

COVID 19 MANAGEMENT

Document Ref	SJ60RA1		
Issue No	01	Issue Date	13/07/20
Issued By	RA		
Distribution			
Title	RISK ASSESSMENT		

Activity/process	COVID 19 Management	Location	Inverkeithing	Date	13/07/20
Client	St John 60	Assessor	RA, BG, DG, GP, SA	Ref	SJ6001

Item	Hazard <i>(description of activity / process & associated hazards)</i>	Risk Evaluation <i>(No controls)</i>			Controls <i>(Detail all necessary control / preventative measure for each hazard)</i>	Residual Risk Evaluation <i>(With Controls)</i>		
		P	S	R		P	S	R
Notes:								
1	Outbreak of Coronavirus COVID-19 Risk to: All persons	4	4	16	<ul style="list-style-type: none"> The coronavirus causes respiratory illness in humans, usually resulting in mild symptoms including persistent new cough, fever or loss of taste or smell. But may be more severe for persons with underlying health conditions Which could result in severe illness or even death. 	4	4	12
2	Communications / Educate staff /lodge members Risk of: Infection control Risk to: All persons	4	4	12	<ul style="list-style-type: none"> Educate staff/lodge members via regular communications without causing panic. For example, develop and communicate a Coronavirus Covid-19 management plan, send emails or display posters, perform briefings outlining the current situation and any updated Government advice. Promote good hand and respiratory hygiene, promoting infection control procedures. Review latest Government / World Health Organisation guidance and update as required. 	3	2	6

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3	<p>Good Personal Hygiene</p> <p>Risk of: Infection control Risk to: All persons</p>	4	4	12	<ul style="list-style-type: none"> Consideration should be given to the displaying of posters on “cough etiquette”, hand and respiratory hygiene. Persons should cover their mouth and nose with a tissue (not their hands) when they cough or sneeze. The used tissue should then be placed in the bin immediately. Persons should then wash their hands with soap and hot water for a minimum of 20 seconds. CATCH IT, BIN IT, KILL IT. Persons should wash their hands at least every 30 minutes using hot water and soap use hand sanitiser gel if soap and water are not available. In addition, persons should try to avoid close contact with other people i.e. no shaking of hands etc. Review latest Government / World Health Organisation guidance and update as required. Ensure there is a ready supply of hot water, soap and paper towels / hand drying facilities. On-going monitoring by lodge management. 	3	2	6
4	<p>Lodge member with symptoms / close contact with persons with symptoms</p> <p>Risk of exposure to COVID 19 Risk to: All persons</p>	4	4	16	<ul style="list-style-type: none"> A lodge member who is experiencing symptoms similar to those present with the coronavirus (persistent new cough, fever or loss of taste or smell), or who has had close contact with someone experiencing these symptoms, must not attend the lodge or any functions held within the lodge. The lodge member should self-isolate and book a test at www.nhsinform.scot 	3	2	6

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					<ul style="list-style-type: none"> The lodge member should then contact the lodge secretary and update them in relation to their condition. Track and trace staff from the Scottish Government team will contact people who have been in contact with that person and will arrange a test and inform them that they have been in contact with a person displaying symptoms of COVID 19 and may inform them to self-isolate until the results of any test are known. If a staff/lodge member becomes unwell with coronavirus related symptoms whilst in the lodge, they must leave the lodge immediately, and contact www.nhsinform.scot to book a test. The area of the lodge where the member who suspects they may have contracted Coronavirus, (including welfare facilities), will be subject to a “deep clean” in accordance with Government guidance. All other members will be advised of any persons within the lodge who have shown signs of the infection, and who are being tested for Coronavirus. However, the individual’s identity will not be disclosed during any communication / updates to members. Current Government advice requires persons who have either developed symptoms or who have been in contact with a person who has presented with symptoms of Coronavirus Covid-19 to self-isolate for 7 days and book a test, all members of the household 		
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				16	should self-isolate for 14 days or until the results of the testing have proven negative.			
5	Entering the building Risk of: Infection control Risk to: All persons	4	4	16	<ul style="list-style-type: none"> If more than one person is waiting to enter the building, then social distancing of 2m will be required to allow safe access to the building. Any person entering will be required to sanitise their hands using the provided hand sanitiser which is stationed inside the main entrance. Any disposable towels used during the process will be discarded into an appropriate waste receptacle. Entrance to the building will be via the main hall to the bar area and there will be no access to the bar area through the kitchen. 	2	3	6
6	Social distancing Risk of: Infection control Risk to: All persons	4	4	16	<ul style="list-style-type: none"> Once inside the building social distancing can be reduced to 1m. The bar area will be set up to allow for 1m social distancing and members will be seated as such and informed to avoid walking around multiple areas and observe hand sanitising/handwashing procedures and use them regularly. Only 1 person will be permitted at the bar area at any one time. 	2	3	6
7	Operation of bar/lodge Risk of: Infection control Risk to: All persons	4	4	16	<ul style="list-style-type: none"> The bar will be operated by a designated person who will have overall control of the operation of the building for that time. 	2	3	6

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8	Use of toilets Risk of: Infection control Risk to: All persons	4	4	16	<ul style="list-style-type: none"> Their duties will include ensuring that the hand sanitiser stations are in place and adequately stocked, that a good supply of ventilation is present and that anyone entering the lodge will pass their details to the designated person to be logged into the attendance log for track and trace purposes. The designated person will wear a face covering while they are operating the bar and all drinks will be placed on the bar until the order has been completed and once completed and the payment accepted, the designated person will step back from the bar allowing customer to remove their order and return to their seat. 	3	2	6
9	Exiting the building Risk of: Infection control	4	4	16	<ul style="list-style-type: none"> Members wishing to use the toilet facilities must always observe hand hygiene practices. A maximum of two persons will be permitted to use the male toilet facilities at any one time and the use of the middle urinal will not be permitted, this will allow the 1m social distancing to be observed. Where no females are present in the building these facilities will be available for use also. A supply of antiviral cleaning materials will be provided for use by members to sanitise the area they have used ready for the next user. 	3	2	6

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	Risk to: All persons					<ul style="list-style-type: none"> Persons exiting the lodge will be required to sanitise their hands using the provided hand sanitiser which is stationed inside the main entrance and at the bar fire exit. Any disposable towels used during the process will be discarded into an appropriate waste receptacle. Egress from the lodge will be via the main hall to the exit or through the bar fire exit if multiple people are wishing to exit at the same time or if an emergency evacuation is required. 			
10	Cleaning the building Risk of: Infection control Risk to: All persons	4	4	16	<ul style="list-style-type: none"> Cleaning staff will be provided with "Infection control" training. Antiviral cleaning materials will be provided for use when cleaning. A deep clean of the building will be carried out on a weekly basis. 	3	2	6	

Severity		Likelihood		Risk Rating		Catastrophic	Extremely Harmful	Harmful	Slightly Harmful
4	Very severe	4	Very high	Intolerable	Very likely	16	12	8	4
3	Severe	3	High	Substantial	Likely	12	9	6	3
2	Minor	2	Moderate	Moderate	Unlikely	8	6	4	2
1	Negligible	1	Low	Tolerable	Highly unlikely	1	3	2	1

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