

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This Risk Assessment is for dealing with the current Covid-19 situation in the workplace in preventing the spread of the virus. To keep up to date with government guidelines in this fast changing situation visit <https://www.hse.gov.uk/news/coronavirus-covid>

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| Venue: Foundation of Light Beacon of Light Stadium Park Sunderland SR5 1SU | People/Activity/Event: Staff Participants General Public Contractors Tenants | Activity overview: PHASE ONE COMMENCING 1ST JUNE 2020 PHASE TWO COMMENCING 27 TH JUNE 2020 | Department/Project: All departments and areas within the Beacon of Light and Foundation of Light operation. |
| Likelihood | Severity | To calculate the risk multiply the LIKELIHOOD X SEVERITY (L X S) L = Likelihood, S = Severity, R = Risk Rating | |
| Rating 1 = Very Unlikely | Rating 1 = Insignificant | Risk Rating definition:- 25 - 17 Unacceptable 16 - 10 Tolerable 09 - 05 Adequate 04 - 01 Acceptable Persons who should be risk assessed: Employees, Visitors, Contractors, Service Users, Participants, Public, Customers, Young People etc. | |
| Rating 2 = Unlikely | Rating 2 = Minor | | |
| Rating 3 = Fairly Likely | Rating 3 = Moderate | | |
| Rating 4 = Likely | Rating 4 = Major | | |
| Rating 5 = Very Likely | Rating 5 = Catastrophic | | |

You must ensure that all SIGNIFICANT risks are considered in the table below and rated using the L x S guidelines above.

| Hazard? Who? | How could harm occur and likely consequences? | Existing Control Measures | Risk Assessment | | | New / Additional Control measures required | Risk Assessment | | |
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| | | | L | S | R | | L | S | R |
| <p>Spread of the COVID 19 VIRUS</p> <p>Staff Visitors to your premises Participants Learners Cleaners Contractors Drivers Delivery personnel Post Man Milk Man Vulnerable groups Elderly, Pregnant workers Those with existing underlying health conditions Anyone else who physically comes in contact in relation to business activities</p> | <p>Symptoms Coughing, Sore throat, aches, headache, flu like symptoms, Temperature, loss of taste or smell, respiratory problems – severe cases hospitalisation possible death</p> | <p>Social Distancing Social Distancing - Reducing the number of persons in any work area/building to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Split teams with alternate days working from home to avoid contact at any one given time.</p> <p>Facility bookings, Courses and Sessions to include staggered starting and finishing times</p> <p>Follow floor signage including entry to building communal areas and toilets</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> | 4 | 5 | 20 | <p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Regular announcements to remind staff, visitors, participants and learners of social distancing in place and to wash their hands regularly. Management checks to ensure this is adhered to.</p> <p>Specific signage, queuing guidance, cordoned off restricted areas, distances markers and directional signage in place to manage social distancing.</p> <p>Office working to be restricted to home working where practical or alternately 2 metre distance between staff maximum of 3 staff members to each row of desks.</p> <p>Use of digital storage rather than printed paper</p> | 3 | 5 | 15 |

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| | | <p>Ensuring enough rest breaks for staff/participants and students.</p> <p>Social distancing also to be adhered to in kitchen area for access to water and tea/coffee facilities</p> <p>Participants and learners to be instructed on arrival of procedure in place. Reminder that social distancing is in place within the Beacon/Outreach/external facility</p> <p>Arrival to facility for bookings/courses or sessions must be at the agreed times only as there are no waiting areas.</p> <p>It is important should any person display the symptoms of COVID 19 that they do not enter the Beacon of Light or take part in any Foundation of Light activity. It is recommended that they follow current isolation guidelines</p> | | | | <p>format to avoid contact near printer. Waiting area cordoned off.</p> <p>Lifts to be managed and only 2 persons allowed in lift at one time. Controls to be cleaned at regular intervals during day, hand sanitiser in each lift. Cleaning recorded on record sheets kept at reception</p> <p>One-way directional signage in place from Beacon entrance throughout building.</p> <p>Reception to manage entry into building via door controls. Maximum numbers monitored to suit activity or booking. Only visitors with prior appointments or bookings will be allowed on site. Strictly no spectators. Arrival at appointed time only no waiting areas within facility</p> <p>Facility Kitchen only accessible for provision of hot and cold water. use of fridge or microwave</p> | | | |
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| | | <p>Hand and Washing Hand washing facilities with soap and water in place. Stringent hand washing to take place. In line with hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Dry hands thorough after washing https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</p> <p>Hand sanitiser stations available throughout the building.</p> <p>Cleaning stations at: -</p> | 4 | 5 | 20 | <p>allowed and must be cleaned after each use.. Kitchens to operate one way in and one way out system - one person allowed in kitchen at a time – no seating in kitchen</p> <p>Staff to ensure desks, playing surfaces and equipment are cleaned regularly with cleaning materials provided and recorded on cleaning sheet. Reminders for all staff and visitors not to touch face and eyes.</p> <p>Employees/visitors to be reminded on a regular basis to wash their hands for 20 seconds with soap and water the importance of proper drying. Hand sanitiser to be used when entering the Beacon or the start of course/session and when leaving building or end of course/session</p> <p>Catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and avoid touching face, eyes, nose or mouth with</p> | 3 | 5 | 15 |
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| | | <p>Reception and throughout level 1, Office, 1 per classroom and 1 per WOW rooms. Entrance to sports hall L0 x 3 and barn viewing gallery and coffee area L4</p> <p>Staff and visitors reminded of regular hand washing particularly after blowing nose, sneezing or coughing. Dispose of tissue into bin then immediately wash hands for 20 seconds.</p> | | | | <p>unclean hands. Tissues will be made available throughout the facility. Wash hand thoroughly for 20 seconds.</p> <p>Staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>To help reduce the spread of coronavirus (COVID-19) follow public health advice</p> <p>Posters, leaflets and other materials are on display to provide guidance and support social distancing.</p> | | | |
| <p>Spread of the COVID 19 VIRUS</p> <p>Staff Visitors to your premises Participants Learners Cleaners Contractors Drivers Delivery personnel Post Man Milk Man</p> | <p>Symptoms Coughing, Sore throat, aches, headache, flu like symptoms, Temperature, loss of taste or smell, respiratory problems – severe cases hospitalisation possible death</p> | <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, window handles, light switches, railing, reception area, Sports equipment, teaching and learning aids, computer equipment, telephones, including thorough cleaning of toilets facilities using appropriate cleaning products and methods.</p> <p>Rubbish to be disposed of daily and safely.</p> | 4 | 5 | 20 | <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Cleaning table next to reception: - cleaning spray, blue roll, hand sanitiser, paper tissues, gloves, rubbish bags. Review deep fogging clean throughout building. Cleaning stations in each classroom and WOW zones. Complete Cleaning Record every time area is cleaned</p> | 3 | 5 | 15 |

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| <p>Vulnerable groups Elderly, Pregnant workers Those with existing underlying health conditions Anyone else who physically comes in contact in relation to business activities</p> | | | | | | | | | |
| | <p>Symptoms Coughing, Sore throat, aches, headache, flu like symptoms, Temperature, loss of taste or smell, respiratory problems – severe cases hospitalisation possible death</p> | <p><u>Wearing of Masks</u> Following Government guidelines, the wearing of face covering in retail spaces is recommended from 25.7.20.</p> | 4 | 5 | 20 | <p>Staff and visitors may wear face covering (to reduce the spread of the Coronavirus) if you have one and feel more comfortable to do so.</p> | 3 | 5 | 15 |
| <p>Spread of the COVID 19 VIRUS</p> | | <p><u>Wearing of Gloves</u></p> | | | | | | | |

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| Staff Visitors to your premises Participants Learners Cleaners Contractors Drivers Delivery personnel Post Man Milk Man Vulnerable groups Elderly, Pregnant workers Those with existing underlying health conditions Anyone else who physically comes in contact in relation to business activities | <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of gloves safely.</p> | 3 | 5 | 15 | <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Staff gloves are available from Reception or Foundation office.</p> | | | |
| | <p>PPE & HS equipment</p> <p>In all settings individuals are asked to observe 2 metre social distancing measures and practice good hand hygiene behaviours. If staff feel more comfortable wearing masks and gloves, they are free to do so.</p> <p>Visitors, Participants and students are free to wear their own PPE if they feel more comfortable doing so.</p> | 3 | 5 | 15 | <p>Staff Disposable Gloves and Masks are available in Reception and main office. Reception screens installed to protect receptionists and visitors. Reception waiting area clearly marked with holding area marked on floor. One-way system in operations throughout building.</p> | | | |
| | <p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the Beacon they will be sent home and advised to follow the stay at home guidance. No visitors to enter building if they are showing symptoms of COVID 19 or feel unwell. If advised that any visitor to the Beacon has developed Covid-19 symptoms their details will be passed onto the Public Health Department for Trace & Trace purposes.</p> | 3 | 5 | 15 | <p>All delivery drivers/postmen etc., to report to main reception, deliveries to be left at far end of reception desk. Staff to wear gloves to handle any boxes or post.</p> | | | |

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| | | <p>Deliveries - Drivers All Beacon deliveries are to be received at Beacon reception following the signing in process and social distancing policies.</p> <p>Persons should not share vehicles or use of Foundation minibus where 2 metre distancing cannot be achieved or maintained.</p> <p>Beacon of Light Classroom and WOW usage</p> <p>Social distancing to be maintained maximum number of 8 people allowed in classrooms including teachers Regular cleaning of all teaching/learning items/IT equipment/desks/door & window handles</p> | 3 | 5 | 15 | <p>Regular communication of mental health information and open-door policy for those who need additional support or signpost to appropriate agencies or professional groups</p> <p>Participant numbers to be adjusted to meet 2m distancing. Sessions to be staggered to accommodate social distancing maximum of 8 adults per classroom including tutor. If it is not possible to maintain social distancing stop activity or lesson. Cleaning stations in each room for regular cleaning by staff.</p> | | | |
| <p>2. General injuries or Medical conditions Staff Young People Volunteers Spectators</p> | <p>Sprains, strains, broken bones, abrasions, cuts, concussion, choking, fractures, asthma attack, dizziness, fainting, heart</p> | <p>First Aid Staff First Aider to wear face visor whilst tending to injured/sick person.</p> <p>First Aider to assess injury or medical condition to establish if it is safe to proceed with First Aid. If condition is not life threatening advise to attend</p> | 2 | 4 | 8 | <p>First Aid trained staff Staff trained in the use of Defibrillators</p> <p>In an emergency call 111 or 999 for professional assistance</p> | | | |

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| <p>Disabled participants General Public Contractors</p> <p>Expectant mothers</p> | <p>attack, dehydrations, stress and anxiety.</p> | <p>medical centre of hospital for treatment. In any other emergency case call professional help.</p> <p>Defibrillators located on Level 1 reception & Beacon School</p> | | | | <p>First Aid room on Level 0 identified as a Rest room in case of illness. Accessible toilet and shower available with easy access to L0 exit door should ambulance service be required. Social distancing to be maintained in First Aid Room where practicable All Beacon staff attending to wear visa</p> | | | |
| <p>3. Fire and Building Evacuation Staff Young People Volunteers Spectators Disabled Participants General Public Patients Expectant mothers</p> | <p>Burns, sprains, strains, broken bones, abrasions, cuts, concussion, choking, fractures, asthma attack, dizziness, fainting, heart attack, dehydrations, stress and anxiety possible death</p> | <p>Fire Fire Warden numbers to be adjusted to accommodate Beacon specific activities staff members to be identified to act in case of an emergency.</p> <p>Evacuation - Assembly points for Beacon of Light - Main Stadium Yellow Car Park to allow 2m social Distancing if normal area to bike storage is not adequate.</p> <p>All Foundation facilities to identify alternative Assembly points</p> | 2 | 4 | 8 | <p>Should a fire be sited raise the alarm and call 999 immediately, evacuate the building and make way to the designated assembly point adjacent to Bike storage front of building adhering to 2-meter distancing where possible. Number depending Assembly would change to the SAFC yellow car park. Alarm maintained on weekly basis and annual service from installer completed May 2020</p> | | | |

HAZARD IDENTIFICATION PROMPT: (Note – specific hazards not listed should be added, please inform HR for inclusion in master template).

| Venue | Chemical/COSHH | Environmental | Ergonomic | Access | Individual |
|--------------------------|----------------|------------------|---------------|--------------------------|-----------------|
| Access | Storage | Noise | Handling | Entrances | Unsafe behavior |
| Heights | Handling | Lighting | Lifting | Exit | New starters |
| Layout and Storage | Disposal | Ventilation | Work Position | Vehicles | Lone worker |
| Materials and Handling | Use | Heat | Carrying | Emergency | First Aid |
| Fire/flammable materials | Spillage | Uneven ground | Work Rate | Slips, Trips, Falls | |
| Electricity | | Cold | VDU work | Obstructions/ Projection | |
| Explosion | | Housekeeping | | Working at Heights | |
| Water | | Windy Conditions | | Falling Objects | |
| | | Ice / Snow | | Confined Space | |
| | | Heavy Rain | | Uneven ground | |

ADDITIONAL:

Emergency Procedures on site:
 Designated First Aid Room as rest room
 Defibrillator's on site.

Special measures:

Parking in Stadium Car Park observe social distancing and any controls established by SAFC
 Please keep to the right of the ramp on entry into the building and to your right on exit from the building
 Access into the Beacon is via main Reception, doors will always remain closed and access granted by reception staff upon pushing buzzer.
 Visitors are only allowed onto site with prior appointment
 Directional signage is displayed throughout building operating a one-way system
 Cleaning stations and hand sanitisers situated throughout building
 PPE – gloves and masks available from Reception and main office

Kitchen operating one-way system one person in one person out
Staff to bring in packed lunches encouraged
Regular breaks recommended for all staff
Maximum number of occupants in building agreed and monitored by reception staff
The Inventory system should be used as normal cleaning before and after use
Access to office is via main stairwell and exit via east or west exit onto WOW corridor
One person at a time allowed on main stairwell
Use of lift is allowed 2 persons at any one time
Office Toilets will be allocated depending on desk area to east or west of building Level 2
Max of 3 members of staff at each desk areas 2 on one side 1 on other in middle.
It is not possible to hot desk; you must always use the same desktop or laptop computer
Maximum capacity in the following rooms: -
Board Room 3 people
Meeting Room 1 x 2 people
Meeting Room 2 x 1 person
Classrooms level 1 maximum of 8 people including 1 tutor
Please ensure each area you are using is cleaned regularly and recorded on the cleaning schedule

Social distancing of 2 metres to be strictly adhered to throughout building.