

COVID-19 EXPOSURE RISK ASSESSMENT

Marquis Leisure

Management of Health & Safety at Works Regulations 1999

Assessment Reference Number: **COVID-001**

Date of Assessment: 29th May 2020

Assessor Name: Geoff Scott

Hazard: Covid-19 Virus:

The Covid-19 virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces.

Exposure to the virus:

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects – such as desks, tables or telephones. Employees and other persons not employed could catch COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them.

The virus can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature) for potentially as long as 5 days.

Who may be affected?

The virus can be contracted by anyone however, persons with underlying health conditions and; persons over 70 years of age are more susceptible to the disease and are more likely to be seriously ill or die with the disease. These are classed as vulnerable persons.

Situation:	Potential Hazards:	Control Measures to Reduce Risk of Exposure:	Already in pace	Action Req'd	By Who	By When	Done
Vulnerable Employees	Any employee with underlying health conditions are more susceptible to the disease are more vulnerable Older employees may also be more at risk	<ul style="list-style-type: none"> • Before returning to work, all employees have been asked if they have any health issues or other reasons that may make them more susceptible to the disease • Any employees identified as being vulnerable to the disease are requested to stay at home or; given tasks that enables them to work safely and provides them with adequate isolation 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Management	June 20	
Employees arriving at the workplace	They may have been in contact with other persons who already have the virus but are not yet showing symptoms which can take up to 14 days to show	<ul style="list-style-type: none"> • Employees sanitize hands upon arrival using sanitising hand-gel & washing facilities provided • Employee asked if been in contact with any confirmed Covid cases • Temperature taken of each employee upon arrival • Employee sent home if temperature high or displaying any Covid-19 symptoms or been in contact with confirmed cases 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	
All Staff at work at the same time	This could lead to difficulties maintaining a 2 metre distance between workers and so increasing the risk of exposure Insufficient parking spaces for staff who normally travel by public transport	<ul style="list-style-type: none"> • Adequate space to maintain 2 metre distance between workers • Utilise the whole building to ensure social distancing is possible • Adequate parking facilities 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	
Surfaces in the Reception, Sales & Admin Areas	Surfaces such as desks and tables and objects such as telephones, keyboards & door handles are easily contaminated by any person who may be carrying the virus	<ul style="list-style-type: none"> • All surfaces & door handles etc regularly cleaned & disinfected • Sanitising hand rub dispensers in prominent places around the workplace • Dispensers checked daily & refilled as required • Suitable hand-washing facilities available 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	

Situation:	Potential Hazards:	Control Measures to Reduce Risk of Exposure:	Already in pace	Action Req'd	By Who	By When	Done
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Workspace & Distance between staff in Reception, Sales & Admin Areas	<p>If staff work in close proximity to person already infected with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by that person</p>	<ul style="list-style-type: none"> • Desks are arranged so as to provide the maximum distance between them so far as is reasonably practicable (at least 2 metres) • Work stations are clearly marked out to assist with keeping a 2 metre distance • Suitable barriers put in place where required • Signage displayed to promote 2m distancing 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	
Workspace & Distance between staff in the workshops	<p>If staff work in close proximity to a person already infected with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by that person</p>	<ul style="list-style-type: none"> • Work stations are arranged so as to provide the maximum distance between them so far as is reasonably practicable (at least 2 metres) • Work stations are clearly marked out to assist with keeping a 2 metre distance • Suitable barriers put in place where required • Signage displayed to promote 2m distancing 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	
Use of shared tools/Equipment; - Lifts - Portable tools - Mixing rooms - Booths - Doors etc	<p>Staff using the same tools or equipment can lead to cross-contamination of the Covid virus, particularly on handles, levers etc or on hand-tools</p> <p>Door handles on doors between departments can easily be contaminated</p>	<ul style="list-style-type: none"> • Staff instructed to clean handles, levers etc on any equipment or tools that may be used by other workers • Adequate supplies of sanitiser, disinfectant & Anti-bacterial wipes readily available • Signage to promote cleaning displayed on items of equipment & tools that may be used by different staff 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	
Staff Canteen / Kitchen & Rest Areas	<p>It is unlikely that staff using these areas at the same time will be able to maintain 2 metre distancing so increasing the risk of exposure to Covid</p>	<ul style="list-style-type: none"> • Staff breaks are staggered to reduce the number of people in the staff rest-room/kitchen areas • Arrangements put in place for staff to have drinks/food etc in a safe area whilst maintaining the 2m rule • Staff bringing their own food, drinks/flasks etc • Strict cleaning regime in place for rest-room/kitchen areas 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	

Situation:	Potential Hazards:	Control Measures to Reduce Risk of Exposure:	Already in place	Action Req'd	By Who	By When	Done
Personal Hygiene & Work-wear	Lack of personal hygiene can lead to contamination of work surfaces & objects. Lack of washing of work-wear can lead to it being contaminated	<ul style="list-style-type: none"> • Posters promoting hand-washing are displayed • Adequate number of Sanitising Stations/washing facilities for staff, contractors & customers to wash hands with soap & water – Sanitiser available • Adequate supply of tissues made available for those who may develop a runny nose or cough at work • Suitable bins in place for used tissue disposal • Arrangements in place for cleaning of all supplied work-wear 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	
PPE/RPE	Lack of PPE or its incorrect use can lead to the spreading of the virus Recommended PPE includes; <ul style="list-style-type: none"> • Face masks • Gloves • Eye protection • Coveralls 	<ul style="list-style-type: none"> • An adequate supply of suitable disposable gloves, masks, visors & coveralls are maintained for all staff • Staff have been instructed how to carryout Fit-checks checks when donning masks • All staff have received suitable and adequate training in the donning & doffing of PPE & how to dispose of dirty PPE • Suitable waste bins available for dirty PPE 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	
Deliveries from Suppliers	Maintaining 2 m rule from delivery drivers and handling parts & consumables etc that are potentially carrying the virus	<ul style="list-style-type: none"> • Clearly drop-off / Goods Received point clearly displayed • See-through partitions erected where 2 m rule cannot be observed • Goods received are disinfected and quarantined before being used • Procedure for signing of paperwork in place that maintains 2 m distance 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	

CUSTOMER FACING - COVID-19 EXPOSURE ASSESSMENT:

Situation:	Potential Hazards:	Control Measures to Reduce Risk of Exposure:	Already in place	Action Req'd	By Who	By When	Done
Customers entering the Reception area	Standing in close proximity to person already infected with the Covid virus they can catch it by breathing in droplets coughed out or exhaled by that person	<ul style="list-style-type: none"> • Clear Covid-related signage displayed outside of Reception for customers and visitors • Staff instructed to maintain 2 metre distance • Suitable clear barriers erected where deemed necessary • All door handles & surfaces etc regularly cleaned & disinfected • Sanitising hand-gel dispensers & disposable gloves on table outside reception doors & inside reception • Dispensers checked daily & refilled as required • A supply of disposable pens provided solely for customers use 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	
Receiving a customer's van on site	If the customer is carrying the Covid virus, it is likely that the customers vehicle is contaminated with the virus	<ul style="list-style-type: none"> • A clearly identifiable area is provided for the customer to park their vehicle • Customer asked to observe the 2m rule at all times during the inspection • Advisor instructed not to get inside the vehicle with the customer • Any paperwork requiring the customers signature is placed at least 2m away from the customer to sign using own pen • Disposable gloves & hand-sanitiser available for customer use • Customer leaves keys in envelope on car seat 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	
Vehicle Hand-over to customer on site	If the customer is carrying the Covid virus, it is likely that the customers vehicle is contaminated with the virus	<ul style="list-style-type: none"> • A safe-working procedure for vehicle hand-over has been put in place 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	

Situation:	Potential Hazards:	Control Measures to Reduce Risk of Exposure:	Already in pace	Action Req'd	By Who	By When	Done
Maintaining 2m distancing	Not maintaining a 2 metre distance between workers will increase the risk of exposure	<ul style="list-style-type: none"> • A one-way system for walking through the workshops has been introduced to reduce contact where possible • A one-way system for walking through the Admin areas has been introduced to reduce contact where possible 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	
Staff showing symptoms whilst at work	This may be any person who displays any combination of any of the publicised symptoms	<ul style="list-style-type: none"> • Procedure in place to immediately isolate that person from others and call 111 for further advice • 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management	June 20	
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Guidance Note

When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

The Government advises that workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Unless we are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited.

There are some circumstances where covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

The Company will support employees in the use of face coverings safely if they choose to wear one.

The Company advises employees to wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.

When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.

Change your face covering if it becomes damp or if you've touched it.

Continue to wash your hands regularly.

Change and wash your face covering daily.

If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.

Practise social distancing wherever possible.

Monitoring:

The control measures put in place to reduce exposure to the Covid-19 virus shall be monitored a daily basis to ensure, so far as is reasonably practicable, that they are effective.

Assessment review:

This risk assessment shall be reviewed in the light of any changes to work activities or further information or advice issued by the health authority or Government.

Signed: Geoff Scott

Date: 29th May 2020