NHS test and trace service supplements the risk mitigation measures taken by employers by identifying people who have had close recent contact with someone who has tested positive for coronavirus and advising them to self-isolate. This will reduce the risk of a rise in infections among the general population.

Supporting employers with a workplace outbreak

If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the employer manage the outbreak. Employers should seek advice from their local authority in the first instance.

Supporting workers who need to self-isolate

Employers should support workers who need to self-isolate and must not ask them to attend the workplace.

Workers will be told to isolate because they:

- Have coronavirus symptoms and are awaiting a test result
- have tested positive for coronavirus.
- Are a member of the same household as someone who has symptoms or has tested positive for coronavirus.
- Have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.

Employers should continue to communicate with workers in self-isolation and provide support. This includes allowing people to work from home if they remain well and if it is practicable to do so. This might include finding alternative work that can be completed at home during the period of self-isolation.

If people can't work from home, employers must ensure any self-isolating employee is receiving sick pay and give them the option to use their paid leave days if they prefer. Further guidance is available on what employees should do if they cannot work.

Employees in self-isolation are entitled to Statutory Sick Pay for every day they are in isolation, as long as they meet the eligibility conditions.

Information for employers on reclaiming Statutory Sick Pay.

The NHS test and trace service will provide a notification that can be used as evidence that someone has been told to self-isolate.

An employee can ask to take their paid holiday for the time they're off work, entitling them to full pay for the duration of their leave, as opposed to Statutory Sick Pay, if they choose.

Covid-19 - Homeworking policy

1. Working from home - policy and guidelines in response to COVID-19

This is an interim policy on homeworking in response to government recommendations relating to Covid-19 to enable social distancing and for employees to work from home wherever possible. It is designed to determine if staff are able to work from home safely and effectively and to set out the steps that should be taken if homeworking is embarked upon.

For staff that cannot meet the necessary requirements, discussion with line managers will determine what action will be followed, for example, use of the Special Leave Policy.

MYZ understands that the impact of Covid-19 means that:

- MYZ has been required to close its Youth Zone to staff, young people and visitors, for a period of time therefore, the only way for the charity to continue to operate, is if as many staff as practical are able to work from home.
- Once reopen MYZ will endeavour to keep the number of people physically in the building to a minimum in order to adhere to social distancing and enable those who have to come into the centre to feel safe and secure.
- Working from home where possible should be supported where possible.
- Some staff will have enhanced caring responsibilities (for example, due to school holidays or closures) that may make it more difficult to attend work.
- Staff with underlying health conditions (or those with relatives/members of their household with underlying health conditions), may wish to minimise the risk of infection and therefore prefer to work from home when possible. Staff may have to self-isolate and are therefore are not able to attend work, or work from home.

For clarity, home-based work or working from home means performance of your duties, from a home or private setting.

Ordinarily, working from home:

- Does not alter an employee's terms and conditions of employment.
- Does not attract subsidy.
- Does not normally mean that equipment will be provided by MYZ for use at home.

This is a temporary situation and we will be continually assessing it over the coming weeks and months. Line managers will review any temporary working arrangements with their teams on a regular basis.

Undertaking caring responsibilities while working from home would not normally be considered possible, therefore staff are asked to seek alternative care arrangements where practicable. However, we must recognise the exceptional situation facing MYZ. If you are required to provide care, you should discuss the

arrangements with your line manager including what the impact on your ability to work will be and/or the hours that you are able to work. It may be appropriate for you to be placed on the Governments Job Retention Scheme / Furlough on a flexible or part time basis. This should be discussed and agreed with your line manager.

If you are due to work remotely but you are unwell, you must inform your line manager using the normal sickness reporting procedure.

This policy does not apply to staff who wish to submit a request to support regular home working as part of a formal flexible working request.

2. Ability and agreement to WFH

This policy can (in principle) be applied to all employees, regardless of contract type or duration, although it is recognised that because of the nature of some roles, homeworking would not be practical. To support working from home taking place, staff will be asked to undertake a self-assessment of their homeworking provision by completing the checklist at Appendix 1 (scroll to the bottom of this document). This should be sent to your line manager.

In addition to completing the checklist, staff should agree/consider the following with their line managers:

- Contact arrangements and frequency of contact, including the hours during which they will be working if these are to be different to the normal work pattern.
- IT requirements as determined by the job (e.g. laptop, mobile phone etc), and whether you are able to use personal equipment to support home working.
- Whether equipment that will be used is in safe working order.
- Revising familiarity with the relevant health and safety policies including the need to record incidences.
- Forms, including Display Screen Equipment (DSE), are available from the Senior Operations Manager.

It is important to complete a DSE, and for you and your line manager to consider the recommendations. MYZ will not normally provide office furniture (e.g. desks and chairs) to enable homeworking. If no space is available that meets the guidance in the DSE, you should discuss your options with your line manager.

Where a member of staff, who otherwise would be able to work from home, is not able to do so because of a disability or other health condition, they should discuss with their line manager whether reasonable adjustments may be provided.

3. Communications, working hours and safety

Homeworking is a form of lone working. This means that there may be a risk of staff not having immediate access to another person for assistance or supervision if circumstances require.

To mitigate against this risk, staff that are working from home are required to:

- Keep their Outlook work diary up to date so colleagues know where and what they are doing, and if there is a proposed variation to normal working hours, agree this with their line manager and/or their teams of the hours being worked.
- TOIL will not be accrued while working from home, MYZ trust that all staff working from home will work their contracted hours.
- Agree a schedule or protocol for keeping in touch with their line manager. This would normally be on a daily basis. This action is particularly important for ensuring the health and wellbeing of staff that live alone.
- Be contactable during all working hours either through home phone/mobile phone or via zoom etc.
- Under no circumstances should young people be invited to visit a member of staff at home when remote working, nor should any member of staff provide a personal address.

4. Use of DMU or personal IT equipment and mobile devices

Staff, regardless of whether using MYZ or personal equipment, should familiarise themselves with, and adhere to the following which should be applied to personal computers and laptops. It is the responsibility of staff to:

- Treat MYZ property with due regard and care.
- Ensure personal devices feature up-to-date antivirus software and ensure operating systems and software are up-to-date and secure.
- Be conscious of other individuals within their household who may have access to their devices, and where possible, restrict such access.
- Log out of MYZ systems and not allow the device to remember passwords or write passwords down/share passwords with others.
- Be conscious that other people within their household may be able to see information on their screen/overhear phone calls and take measures to ensure confidentiality.
- Refrain from storing data on their personal device unless absolutely necessary (use of Shared Drives may help).
- Refrain from taking paper documents containing personal or otherwise confidential information home with them unless absolutely necessary. If paper documents are taken home, they must be kept secure.
- Be cautious of phishing emails and other fraudulent activity, especially in light of the current situation.
- While MYZ is appreciative of staff using their personal equipment at this time, failure to adhere to the relevant data protection and IT usage policies could result in disciplinary action if policies are wilfully disregarded.

5. Expenses and reimbursement

Internet services and utilities (e.g. water, gas and electricity) will not normally be paid for or reimbursed. Call costs will only be reimbursed in exceptional circumstances and only when the costs to be incurred have been agreed in advance with line managers. Itemised billing is required. Staff should view the Expenses Policy in advance of submitting any claim.

6. Insurance

It is the employee's responsibility to assess the personal implications of home-based work with respect to household insurance.

7. Terms and Conditions and other MYZ policies

A colleague who is remote working is still governed by the same terms and conditions of their standard contract of employment.

This document and its related documents are not intended to have any express or implied contractual commitments for staff, and its continuation or otherwise is at the absolute discretion of the university.

The Code of Conduct and all other MYZ policies, procedures and associated guidance remain in place and should be adhered to during any period of remote working.

Appendix 1: Home working Self-assessment Checklist

This form should be completed initially by the home worker and returned to the line manager. Any matters of concern should be resolved before home working commences, if at all possible.

Name:

Department:

Address of home working site:

Please tick the boxes to confirm you will or have carried out the necessary actions:

<ul style="list-style-type: none"> I am able to work from home and confirm that I have read and understood these guidelines. 	
<ul style="list-style-type: none"> I agree to complete a Display Screen Equipment self-assessment and return it to my line manager, discuss the recommendations with my line manager, and agree with them the suitability of working from home for my individual circumstances. 	
<ul style="list-style-type: none"> I will inform my line manager of changes to my home or personal circumstances, which could affect the suitability of home working for me e.g. change in caring responsibilities, becoming sick etc 	
<ul style="list-style-type: none"> If required, I will inform my landlord/mortgage provider of my intention to work at home. 	
<ul style="list-style-type: none"> If required, I will notify my insurance company of my intention to work at home and inform them of any additional equipment which has been provided by MYZ. 	
<ul style="list-style-type: none"> I agree to take reasonable steps to ensure the safety and security of MYZ equipment and data. 	
<ul style="list-style-type: none"> I am aware and understand my responsibility to notify my line manager when I am absent from work due to sickness or any other reason. 	
<ul style="list-style-type: none"> I understand that if I have an accident while working remotely, I must inform my line manager as soon as is practicable, seek appropriate medical help, and record the incident through completing an Accident Incident Report. 	

Employee signature.....Date.....

What is a risk assessment?

The HSE's definition of a risk assessment is:

"...a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm...."

A risk assessment is a vital element for health and safety management and its main objective is to determine the measures required to comply with statutory duty under the Health and Safety at Work Act 1974 and associated regulations by reducing the level of incidents/accidents.

Why do a risk assessment?

A risk assessment will protect you as workers and our business, as well as complying with law. As for when to do a risk assessment, it should simply be conducted before you or any other employees conduct some work which presents a risk of injury or ill-health.

How to do a risk assessment

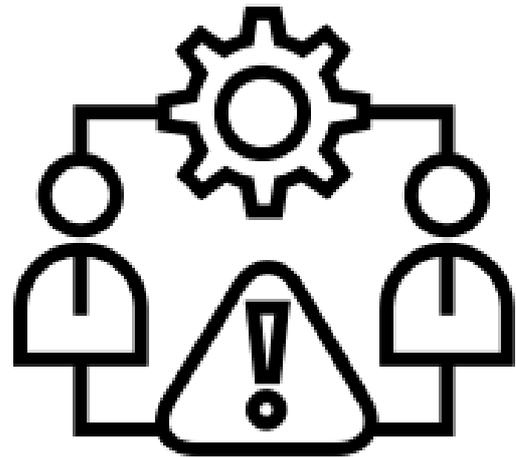
There are no fixed rules on how a risk assessment should be carried out, but there are a few general principles that should be followed. Five steps to risk assessment can be followed to ensure that your risk assessment is carried out correctly, these five steps are:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on control measures
- Record your findings and implement them
- Review your assessment and update if necessary

Step 1: Identify the hazards

In order to identify hazards, you need to understand the difference between a 'hazard' and 'risk'.

A hazard is 'something with the potential to cause harm' and **a risk** is 'the likelihood of that potential harm being realised'.



Hazards can be identified by using a number of different techniques such as walking round and looking or talking to people about hazards they have encountered

Step 2: Decide who might be harmed and how

Once you have identified a number of hazards you need to understand who might be harmed and how, such as 'members of staff, or young people'.

Step 3: Evaluate the risks and decide on control measures

After 'identifying the hazards' and 'deciding who might be harmed and how' you are then required to protect the people from harm. The hazards can either be removed completely or the risks controlled so that the injury is unlikely.

Step 4: Record your findings

Your findings should be written down it's a legal requirement where there are 5 or more employees; and by recording the findings it shows that you have identified the hazards, decided who could be harmed and how, and also shows how you plan to eliminate the risks and hazards.

Step 5: Review your assessment and update as and when necessary

You should never forget that things don't stay the same and as a result this risk assessment should be reviewed and updated when required.



RISK ASSESSMENT FOR: Manchester Youth Zone DURING COVID 19 GENERAL BUILDING	PREMISES: 931 Rochdale Road, Harpuhey, Manchester, M9 8AE	
Establishment: Manchester Youth Zone	Assessment by: Rick Bissell	Date: 1-6-20
Review Date Due : 1-9-20	Approval by:	Date:



Hazard / Risk	Risk Level			Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Control Measures Y/N/NA		RESIDUAL RISK RATING		
	H	M	L				In Place	Adequate	H	M	L
Defective flooring Slips Trips Falls	M			Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> Condition of premises regularly checked Prompt maintenance of defects Adequate external lighting during operating hours 	Y	Y	L		
							Y	Y			
							Y	Y			
Liquid spillages / Slips, Falls	M			Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> Supervision in use of liquids in premises All spillages to be dealt with immediately Wet floor signs to be used when appropriate Dry mop floors after cleaning up initial spillage Appropriate footwear worn Visitors etc to be kept away from spill area during cleaning. 	Y	Y	L		
							Y	Y			
							Y	Y			
							Y	Y			
							Y	Y			
							Y	Y			

Items stored in corridor / walkways Trips, Falls, fire risk, obstructed escape	L	Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> • Good housekeeping maintained • Regular inspection • Ensure bags and coats are not blocking corridors / walkways • Designated storage areas 	Y Y Y	Y Y Y	L
Trailing electrical cables	M	Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> • Trailing leads kept to a minimum • Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary • Use of cable covers where cables are a trip hazard • Use nearest available socket to reduce need for extension leads 	Y Y Y Y	Y Y Y Y	L
Electrical equipment & sockets Electrocution Fire Electrical burns	H	Staff Visitors Contractors	Electrical shock Burns Fire	<ul style="list-style-type: none"> • Pre-use check conducted by staff • Electrical equipment subject to regular safety inspection and test ('PAT testing') • All tested appliances to be labelled showing date tested / next test date • Fixed Installation testing completed (5yearly min) and any remedial work actioned. • Mains powered portable equipment protected by RCD to distribution board, wall socket or lead in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. • System for reporting faults and taking equipment out of service in place 	Y Y Y Y Y	Y Y Y Y Y	L

<p>Hot Surfaces</p> <p>Hot water from taps</p>	<p>M</p>	<p>Staff Visitors Contractors</p>	<p>Burns / scalds shock</p>	<ul style="list-style-type: none"> • Low surface temperature radiators where young or special needs children are present • Hot surfaces in kitchen / server protected and warning signs in place. • Thermostatic mixing valves fitted to all sinks to which young and special needs guests have access. • Temperatures monitored (53 deg c max at outlets where vulnerable users have access) 	<p>y y y y</p>	<p>y y y</p>	<p>L</p>
<p>Open or broken windows / Falls, cuts, injury</p>	<p>H</p>	<p>Staff Visitors Contractors</p>	<p>Cuts / abrasions, muscular skeletal and other physical injuries Broken bones</p> <p>Significant head / multiple injuries</p>	<ul style="list-style-type: none"> • All glazing in vulnerable areas (>250mm wide and up to waist height in internal walls / partitions and windows, up to shoulder height in doors) either filmed or safety glazing. • All such glazing to be appropriately marked / etched. • As replacement is necessary glazing to BS 6206 used 	<p>Y Y Y</p>	<p>Y Y Y</p>	<p>L</p>
<p>Finger trapping Entrapment injury</p>	<p>L</p>	<p>Staff Visitors Contractors</p>	<p>Cuts/Fractures Bruising/swelling amputation</p>	<ul style="list-style-type: none"> • Doors in vulnerable areas have finger guards fitted e.g. Sensory Room and toilet doors used by special need and young guests. Risks from doors in other locations considered. • Condition of any protective devices fitted monitored • Doors fitted with slow closing mechanisms to prevent doors slamming shut 	<p>Y Y Y</p>	<p>Y Y Y</p>	<p>L</p>

Defective furniture/ equipment Injury	M	Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Furniture and fittings must be regularly inspected and defects reported and removed. • Staff aware of arrangements for above. 	Y Y	Y Y	L
Access / egress Trips, Falls, fire risk, obstructed escape Inadequate lighting of exit routes	H	Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries Fire evacuation hindered/unsafe access/egress	<ul style="list-style-type: none"> • Adequate space, circulation routes and emergency exits. • Entrances and exits are clearly signed and well lit and kept free from obstructions. • Arrangements in place to ensure access maintained in snowy / icy conditions • All escape routes should be sufficiently lit for people to see their way out safety. • Extent of emergency lighting reviewed considering all areas of centre used outside of ambient daylight hours / without natural daylight • Ensured that all escape routes are adequately lit in event of a power failure. 	Y Y Y Y Y	Y Y Y Y	L

Fire Property damage Smoke inhalation Physical injury Burns	H	Staff Visitors Contractors	Major injury Burns Property damage	<ul style="list-style-type: none"> • Detailed Fire Risk Assessment conducted and reviewed annually • Rubbish not allowed to accumulate. • Storage areas kept tidy. • Layout allows for unrestricted movement and safe circulation. • Staff familiar with evacuation procedure, location of nearest call point and extinguisher. • Fire exits checked daily for obstruction / ease of opening. • Fire alarm tested weekly, drills conducted. • Fire exits clearly marked and fire evacuation notices posted throughout site. • Fire doors checked regularly (self closures operating, doors close freely etc.) • All visitors to have an induction of fire procedures and notices explaining policies and procedures place on the back of each door. 	Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y	L
Service cupboards / rooms Inappropriate use Fire Electric shock	H	Staff Visitors Contractors	Fire Major injury Property damage Electric shock	<ul style="list-style-type: none"> • All such areas to be locked and access restricted to authorised persons. • Appropriate signage in place. • No general storage to be kept in such areas. • Adequate lighting available. • Fire fighting equipment, detection etc in place. 	Y Y Y Y	Y Y Y Y	L

Inadequate lighting / other welfare facilities	L	Staff Visitors Contractors	Dissatisfaction / stress Fatigue Headaches Eye strain	<ul style="list-style-type: none"> • Lighting sufficient for tasks. • Supply of wholesome drinking water. • Adequate welfare facilities for staff and service users. • These are maintained in a clean state. • Hot water, soap, hand sanitiser and hand drying facilities provided. • Suitable sanitary disposal bins in place within female toilets and arrangements for sanitary waste collection in place. 	Y Y Y Y Y	Y Y Y Y Y	L
Poor Water Quality	H	Staff Visitors Contractors	Infection / disease Coliforms, legionella etc	<ul style="list-style-type: none"> • Water risk assessment conducted by competent person and water log book completed • Centre identifies seldom used outlets and flushes these weekly • Showers disinfected / descaled quarterly • Tanks / calorifier sterilisation done annually. 	Y Y Y Y	Y Y Y Y	L

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating

RESIDUAL RISK RATING	ACTION REQUIRED
HIGH (H) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
MEDIUM (M) Possibility of serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
LOW (L) Possibility of minor injury only	No further action required.

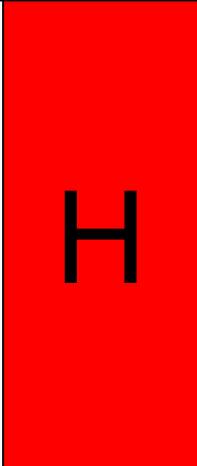
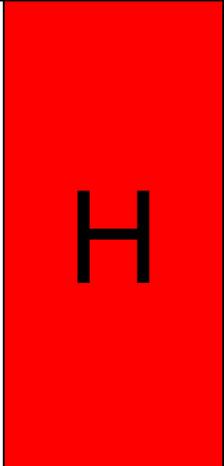
RISK ASSESSMENT FOR: Manchester Youth Zone AREAS DURING COVID 19	PREMISES: 931 Rochdale Road, Harpurhey, Manchester, M9 8AE	
Establishment: Manchester Youth Zone	Assessment by: Rick Bissell	Date: 1-6-20
Review Date Due : 1-9-20	Approval by:	Date:



Hazard / Risk	Risk Level			Who is at Risk?	How can the hazards cause harm?	NEW Control Measures	Control Measures Y/N/NA		RESIDUAL RISK RATING		
	H	M	L				In Place	Adequate	H	M	L
ENTRANCES AND EXITS	H			Staff Visitors Members Contractors	Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. General public not following guidelines and confrontations occurring. This could lead to arguments and possible violence.	<ul style="list-style-type: none"> Separate entrance and exits which are clearly marked. Floor markings to show social distancing regulation in front of the building to stop congregations of people Arrows highlighting entrance and exit routes. Staff member present to help enforce social distancing regulations. People reminded to leave the building and not stop to congregate outside. This is to be reinforced by staff and public notice signs. 	Y	Y	L		
						Y	Y				
						Y	Y				
						Y	Y				
						Y	Y				

REC AREA	H	Staff Visitors Members Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • The rec area will divided into zones to accommodate certain activities. This will be done with high visibility tape • Pathways will created using floor decal areas and barriers to help promote smooth movement around the REC. This will be supported with signage. Pool, Table tennis, Foosball tables will be covered to prevent usage. • Hand wash facilities and also hand sanitising stations will be put in place. • Area will be cleaned in-between sessions which will include door handles and surfaces. • Floor will be cleaned with clinical grade disinfectant each morning. • Usual health and safety will apply such as spillages, slips, trips and falls and faulty equipment as stated in the general building risk assessment. 	Y Y Y Y Y	Y Y Y Y Y	L
----------	---	---	--	--	---------------------------------------	---------------------------------------	---

SENSORY ROOM	H	Staff Visitors Members Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<p>Maximum occupancy of 2 people will be allowed.</p> <p>The sensory room is only to be used when no other option is available and is only to be used by those with additional needs and requirements.</p> <p>All soft furnishings are to be removed.</p> <p>Equipment to be cleaned after use with approved sanitising products.</p>	Y Y Y	Y Y Y	L
SAFE ZONE	H	Staff	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Soft furnishings are to be removed and replaced with wipable furniture • Maximum room occupancy of 3 people to help maintain social distancing. • Equipment and furniture to be cleaned after use with approved sanitising products. 	Y Y Y	Y Y Y	L

MUSIC ROOM		Members Visitors Contractors	Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. Risk of contamination of surfaces.	<ul style="list-style-type: none"> Music Room is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use 	y	y	
-------------------	--	------------------------------------	---	--	---	---	--

TOILETS AND WASH FACILITIES	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Normal rules will stay in place. Young people are to use designated toilets and all adults to use either staff toilets (if access is granted) or the gender neutral toilets situated at the end of the ground floor corridor. • Member toilets will be cleaned with the recommended surface santiser on a regular basis by a member of the cleaning team who will be working on each session. This will include all seats, door handles, taps, flushes, sinks and doors. • Hand washing will be compulsory and compliant hand wash and hand sanitiser will be provided. • Staff toilets are to be cleaned before and after each use by the staff member will the cleaning products supplied due to members of the cleaning team being unavailable. • Notices will be put in place to remind everyone of expectations around cleanliness. • All toilets will be deep cleaned each day with hospital grade disinfectant that has been government approved. • Certain sinks and Urinals will be isolate and taped off to help promote social distancing. 	Y Y Y	Y Y Y	L
------------------------------------	----------	---	--	---	---------------------	---------------------	----------

GYM	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> The Gym is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use 	Y	Y	H
BOXING SUITE	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> The Boxing Suite is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use. 	Y	Y	H

DANCE STUDIO	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Soft furnishings are to be removed or covered if unable to remove. • Occupancy level of a maximum of 16 people must be followed • Equipment and surfaces to be cleaned after use with approved sanitising products. 	Y Y Y	Y Y Y	L
SPORTS HALL	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Occupancy level of a maximum of 12 people must be followed • Equipment and surfaces to be cleaned after use with approved sanitising products. 			L

MEETING ROOMS	H	Members Staff Visitors	Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. Risk of contamination of surfaces.	<ul style="list-style-type: none"> • Soft furnishings are to be removed or covered if unable to remove. • Occupancy level of a maximum of 6 people must be followed. • Room occupancy signs to be placed on meeting room doors to highlight maximum capacity. • Equipment and surfaces to be cleaned after use with approved sanitising products. 	Y Y Y	Y Y Y	L
CORRIDORS	H	Members Staff Visitors Contractors	Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. Risk of contamination of surfaces.	<ul style="list-style-type: none"> • Corridors are to marked off with floor tape or barriers to create pathways. • Floor arrows will direct direction of travel. • No loitering be allowed on corridors • Regularly cleaned high risk points such as door handles and push plates with authorised surface sanitising product. 	Y Y Y Y	Y Y Y Y	L

3G PITCH	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • The 3G Pitch will be used for various activities. Each activity is to be risk assessed and protocols followed. • Maximum number of 12 people will be allowed at any one time on the 3G pitch. • Hand sanitiser station is to be place upon the exit of the pitch 	Y	Y	H
BIKE WORKSHOP	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Occupancy level of a maximum of 6 people must be followed • Equipment and surfaces to be cleaned after use with approved sanitising products. • Air conditioning not to be used. • Whenever possible then garage doors should be open to help aid the free flow of fresh air 			

OFFICE	H	Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Occupancy levels will be put in place to reduce the number of people working at any one time. • Side by side working will be encouraged with each person sitting at least 2 meters way from each other. • Screens are already in place for staff members working opposite each other. Where screens are not in place then work stations will be realigned to fit social distancing rules. • No hot desking will be allowed. • Sharing of pens and other equipment will not be permitted. • Clear desk policy will be implemented to allow ease of cleaning. • Members of staff will be responsible for cleaning their own work area when working. • A pigeon hole system will be put in place to avoid staff members visiting each other's desks. If a meeting is needed then it should take place in the designated meeting areas. • Printing is to be kept to a minimum and the printer buttons are to be cleaned once used. • The use of air conditioning units is to be restricted and filters cleaned on a regular basis. Air handling units will be reconfigured to allow for better air circulation. 	Y Y	Y Y	L
--------	---	----------------------------------	--	--	------------	------------	---

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
<p>Normal area/room risk assessments will still apply. Copies of these can be requested.</p> <p>Risk assessments will be done on each day to coincide with activities taking place, visitors or events.</p> <p>Government guidelines will be monitored and reasonable adjustments made when necessary. If it is felt that changes would still pose a risk then changes will not be made</p>	<p>H&S Manager</p>	<p>On The Day</p>	<p>On The Day</p>	L

RESIDUAL RISK RATING	ACTION REQUIRED
HIGH (H) Strong likelihood of fatality/cross contamination Infection occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
MEDIUM (M) Possibility of fatality/cross contamination Infection occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team, Government guidance.
LOW (L) Possibility of fatality/cross contamination Infection occurring	No further action required but constant monitoring is required.

RISK ASSESSMENT FOR: Manchester Youth Zone AREAS DURING COVID 19	PREMISES: 931 Rochdale Road, Harpurhey, Manchester, M9 8AE	
Establishment: Manchester Youth Zone	Assessment by: Rick Bissell	Date: 1-6-20
Review Date Due : 1-9-20	Approval by:	Date:



Hazard / Risk	Risk Level			Who is at Risk?	How can the hazards cause harm?	NEW Control Measures	Control Measures Y/N/NA		RESIDUAL RISK RATING		
	H	M	L				In Place	Adequate	H	M	L
ENTRANCES AND EXITS	H			Staff Visitors Members Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>General public not following guidelines and confrontations occurring. This could lead to arguments and possible violence.</p>	<ul style="list-style-type: none"> • Separate entrance and exits which are clearly marked. • Floor markings to show social distancing regulation in front of the building to stop congregations of people • Arrows highlighting entrance and exit routes. • Staff member present to help enforce social distancing regulations. • People reminded to leave the building and not stop to congregate outside. This is to be reinforced by staff and public notice signs. 	Y	Y	L		
						Y	Y				
						Y	Y				
						Y	Y				
						Y	Y				

REC AREA	H	Staff Visitors Members Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • The rec area will be divided into zones to accommodate certain activities. This will be done with high visibility tape • Pathways will be created using floor decal areas and barriers to help promote smooth movement around the REC. This will be supported with signage. Pool, Table tennis, Foosball tables will be covered to prevent usage. • Hand wash facilities and also hand sanitising stations will be put in place. • Area will be cleaned in-between sessions which will include door handles and surfaces. • Floor will be cleaned with clinical grade disinfectant each morning. • Usual health and safety will apply such as spillages, slips, trips and falls and faulty equipment as stated in the general building risk assessment. 	Y Y Y Y Y	Y Y Y Y Y	L
----------	---	---	--	--	---------------------------------------	---------------------------------------	---

SENSORY ROOM	H	Staff Visitors Members Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<p>Maximum occupancy of 2 people will be allowed.</p> <p>The sensory room is only to be used when no other option is available and is only to be used by those with additional needs and requirements.</p> <p>All soft furnishings are to be removed.</p> <p>Equipment to be cleaned after use with approved sanitising products.</p>	Y Y Y	Y Y Y	L
SAFE ZONE	H	Staff	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Soft furnishings are to be removed and replaced with wipable furniture • Maximum room occupancy of 3 people to help maintain social distancing. • Equipment and furniture to be cleaned after use with approved sanitising products. 	Y Y Y	Y Y Y	L

MUSIC ROOM	H	Members Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Music Room is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use 	y	y	H
-------------------	----------	------------------------------------	--	--	---	---	----------

TOILETS AND WASH FACILITIES	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Normal rules will stay in place. Young people are to use designated toilets and all adults to use either staff toilets (if access is granted) or the gender neutral toilets situated at the end of the ground floor corridor. • Member toilets will be cleaned with the recommended surface santiser on a regular basis by a member of the cleaning team who will be working on each session. This will include all seats, door handles, taps, flushes, sinks and doors. • Hand washing will be compulsory and compliant hand wash and hand sanitiser will be provided. • Staff toilets are to be cleaned before and after each use by the staff member will the cleaning products supplied due to members of the cleaning team being unavailable. • Notices will be put in place to remind everyone of expectations around cleanliness. • All toilets will be deep cleaned each day with hospital grade disinfectant that has been government approved. 	Y Y Y	Y Y Y	L
------------------------------------	----------	---	--	---	---------------------	---------------------	----------

GYM	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> The Gym is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use 	Y	Y	H
BOXING SUITE	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> The Boxing Suite is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use 	Y	Y	H

DANCE STUDIO	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Soft furnishings are to be removed or covered if unable to remove. • Occupancy level of a maximum of 16 people must be followed • Equipment and surfaces to be cleaned after use with approved sanitising products. 	Y Y Y	Y Y Y	L
SPORTS HALL	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Occupancy level of a maximum of 30 people must be followed • Equipment and surfaces to be cleaned after use with approved sanitising products. 			L

MEETING ROOMS	H	Members Staff Visitors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Soft furnishings are to be removed or covered if unable to remove. • Occupancy level of a maximum of 6 people must be followed • Equipment and surfaces to be cleaned after use with approved sanitising products. 	Y Y Y	Y Y Y	L
CORRIDORS	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Corridors are to marked off with floor tape or barriers to create pathways. • Floor arrows will direct direction of travel. • No loitering be allowed on corridors • Regularly cleaned high risk points such as door handles and push plates with authorised surface sanitising product. 	Y Y Y Y	Y Y Y Y	L

3G PITCH	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	The 3G Pitch is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use	Y	Y	H
BIKE WORKSHOP	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Occupancy level of a maximum of 6 people must be followed • Equipment and surfaces to be cleaned after use with approved sanitising products. • Air conditioning not to be used. • Whenever possible then garage doors should be open to help aid the free flow of fresh air 			

OFFICE	H	Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Occupancy levels will be put in place to reduce the number of people working at any one time. • Side by side working will be encouraged with each person sitting at least 2 meters way from each other. • Screens are already in place for staff members working opposite each other. Where screens are not in place then work stations will be realigned to fit social distancing rules. • No hot desking will be allowed. • Sharing of pens and other equipment will not be permitted. • Clear desk policy will be implemented to allow ease of cleaning. • Members of staff will be responsible for cleaning their own work area when working. • A pigeon hole system will be put in place to avoid staff members visiting each other's desks. If a meeting is needed then it should take place in the designated meeting areas. • Printing is to be kept to a minimum and the printer buttons are to be cleaned once used. • The use of air conditioning units is to be restricted and filters cleaned on a regular basis. Air handling units will be reconfigured to allow for better air circulation. 	Y Y	Y Y	L
--------	---	----------------------------------	--	--	------------	------------	---

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
<p>Normal area/room risk assessments will still apply. Copies of these can be requested.</p> <p>Risk assessments will be done on each day to coincide with activities taking place, visitors or events.</p> <p>Government guidelines will be monitored and reasonable adjustments made when necessary. If it is felt that changes would still pose a risk then changes will not be made</p>	<p>H&S Manager</p>	<p>On The Day</p>	<p>On The Day</p>	L

RESIDUAL RISK RATING	ACTION REQUIRED
HIGH (H) Strong likelihood of fatality/cross contamination Infection occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
MEDIUM (M) Possibility of fatality/cross contamination Infection occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team, Government guidance.
LOW (L) Possibility of fatality/cross contamination Infection occurring	No further action required but constant monitoring is required.