

COVID-19 RISK ASSESSMENT

Site Address

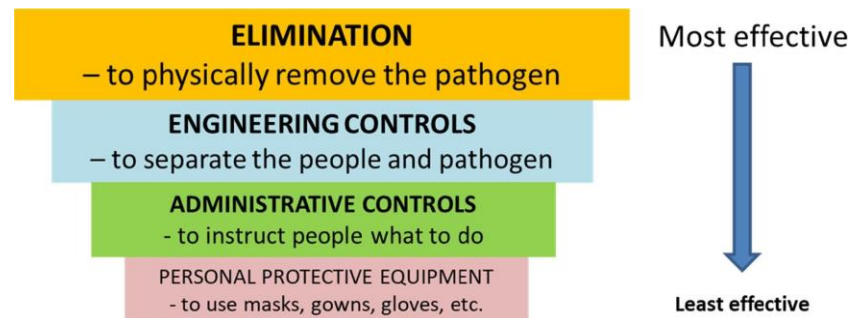
The Fish Tank, Cumbie Way, Aycliffe Business Park, Newton Aycliffe, DL5 6YA

Scope of Document

This risk assessment identifies controls to minimise the hazard of COVID-19 spread.

COVID-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. It is transmitted from small droplets that are created when infected persons sneeze or cough. These can be directly transmitted to another person or a surface and then transferred if a person touches their eyes, mouth or nose. According to Government guidance, the predominant modes of transmission are assumed to be droplet and contact.

For the risk assessment we will follow the accepted hazard control process where we first eliminate the hazard, if not possible we'll substitute the process to reduce the risk, then look at measures to control the risk and protect the persons at risk. The risk assessment will be reviewed if the nature of the operation changes or if government COVID-19 advice changes.



Document Revision

Original Creation Date: 24th June 2020
Created by: Paul Gordon

Last Review and Update: 20th July 2020
Review and Update By: Paul Gordon



Area	Persons at Risk & how	Hazard	Current Controls	Further Controls Required	Risk Level	Target action date & by whom
General	All customers or visitors including adults and children, all staff members, delivery personnel entering the building, tradesmen entering the building, all at risk due to potential transmission of COVID-19.	Risk of potential spread of COVID-19.	Social distancing is encouraged. A distance of 2m should be maintained where possible. Masks are not obligatory but their use will be encouraged. Masks are provided for staff to be worn where a distance of 2m can not be maintained or when preparing and handling food.	-	A3	-
General Cleaning and disinfection	All customers or visitors including adults and children, all staff members, delivery personnel entering the building, tradesmen entering the building, all at risk due to potential transmission of COVID-19.	Risk of potential spread of COVID-19 via touchpoints throughout the building.	Cleaning regime already in place to ensure highest level of cleanliness for our customers.	Touch points, i.e. door handles, fridge / freezer handles, keypads, till point all disinfected regularly throughout the day. Ensure disinfectant used is effective against viruses such as COVID-19 and staff observe ensure the required contact time.	A3	Director to ensure adequate staff training provided before opening on the 1 st August.

COVID in the workplace	Staff and Employees	Displaying COVID-19 Symptoms whilst at work.	All employees that have been exposed to a symptomatic person must self-isolate for 14 days or take an appropriate COVID-19 test to establish if they are infected. All employees who test positive must self-isolate and follow the sickness procedure.	All employees must complete a return to work form after self-isolation or completion of a negative COVID-19 test. All employees must understand the symptoms of COVID-19 and the action they must take if they are in contact with anyone that has the symptoms.	A3	Director to ensure back to work forms are prepared and available.
Entrance Lobby	All customers or visitors including adults and children, all staff members, delivery personnel entering the building, tradesmen entering the building, all at risk due to potential transmission of COVID-19.	Increased risk of transmission due to confined area. Increased risk of transmission due to touch points on entrance doors.	Automatic entrance doors negating the need for physical contact when entering the building. Automatic hand sanitiser dispenser dispensing COVEX 70% alcohol gel installed at main entrance. No seating so people only passing through. Air curtain installed at inner lobby entrance to increase air flow. All activities are pre-booked with defined start times to avoid lots of people arriving at once.	Manual inner lobby doors to be kept open during opening hours to increase air circulation and avoid touch point when opening doors.	A3	All staff to be informed of open door policy before opening to public
Coffee Shop	All customers or visitors including adults and children, all staff members, delivery personnel entering the coffee shop, tradesmen entering the coffee shop, all at risk due to potential transmission of COVID-19.	Possible congestion during busy periods. Increased risk of transmission due to it being a communal area.	All activities are pre-booked with defined start times to control customer levels in the coffee shop. Seating has been rearranged to aid with social distancing minimising face to face interactions and tables can be reserved if pre-ordering food. Enhanced cleaning regime implemented to include all possible touch points. Soft play area has been removed to avoid transmission between users. Role play area removed to avoid transmission between users. Fresh Air circulation units were installed during the build (they are the circular vents, lagged ones are fresh air in, plain steel ones are extraction).	Pre-booking facility to go live via web shop for ordering of food minimising waiting times at the counter.	A3	Director to ensure pre-ordering of food is live before public opening on 1 st August.

			<p>Air conditioning is supplied with fresh air from external units to the East side of the building.</p> <p>Coffee Shop menu has been reduced to minimise handling of food.</p> <p>Contactless payment is encouraged, cash will be accepted. Staff are provided disposable gloves to take physical cash.</p>			
Toilets	All customers or visitors including adults and children and all staff members, all at risk due to potential transmission of COVID-19.	Increased risk of transmission due to confined area. Increased risk of transmission due to touch points on toilet flush and entrance doors.	<p>Automatic hand sanitiser dispenser dispensing COVEX 70% alcohol gel installed by toilet sign.</p> <p>Hand wash and hot water provided at hand wash basins.</p> <p>Hand dryers incorporating UV sanitisation and HEPA filters have been installed in each washroom.</p> <p>Air fresheners free from harmful chemicals and including Odorax™ which is designed to organically eliminate malodours at the molecular level and improve indoor air quality (IAQ) have been installed to improve air quality in the washrooms.</p>	Increased cleaning schedule to include regular disinfection of all touchpoints.	A3	Director to ensure adequate staff training provided before opening on the 1 st August.
Office	Staff members entering or working in the office at risk due to potential transmission of COVID-19.	Regular touchpoints. Staff talking to each other.	<p>Office working has been suspended.</p> <p>Telephone and laptop have been installed in the coffee shop servery area so staff don't need to enter the office as often.</p> <p>Automatic hand sanitiser dispenser dispensing COVEX 70% alcohol gel installed on the way to the office.</p>	Desk layout to be changed to promote social distancing.	A3	Director to arrange for office layout to be altered before office working returns.
Activity Rooms	All customers or visitors including adults and children and all staff members entering the activity rooms, all at risk due to potential transmission of COVID-19.	Increased transmission risk due to aerobic activities.	<p>Activities temporarily suspended.</p> <p>When activities do start back up they will be limited to one social bubble to avoid transmission between different groups.</p> <p>Automatic hand sanitiser dispenser dispensing COVEX 70% alcohol gel installed by entrance doors.</p> <p>Fresh Air circulation units were installed during the build (they are the smaller square vents in the ceiling).</p>	-	A3	-

			<p>Air conditioning is supplied with fresh air from external units to the East side of the building.</p> <p>Masks are provided free of charge if users want to wear them.</p>			
Changing Rooms	All customers or visitors including adults and children and all staff members, all at risk due to potential transmission of COVID-19.	<p>Possible congestion during busy periods.</p> <p>Increased risk of transmission due to it being a communal area.</p> <p>Multiple touch points e.g. changing benches, cubicle doors, changing tables, pool hall entry doors.</p>	<p>Automatic hand sanitiser dispenser dispensing COVEX 70% alcohol gel installed by entrance door. All users will be encouraged to use this to minimise contamination from touch points.</p> <p>Customers are encouraged to come 'beach ready' to minimise touch points within the changing rooms.</p> <p>We've introduced and enhanced cleaning schedule including regular disinfection of any touch points between swim sessions.</p> <p>One way system introduced with one door into the pool hall and one door for exiting the pool hall.</p> <p>We are running our pool at the recommended chlorine levels to kill COVID-19 so swimmers exiting the pool will be free of contaminants, vastly reducing the risk of transmission through touch points after swimming.</p> <p>Aeramax III Air purification units are installed above both the entry and exit doors to the pool hall. These HEPA filtration units clean the air removing 99.9% of harmful germs, allergens and particulates as small as 0.3 microns safely and easily.</p>	-	A3	Director to ensure adequate staff training is given in time for opening on 1 st August.
Pool Hall and Pool	All swimmers, swimming teachers and poolside staff at risk due to potential transmission of COVID-19.	<p>Increased risk due to potential aerobic activities in the pool.</p> <p>Possible transmission touch point with any shared pool equipment.</p>	<p>All pool sessions are strictly pre-bookable only to control numbers in the water and provide a record of attendees.</p> <p>Number of adult bathers in adult only sessions limited to 8.</p> <p>Number of Families restricted to 5 during family sessions.</p> <p>Number of Parent / Child pairs restricted to 10 during all sessions.</p> <p>Guidance states a minimum of 3m² per bather. We're allowing 6m² per Parent & Child, or 12m² per family.</p> <p>Good social distancing practise will be encouraged in the pool and monitored by poolside staff.</p>	-	A3	Director to ensure adequate staff training is given before public opening on 1 st August.

			<p>Poolside staff present at poolside during every session.</p> <p>Designated North pool ladders for entry, south pool ladders for exit. Swimmers go straight to changing rooms after swimming.</p> <p>Spectators will not be allowed on poolside.</p> <p>Humidity is maintained at a relatively high level within the pool hall to minimise airborne transmission.</p> <p>The air handling unit in the plant room draws fresh air in through large vents in the side of the building. This air is then heated via a heat exchanger and used to maintain the temperature of the pool hall. The air temperature of the pool hall is maintained at 32°C. These are known as fresh air handling units and maintain the cleanest environment within the pool hall.</p> <p>With adequately disinfected pool water, the main risk from Covid-19 is through airborne respiratory transmission from a person carrying this virus to others within a critical vicinity – not from waterborne transmission. The available evidence shows that the physical effect of the pool water and an appropriate relationship between free chlorine and pH value should inactivate the virus within 15-30 seconds. The dilution of virus in the pool water volume will also reduce the risk of exposure and transmission.</p> <p>It is also important to remove any contaminated water from the pool as soon as possible, through the pool hydraulics and circulation system. This is more readily achieved in a deck-level pool with 80-100% surface water removal. Pools that use circulation systems utilising scum channels or skimmers will not achieve the same contamination removal rate. We built our pool to be the cleanest environment possible for babies to swim in, therefore our deck level design is well equipped to mitigate the risk from COVID-19.</p> <p>Covid-19 is an enveloped virus that is likely to be more sensitive to chlorination than, for example, non-enveloped viruses such as adenovirus (World Health Organization,</p>			
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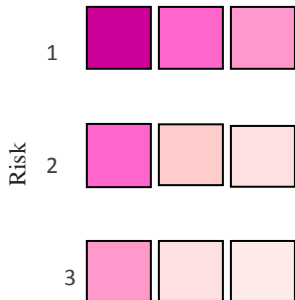
			<p>2020: https://www.who.int/publications/i/item/water-sanitation-hygiene-and-waste-management-for-the-covid-19-virus-interim-guidance).</p> <p>Our chlorine levels and pH levels are maintained by our automatic dosing system and have been adjusted according to the latest PWTAG guidance.</p> <p>All participants in the water – chlorinated pool water kills COVID-19 so with everyone being level and not elevated on poolside, spread of infection via talking is reduced.</p> <p>Staff to avoid talking to swimmers from poolside wherever possible.</p> <p>Swimmers encouraged to keep 2m distance from other families.</p> <p>Pool equipment, toys and swimming aids must not be shared and are to be changed every hour or after every session. Equipment not in use will be submersed in chlorinated water for minimum of 1 hour to sterilise.</p>			
Plant Room			<p>Limited to one authorised person at a time.</p> <p>Full PPE to be used.</p> <p>The room is ventilated via louvres in the external doors and walls providing fresh air all the time.</p>	-	A3	-
Chemical Stores			<p>Limited to one authorised person at a time.</p> <p>Full PPE to be used.</p> <p>Working time in chemical store is minimal and strictly limited to 10 minutes.</p>	-	A3	-

Note: Assessed risk levels are based on the CIEH risk-rating chart indicated below









Hazard

A B C



A – death, major injury, major damage or loss to property or equipment
 B – injury lasting over three days
 C – minor injury, minor damage to property or equipment
 1 – extremely likely to occur
 2 – frequent, often or likely to occur
 3 – slight chance of occurring

-  A1 Unacceptable – must receive immediate attention to remove or reduce risk or stop activity
-  A2/B1 Urgent – must receive attention as soon as possible to remove/reduce hazard or risk
-  A3/C1 Must receive attention to remove/reduce hazard or risk
-  B2 Should receive attention to remove/ reduce hazard or risk
-  B3/C2 Low priority – remove/reduce hazard or risk after other priorities
-  C3 Very low priority – remove/reduce hazard or risk after other priorities