

# Risk Assessment Form

Issue 1

<b>Facility:</b> National Ice Centre	<b>Date:</b> August 2020	<b>Completed By:</b> Donna Gately / Stephen Chaston
<b>Risk Assessment:</b> Operating during Covid-19 (Coronavirus) pandemic	<b>Version No:</b> 4	

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Keeping up to date with official guidance		
<p>Lack of up to date information relating to the different ways the virus can spread, aerosols, droplets and surfaces</p>	<p>Staff Customers Contractors</p>	<ul style="list-style-type: none"> <li>Appoint a Covid-19 Officers for the venue, identifying specific staff for different sections of the business e.g. staff, ice sports and events. Implement relevant procedures to enable accurate monitoring to be maintained to identify trends</li> <li>Communicate to resident clubs the requirement for them to appoint a Covid-19 Officer for the club</li> <li>Introduce pre-opening communication/consultation with staff, clubs and customers and ensure Covid-19 controls are discussed and communicated</li> <li>Introduce pre-opening staff briefings and regular meetings with minutes/notes recorded and displayed/circulated</li> <li>Regular checks and audits of PPE and implemented control measures to be conducted where applicable</li> <li>Signage in place around the venue advising customers to leave space, advice on hand washing and good hygiene and the use of optional face coverings where applicable. Use of social media and website to enforce this message pre arrival and during visit</li> <li>Government advice regularly checked and followed by Covid-19 Officer - <a href="http://www.gov.uk">www.gov.uk</a> (N.B. follow your specific Government advice e.g. England, Scotland, Wales or Northern Ireland)</li> <li>NHS advice regularly checked and followed by Covid-19</li> </ul>

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		<p>Officer - <a href="http://www.nhs.uk">www.nhs.uk</a></p> <ul style="list-style-type: none"> <li>Public Health England advice regularly checked and followed by Covid-19 Officer - <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a> (N.B. follow your specific Health Agency advice e.g. England, Scotland, Wales or Northern Ireland)</li> <li>Health and Safety Executive advice regularly checked and followed by Covid-19 Officer <a href="https://www.hse.gov.uk/coronavirus/working-safely/index.htm">https://www.hse.gov.uk/coronavirus/working-safely/index.htm</a></li> <li>Covid-19 Officer to develop communication links with relevant NCC staff, Environmental Health, Public Health, NAA, IRMA and Governing Bodies to share best practice</li> <li>Follow the 6 steps to managing a sport facility safely: <ol style="list-style-type: none"> <li>1. Complete a health and safety risk assessment that includes risks from COVID-19</li> <li>2. Turn people away with COVID-19 symptoms</li> <li>3. Provide adequate ventilation</li> <li>4. Clean more often</li> <li>5. Enable people to check in at your venue</li> <li>6. Communicate and train</li> </ol> </li> <li>Display Covid-19 risk assessment on website in accordance with UK Government advice</li> </ul>
<b>Preventing the spread of Covid-19 (Coronavirus) in the building</b>		
<p>Access points to premises: No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area increases the risk of transmission of aerosols, droplets and surfaces</p>	<p>Staff Customers Contractors</p>	<ul style="list-style-type: none"> <li>Suitable locking/closing mechanisms available on non-emergency exit doors</li> <li>Restricted entry/exit on some external doors (not compromising emergency exits)</li> <li>Operate one-way systems for pedestrian routes where high density crowds are expected and ensure suitable</li> </ul>

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		<p>directional signage is displayed</p> <ul style="list-style-type: none"> <li>• Site Access Log and Daily Health Declaration is in use for staff and contractors</li> <li>• NHS Trace and Trace QR code displayed on all public entrances and manual system in place for NIC run activities to capture contact details of those who don't scan in</li> <li>• Details taken of lead booker for activities where required (through online booking or in person on walk-up)</li> <li>• Resident clubs operate a register system to capture participants contact details</li> </ul>
No restriction on visitor access to public areas increasing potential spread of bacteria/virus relating to aerosols, droplets and surfaces	Staff Customers Contractors	<ul style="list-style-type: none"> <li>• Restricted areas kept locked, barred or stewarded to prevent unauthorised access</li> <li>• Changing room use permitted with additional cleaning measures in place for touchpoints. Due to close contact face coverings to be worn in crowded areas, changing rooms and during close contact activities</li> <li>• Use of floor markings and signage</li> <li>• Capacity controlled in all areas of venue (ticket scanning in place for some sessions). Capacities incrementally increased following Step 4 of the government guidance</li> </ul>
Door mechanisms and circulation spaces: Contact points on doors/revolving doors creating increased risk of bacteria/virus contamination relating to aerosols, droplets and surfaces	Staff Customers Contractors	<ul style="list-style-type: none"> <li>• Sensor operated mechanisms in place on some doors</li> <li>• Robust cleaning schedule/plan in place paying particular attention to high-risk areas and touch points</li> <li>• Hand sanitisation provided on entry/exit to the facility along with signage (How to wash your hands poster)</li> <li>• Number of entry and exit points reduced to accommodate the capacity for each activity, minimising the number of touch points on doors</li> <li>• Use of lifts discouraged unless access needs dictate</li> </ul>

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		<p>requirement. Where lifts are needing to be used, face coverings to be worn if crowded</p> <ul style="list-style-type: none"> <li>• Hand sanitation and additional hand washing facilities provided at high touch point locations</li> <li>• Magnetic hold back mechanisms in use for some doors that release of activation of fire alarm system</li> <li>• For high density crowds, routes will be considered that do not require use of manual doors around venue</li> </ul>
<p>Shared products and surfaces creating increased risk of bacteria/virus contamination relating to aerosols, droplets and surfaces: Hired equipment/catering consumables/counter interaction/ first aid</p>	<p>Staff Customers</p>	<ul style="list-style-type: none"> <li>• Customer property not handled by staff to reduce droplet and surface transmission</li> <li>• Cleaning schedules developed to ensure touch points are cleaned regularly to reduce surface transmission</li> <li>• Face covering available to staff who may come into close contact and PPE available for staff carrying out first aid duties to reduce aerosol, droplet and surface transmission</li> <li>• All catering items such as straws, sauce packets, sugar packets, stirrers and bottles to be removed from customer use and issued on request after being cleaned or removed from packaging to reduce surface transmission</li> </ul>
<p>Cash transactions creating increased risk of bacteria/virus contamination relating to aerosols, droplets and surfaces: Contact points on credit card machines and money / large transactions on credit card machine need to use the pin pad so increased risk of virus contamination</p>	<p>Staff Customers</p>	<ul style="list-style-type: none"> <li>• Contactless machines in place and encouraged as main means of payment. Transaction limits for contactless payments increased to reduce surface transmission</li> <li>• Cleaning schedules developed to ensure touch points are cleaned regularly to reduce surface transmission</li> <li>• Hand sanitation provided on entry/exit to reduce surface transmission</li> <li>• Where possible consider utilising sneeze guard screens or face coverings at retail points to reduce the risk of contamination to reduce aerosol, droplet and surface transmission</li> </ul>

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		<ul style="list-style-type: none"> <li>• Consider transactions in smaller units so contactless can be used as transaction method to reduce the use of the pin pad to reduce surface transmission</li> <li>• Provide online purchase options before arrival at venue for ticket entry to reduce surface transmission</li> <li>• Cash transactions are discouraged</li> <li>• Where cash is being handled sanitation stations/products are provided and used by staff to reduce surface transmission</li> </ul>
Lack of hand washing facilities leading to increased risk of spread of virus relating to increased transmission via droplets and surfaces	Staff Customers Contractors	<ul style="list-style-type: none"> <li>• Hand sanitation stations provided in high-risk/touch point areas to reduce surface transmission</li> <li>• Hand soap dispensers kept refilled as part of the cleaning schedule/plan to reduce surface transmission</li> <li>• Hand sanitation and additional hand washing stations and soap dispensers monitored as part of the internal monitoring check sheet to reduce surface transmission</li> <li>• Paper towels provided and hand dryers maintained in working order to reduce surface transmission</li> <li>• Hot water system maintained to provide constant supply</li> <li>• Non-touch dispensers in place where possible to reduce surface transmission</li> <li>• Portable hand washing facilities for main staff access points</li> <li>• Implement regular checks of toilet facilities to reduce surface transmission</li> </ul>
Lack of toilet consumables increasing risk of unhygienic hand sanitation relating to increased transmission via surfaces	Staff Customers Contractors	<ul style="list-style-type: none"> <li>• Toilet consumables checked and topped up as part of the cleaning schedule/plan to reduce transmission</li> <li>• Sufficient planning with consumables suppliers in place</li> <li>• Hot water and hand soap available at all times to reduce transmission</li> </ul>

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		<ul style="list-style-type: none"> <li>Implement regular checks of toilet facilities</li> </ul>
Visitors in close contact with other visitors to the facility, in enclosed or crowded spaces leading to increased transmission relating to aerosols, droplets and surfaces	Staff Customers Contractors	<ul style="list-style-type: none"> <li>Sporting activities to follow to NGB guidance and Return to the Rinks guidance</li> <li>In enclosed and crowded circulation areas recommend customers to wear optional face covering where space cannot be maintained to reduce aerosol and droplet transmission</li> <li>Staff to wear face coverings in all front of house areas and where 2m space cannot be maintained in back of house areas to reduce aerosol and droplet transmission</li> <li>Government guidance on crowded places to be enforced and followed wherever possible</li> <li>Arrival and departure times recommended to customers, no longer than 30 minutes before or after the ice sports activity to reduce transmission</li> <li>Public skating sessions reduced to 1 hour sessions to minimise the number of customers in skate hire, circulation areas and on the ice rink to reduce transmission</li> </ul>
Building air handling system operation increasing risk of virus spread increasing the risk of transmission relating to aerosols, droplets	Staff Customers Contractors	<ul style="list-style-type: none"> <li>Latest government guidance followed on air circulation and ventilation measures <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities</a> <a href="https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions">https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions</a> CIBSE guidance on ventilation</li> <li>Improve natural ventilation, where possible open windows</li> <li>Mechanical ventilation. Air handling units set to maximum intake of fresh air and operating 24/7 to maximise amount</li> </ul>

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		<p>of ventilation and fresh air supply</p> <ul style="list-style-type: none"> <li>• Maximising the amount of fresh or cleaned air the system draws in will help prevent the spread of Covid-19.</li> <li>• Identify and reduce where possible recirculation of air from different spaces</li> <li>• No recirculation of air from one room to another.</li> <li>• Isolated for no use split unit air conditioning systems where possible. Only to be used when warm temperatures prevail and if they are used, communicate to staff to open external windows to introduce fresh air and turn off when not in use.</li> <li>• Ensure air handling units are regularly maintained and kept clean as per manufacturing guidance, Filters changed September 2020 and May 2021. Next replacement due September 21. HEPA filters used in all units.</li> <li>• Poorly ventilated areas identified, site survey completed, areas not currently significantly occupied, additional controls will be reviewed when occupancy levels increase. Where no fresh air is available e.g. dance studio, windows will be opened when in use</li> <li>• Determine if nondispersive infrared Co2 monitors are required in less ventilated areas. Not as a direct mitigation; but a guide to determine if additional action is required to aid ventilation</li> </ul>
<b>Handling staff/customers presenting symptoms whilst in the facility</b>		
Staff continuing to work if feeling unwell increasing the risk of transmission relating to aerosols, droplets and surfaces	Staff Customers Contractors	<ul style="list-style-type: none"> <li>• Staff training and regular communication to recognise Covid-19 symptoms to be included in the induction process and delivered on line relating to Covid-19 awareness and refreshed as required</li> <li>• Staff must self-isolate if they feel unwell and have flu like</li> </ul>

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		symptoms <ul style="list-style-type: none"> <li>• Staff advised to take 2 lateral flow tests each week. In high risk areas e.g. backstage or festival sites, increased testing will be implemented</li> <li>• Government guidance followed</li> <li>• Staff sickness forms to be monitored and trends identified</li> <li>• Staff can work from home in a hybrid system</li> </ul>
Customers entering the premises with flu-like symptoms increasing the risk of transmission relating to aerosols, droplets and surfaces	Staff Customers Contractors	<ul style="list-style-type: none"> <li>• Customers with symptoms will be tactfully asked/refused entry and directed to self-isolate and call/email NHS 111</li> <li>• Arrival and departure times recommended to customers, no longer than 30 minutes before or after the ice sports activity to reduce transmission</li> <li>• Communication network has been developed between Club Covid-19 Officers and NIC Covid-19 Officer to share best practice and monitor trends</li> <li>• Resident clubs have developed Covid-19 Risk Assessments for their members and activities</li> <li>• Signage at entry to venue to highlight customers must only enter if not displaying any symptoms</li> <li>• Guidance on T&amp;C's to reflect no admittance with symptoms and pre purchasing any online tickets</li> <li>• Government guidance followed</li> </ul>
<b>High risk extremely vulnerable employees (as defined by government, including pregnant, those with underlying health issues, employees over the age of 70 years)</b>		
Those employees who are at higher risk from contracting Covid-19 relating to aerosols, droplets and surfaces	Staff	<ul style="list-style-type: none"> <li>• HR procedures in place to protect the health, safety and welfare of all of our employees, to identify those who are at greater risk and individually risk assess</li> <li>• Government/PHE guidance followed</li> <li>• Home working arranged as appropriate and staff can work from home in a hybrid system to reduce transmission</li> </ul>



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		<ul style="list-style-type: none"> <li>• Social distancing guidance-monitored</li> <li>• HR procedures in place for those unable to work from home and required to isolate as per Government/PHE guidelines</li> </ul>
<b>Staff Behaviour</b>		
Staff in workplace increasing risk of community transmission via aerosols, droplets and surfaces	Staff	<ul style="list-style-type: none"> <li>• All staff have completed Covid-19 training that includes processes and methods introduced for reducing transmission</li> <li>• Staff work from home if necessary or adopting a hybrid approach</li> <li>• Contactless training solutions to be considered (e-learning)</li> <li>• Working from Home policy in place and DSE risk assessment completed for those working from home where the situation is for longer term working conditions</li> <li>• Desk spaces operating on a back to back or side by side scenario where possible, personal work stations to be cleaned down by users before and after use to reduce aerosol transmission</li> <li>• Where staff cannot work from home ensure additional measures are considered for each employee/task (e.g. face coverings, screens between desks, fixed, split or staggered shifts/breaks, alternative working patterns (3 on /3 off), split resources into teams so no crossing of employees) to reduce transmission</li> <li>• Hand sanitation stations/products and portable hand wash stations available to staff to reduce surface transmission</li> <li>• Social distancing guidance monitored</li> <li>• Staff meetings should be held via video conferencing if possible</li> <li>• A cleaning regime in place in staff kitchen and break areas</li> </ul>

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		<p>to reduce surface transmission</p> <ul style="list-style-type: none"> <li>• Face coverings or screens are provided to staff for mandatory use in public facing positions. In non-public areas (such as offices and back of house areas), face coverings are optional when 2 meters can be maintained. When within 2m of each other all staff must wear face coverings</li> <li>• Customers are recommended to wear a face covering in areas where there is a crowded area and people are in close contact (within 2m). This is optional</li> </ul>
Travel for business purposes leading to increased transmission relating to aerosols, droplets and surfaces	Staff	<ul style="list-style-type: none"> <li>• Home working arranged as appropriate and staff can work from home in a hybrid system</li> <li>• Staff should follow travel guidance if business related travel is needed. <a href="https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#travelling-within-england">https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#travelling-within-england</a></li> <li>• If you do have to travel with another person, ensure good ventilation in the vehicle and try to use fixed travel partners (face masks should be considered, but are optional) to reduce aerosol and droplet transmission</li> <li>• Video conferencing to be used for meetings, contact with promoters, contractor, suppliers, and where necessary customers to reduce aerosol and droplet transmission</li> <li>• Staff should try to avoid using public transport as a first choice, and if feasible walk or cycle to work as a better alternative to driving. Cycle storage facilities are available on site. If travel, is unavoidable think carefully about the times, routes and ways to travel that will mean you will have more space to stay safe for further information</li> </ul>

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		<p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak</a></p> <ul style="list-style-type: none"> <li>• Where air travel is required, guidance should be followed from airline operator and airport. Follow Government guidance regarding self-isolation after arriving from outside the UK, even if you have tested negative. <a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></li> <li>• Where shared vehicles are used, all touch points should be cleaned before and after use and documented. Sharing of cars is discouraged to reduce surface transmission</li> </ul>
Sharing accommodation for business purposes leading to increased transmission relating to aerosols, droplets and surfaces	Staff	<ul style="list-style-type: none"> <li>• Where staff sharing accommodation is unavoidable, you should ensure to keep all communal areas and your own area clean to reduce surface transmission</li> <li>• If someone who is sharing accommodation feels unwell with Covid-19 symptoms, they should self-isolate in their room, where possible the staff member should travel home. Advise the Line Manager immediately and advise other members of the household</li> <li>• They should carry out a lateral flow test and if positive contact NHS and arrange a PCR test immediately and NIC will arrange alternative accommodation for the cohabiting staff to reduce the risk and ensure that all essential needs are delivered to the employee who is unwell until the employee can travel home</li> <li>• The other cohabiting employees will be advised to self-isolate</li> <li>• Ensure government guidelines are followed</li> </ul>

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Handshaking or other greeting increasing risk of transferring virus leading to increased transmission relating to aerosols, droplets and surfaces	Staff Customers Contractors	<ul style="list-style-type: none"> <li>• Handshaking and general close personal greetings are not allowed to reduce droplet and surface transmission</li> <li>• Hand washing protocols and hygiene facilities in place</li> </ul>
Poor workspace hygiene leading to increased risk of transferring virus leading to increased transmission relating to aerosols, droplets and surfaces	Staff Customers Contractors	<ul style="list-style-type: none"> <li>• Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance to reduce all forms of transmission</li> <li>• Viricidal sprays available for wiping down work surfaces and equipment to reduce surface transmission</li> <li>• Hand sanitiser stations available</li> <li>• Cleaning schedule/plan in place which is monitored, including reference to cleaning of touch points to reduce surface transmission</li> <li>• Personal workspace should be cleaned regularly by employee to avoid cross contamination before and after use to reduce surface transmission</li> <li>• Retail outlet: Protective barriers in place at point of sale to reduce droplet and aerosol transmission. Face coverings are required when coming into close contact with customers and staff. Refer to Ice Locker risk assessment</li> </ul>
<b>First Aid</b>		
Withdrawal of first aid to a person in need could put their life at risk leading to increased transmission relating to aerosols, droplets and surfaces	Staff Customers Contractors	<ul style="list-style-type: none"> <li>• First aid trained personnel available during all opening hours</li> <li>• First aid refresher training carried out to incorporate changes required due to Covid-19 (Refer to Resuscitation Council (UK) guidance)</li> <li>• Preservation of life given priority however, where Covid-19 may be suspected only chest compressions should be completed</li> <li>• Refer to NIC First aid Covid-19 risk assessment, trained out to first aid trained staff</li> </ul>

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		<ul style="list-style-type: none"> <li>• Strict hygiene protocols in place to try and reduce transmission and adhered to</li> <li>• Suitable PPE provided to first aiders and available in first aid stations to injured persons so they can protect themselves if administering first aid</li> </ul>
<b>Cleaning and Waste</b>		
Reduced levels of cleaning staff available increasing risk of being unable to provide adequate cleaning services	Staff Customers Contractors	<ul style="list-style-type: none"> <li>• Additional multi-skilled facilities staff rostered to carry out cleaning tasks</li> <li>• Restriction of areas available to staff/public to reduce areas to be cleaned</li> <li>• Business continuity plan in place</li> </ul>
Untrained staff using cleaning substances and equipment increasing risk of contamination leading to increased transmission relating to surfaces	Staff Customers Contractors	<ul style="list-style-type: none"> <li>• COSHH assessments for all substances in place, including any new cleaning/anti-virus products (See COSHH folder)</li> <li>• Work instructions for specific cleaning tasks in place</li> <li>• Only staff trained in safe methods and use of substances carry out cleaning tasks, including mechanical cleaning equipment</li> </ul>
Poor cleaning practice increasing risk of bacterial/viral contamination increasing risk of contamination leading to increased transmission relating to surfaces	Staff Customers Contractors	<ul style="list-style-type: none"> <li>• Robust cleaning schedule/plan and monitoring check sheets in place with reference to cleaning of touch points to reduce surface transmission</li> <li>• Covid-19 Officer in place with responsibilities to monitor / manage the cleaning schedule/plan and monitoring check sheets</li> <li>• Additional cleaning programmed for high touch points, self-cleaning and hand sanitation points to reduce surface transmission – including ice rink barriers and gates, ice aids, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, touch pads, external doors, reception barriers (this list is not exhaustive)</li> </ul>

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		<ul style="list-style-type: none"> <li>Government guidelines are available <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>
Inappropriate disposal of waste, in particular used tissues increasing risk of contamination leading to increased transmission relating to surfaces	Staff Customers Contractors	<ul style="list-style-type: none"> <li>NIC instructions in place on disposal of waste in line with government guidance in above link</li> <li>Personal protective equipment available, including gloves, aprons, face masks</li> <li>Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle</li> <li>Communicate safe systems of usage to ice sports customers</li> <li>Ice sports organisers and coaches required to wipe down the high touchpoint area of barrier by the team bench location</li> </ul>
<b>Handling post or packages</b>		
Handling post, packages or food leading to increased transmission relating to droplets and surfaces	Staff	<ul style="list-style-type: none"> <li>Work instructions in place</li> <li>Personal protective equipment provided for handling items if required to reduce droplet and surface transmission</li> <li>Staff sanitation station/products available</li> <li>Signage in place around the venue giving advice on hand washing and good hygiene</li> <li>Government guidelines followed <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</a></li> </ul>
<b>Business Continuity</b>		

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<p>Closure of building due to a number of Covid-19 infected people having been or suspected to have been in the premises, or insufficient staff to safely open to the public</p>	<p>Staff Customers Contractors</p>	<ul style="list-style-type: none"> <li>• Business continuity plan for Loss of Staff in place and communicated to all users</li> <li>• Minimum staffing levels identified to safely operate</li> <li>• Staff cross trained to enable them to work in multiple roles</li> <li>• Building closed if sufficient numbers are not available to open safely</li> <li>• Flexible emergency rotas will be introduced to maintain a safe level of service</li> <li>• Robust reporting structure to identify trends in sickness</li> <li>• Support of Track and Trace and local authority when required to implement local lockdowns, or to assist with self-isolations following positive Covid-19 cases</li> <li>• Site Access Log and Daily Health Declaration is in use for staff and contractors</li> <li>• NHS Trace and Trace QR code displayed on all public entrances and manual system in place for NIC run activities to capture contact details of those who don't scan in</li> </ul>
<p>Cleaning provision interrupted or discontinued leading to increased transmission relating to droplets and surfaces</p>	<p>Staff Customers Contractors</p>	<ul style="list-style-type: none"> <li>• Business continuity plan in place</li> <li>• Staff from facilities team cross trained in cleaning tasks</li> <li>• Where possible staff will operate in fixed teams to avoid cross contamination</li> </ul>
<p>Covid-19 infected person having been or suspected to have been in the premises leading to increased transmission relating to aerosols, droplets and surfaces</p>		<ul style="list-style-type: none"> <li>• Suspected Viral Outbreak plan in place as part of business continuity procedures</li> <li>• Cleaning schedule in place to deep clean and sanitisation of facility to reduce surface transmission</li> <li>• Cleaning staff trained on how to carry out a deep clean</li> <li>• Where possible staff will operate in fixed teams to avoid cross contamination</li> <li>• Government advice followed</li> </ul>

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		Name	Signature	Date	Actions added to RRP
<b>Review</b>	Review Conducted by:	Stephen Chaston	S Chaston	24.09.2020	Amended face covering guidance as per government guidance from 22 <sup>nd</sup> Sept 2020
	Review Conducted by:	Stephen Chaston	S Chaston	05.10.2020	Amended lift numbers with face coverings
	Review Conducted by:	Kaylie Bickle and Donna Gately	D Gately	27.01.21	Travel advice
	Review Conducted by:	Kaylie Bickle, Lee Chadburn and Donna Gately	D Gately	20.07.21	Amended guidance as per Step 4 government guidance from 19.07. 21