



COVID-19 Risk Assessment

1. COVID RELATED RISKS

What is the hazard?	Who might be harmed and how?	Existing risk control measures	Risk Rating			Additional Controls	New Risk Rating			Action/monitored by whom?	Action/monitored by when?
			S	L	R		S	L	R		
Inadequate cleaning protocol	Staff, young people, visitors and service providers contracting COVID-19.	Cleaning service for general clean of the academy Anti-bacterial wipes available in the office, and gym for wiping down after use	3	3	9	<ul style="list-style-type: none"> Deep cleaning required before staff return to work. Enhancements to current cleaning to ensure all areas currently being used are thoroughly cleaned and disinfected daily. Current proposal includes: <ul style="list-style-type: none"> Weights area (including equipment) and gym toilets to be cleaned daily Gym and floor after each session When we start using the Gym for sports sessions, these areas to be cleaned after each session Punch bags and any other equipment used immediately after it is used Office, kitchen, toilets daily Staff to be responsible for keeping the desk clean and wiping them down before and after use. Sufficient stock of wipes to be maintained and made available. Ensure cleaning products used are adequate in combating COVID-19 	3	2	6	Nathan Bendon	Done on 25.07.2020
Inadequate hygiene amongst staff, young person, suppliers and visitors	Staff, young people, visitors and service providers contracting COVID-19	Soap available with hand washing instructions in toilets and office area.	3	3	9	<ul style="list-style-type: none"> Update hygiene guidance for returning to work Ensure hand sanitiser available at entrance and toilets Hand washing and hygiene awareness posters placed at the Academy Regular hand washing breaks scheduled as part of all activities Bins with lid available throughout the Academy Tissues, masks, gloves and other protective equipment to be bagged and disposed appropriately 	3	2	6	Nathan Bendon	Training done on 31.07.20 and 09.01.21 Ongoing monitoring of adoption of guidelines
Contamination of the Academy	Staff, young people, visitors and service providers	Tissues, VDU and surface wipes supplied for desk in office Large, lidded bin in office	3	3	9	<ul style="list-style-type: none"> Hand sanitiser station with signage located in the Academy Strict protocol in place about hand hygiene of young person, staff, visitors and suppliers Nathan to ensure we have the supplies of masks, gloves, hygiene and cleaning materials as required Station to be located at the reception desk, and toilets Floor marking to be put in to guide social distancing Kitchen points will be closed to young people with designated staff to make food and water available at the rear of the gym No loud music to be played to avoid people having to shout Staggered entry / exit during group sessions – queue outside the Academy for sign in and hand sanitising before entering the building One-way systems in place when accessing the gym Staff using the weights room or punching bags to clean equipment after use Masks to be available for ALL who want to use them at the Academy, in addition to maintaining social distancing. 	3	2	6	Nathan Bendon and all staff	All in place by 27.07.20 Ongoing monitoring of adoption of guidelines



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Confirmed or suspected cases of COVID-19 in the academy	Staff, young people, visitors and contractors could contract COVID-19 by coming in contact with person or contaminated area	Strict guidelines regarding who and when staff can access the building in place with a phased return of services planned	3	3	9	<ul style="list-style-type: none"> • Clear protocol of action if someone starts feeling unwell at the Academy with potential coronavirus symptoms • Symptomatic person should wear a mask and any person in direct contact with a symptomatic person should wear a mask and gloves. (Available from Academy, on the office desk) • Isolate areas used by the person showing symptoms • Notify immediately Nathan who will arrange for areas to be deep cleaned and disinfected • Inform staff members of case, affected area and time of entry so a track and trace procedure can take place. Staff and young people to self-isolate according to government guidelines • Collaborate with the NHS Test and Trace programme as required • Young people, staff, suppliers and visitors who refuse to comply with guidance will not be allowed in the Academy or to participate in sessions 	3	2	6	All Staff	Ongoing monitoring of adoption of guidelines
Lack of social distancing when at the Academy	Staff, young people and visitors are at higher risk of contracting COVID-19 due to lack of space to allow social distancing	Strict guidelines regarding who and when staff can access the building with a phased return of services planned	3	3	9	<ul style="list-style-type: none"> • Maximum capacity to be strictly adhered to - 2m social distancing • Operational oversight of all programmes to ensure protocols and restrictions are being followed • Gym capacity – 20 young people + 6 staff • Weights area capacity – 4 people (weights area to be restricted and used in accordance with regulations) • Staff / young people should not sit directly across from each other, they should sit diagonally or back-to-back. • Keep windows / doors open for ventilation wherever possible • 2 meters floor stickers to be placed in the Academy matting area • Staggered start / end of programmes to avoid high concentration of people coming in and out at any time • Queue outside the Academy for sign in 	3	2	6	All staff members	Done on 25.07.2020 Ongoing monitoring of adoption of guidelines
Accessing the Academy during the pandemic	Staff, young people, visitors	Strict guidelines regarding who and when staff can access the building in place with a phased return of services planned.	3	3	9	<ul style="list-style-type: none"> • Number of staff and young people allowed to re-enter the Academy based on government guidelines • Receptionist or staff member meeting the young people to complete a sign-in sheet for every young person using the Academy. Young person not to be issued with pen to sign in themselves 	3	2	6	Receptionist	Signing in sheets available Ongoing monitoring of adoption of guidelines
Staff or young people showing symptoms	Staff and young people	Staff and young people with symptoms not allowed in the Academy or to participate of an activity.	3	1	3	<ul style="list-style-type: none"> • All staff to ring Nathan prior to going to the Academy if they are on rota. They should not attend the Academy if they or anyone in their household is feeling unwell • All sessions will be invited young person ONLY. There will be no drop ins. • If young person is unwell or lives with someone with coronavirus symptoms, they must go home and follow government guidelines. This triage should be done outside the Academy building. • Support young person who have symptoms / lives with someone with symptoms to get tested and to follow government guidelines. • Continue to monitor government advice around people with symptoms of coronavirus. 	3	1	3	Nathan Bendon and coaches	Ongoing monitoring of adoption of guidelines



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S=Severity
L=Likelihood
R=Risk Rating

* Risk Rating: Severity x Likelihood = Risk

1 – 6	Minimal Risk	No further action
7 - 12	Low Risk	Keep under review, consider further control measures
13 - 16	Medium Risk	Control measures must be in place
17 - 20	High Risk	Consider stopping activity

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DATE: 23rd Jan 2021