



ADVENTURE PLAYGROUNDS WALES
 Yr-Hen-Dy, Pen-Y-Bryn, Cardigan SA43 3NN (TEL: 029 2002 3307)
RISK ASSESSMENT – CORONAVIRUS (COVID-19)

QA Issue 1.0
 April 2020
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CLIENT		SITE ADDRESS	
DESCRIPTION OF WORKS		DATE OF RISK ASSESMENT	

General Requirements

Employers who have people in their offices or on site should ensure that employees are able to follow Public Health England guidelines including, where possible, maintaining a 2 metre distance from others, and washing their hands with soap and water often for at least 20 seconds (or using hand sanitiser if soap and water is not available).

If employees cannot work from home then they can still travel to work, provided they are well and no one in their household is self-isolating. This is consistent with advice from the Chief Medical Officer (CMO).

What are the Hazards	Who might be harmed and how	What control measures need to be in place	What additional measures need to be taken
Travel to Site	Workers travelling together will be unable to practice social distancing.	Wherever possible, workers should travel to site alone using their own transport.	
Arrival on Site	Workers being infected through close contact or passing on infection due to lack of social distancing.	Adventure Playgrounds Wales will liaise with clients to ensure: <ul style="list-style-type: none"> • Suitable parking arrangements for vehicles • Provision of hand cleaning facilities. This should be soap and water wherever possible or hand sanitiser if water is not available • Check that site access points enable social distancing • Remove or disable entry systems that require skin contact e.g. fingerprint scanners • Require all workers to wash or clean their hands before entering or leaving the site • Allow plenty of space (two metres) between people waiting to enter site • Common contact surfaces are regularly cleaned (e.g. in reception, offices, access control areas) • Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible • Confirm how someone taken ill would get home. 	

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Insufficient Hand Washing Facilities	Workers could become infected or could spread infection through lack of hand washing.	<p>Adventure Playgrounds Wales will liaise with clients to ensure:</p> <ul style="list-style-type: none"> • Provision of additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site • Ensure soap and fresh water is readily available and kept topped up at all times • Provide hand sanitiser where hand washing facilities are unavailable • Regularly clean the hand washing facilities and check soap and sanitiser levels • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. <p>Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>	
Unclean Toilet Facilities	Workers could become infected or could spread infection through contact with unclean surfaces.	<p>Adventure Playgrounds Wales will liaise with clients to ensure:</p> <ul style="list-style-type: none"> • Restriction on the number of people using toilet facilities at any one time e.g. use a welfare attendant • Wash hands before and after using the facilities • Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush • Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	



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Close Working	Workers being infected through close contact or passing on infection due to lack of social distancing.	<p>There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. General Principles:</p> <ul style="list-style-type: none"> • Non-essential physical work that requires close contact between workers should not be carried out • Work requiring skin to skin contact should not be carried out • Plan all other work to minimise contact between workers • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • Single use PPE should be disposed of so that it cannot be reused • Stairs should be used in preference to lifts or hoists 	
Site Meetings	Workers being infected through close contact or passing on infection due to lack of social distancing.	<ul style="list-style-type: none"> • Only absolutely necessary meeting participants should attend • Attendees should be two metres apart from each other • Rooms should be well ventilated / windows opened to allow fresh air circulation • Consider holding meetings in open areas where possible. 	
Contact with non-sanitised surfaces	Workers could become infected or could spread infection through contact with unclean surfaces.	<ul style="list-style-type: none"> • Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately. • Hygiene monitoring. Written cleaning schedules to be enforced internally and where visiting clients, unclean areas are avoided • Infection control procedures in place and communicated to all employees. Procedure shall include early warning signs and symptoms and shall be reviewed on declaration of newly affected areas etc. • Controls such as the issue of PPE to the workforce should be considered dynamically as the spread of the virus increases. • Soap and washing facilities available and correct contained waste disposal bins where applicable. • All work surfaces are appropriately cleaned in line with company cleaning and hygiene policies. 	

What are the Hazards	Who might be harmed and how	What control measures need to be in place	What additional measures need to be taken
Workers lack of knowledge and understanding.	Workers may put themselves and others at risk through lack of knowledge and understanding.	Adventure Playgrounds Wales shall: <ul style="list-style-type: none"> • keep everyone updated on actions being taken to reduce risks of exposure in the workplace • ensure employees who are in a vulnerable group are strongly advised to follow social distancing guidance • make sure everyone's contact numbers and emergency contact details are up to date • make sure managers and supervisors know how to spot symptoms of coronavirus (COVID-19) and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace is potentially infected and needs to take the appropriate action • make sure there are places to wash hands for 20 seconds with soap and water, and encourage everyone to do so regularly • provide hand sanitiser and tissues for staff, and encourage them to use them • ensure correct PPE is provided and worn. Any PPE provided should be worn as stated within the risk assessment and disposed of correctly. 	
Handling waste/used PPE/ Clothing	Workers could become infected or could spread infection through contact with unclean surfaces.	<ul style="list-style-type: none"> • Hand Hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately. • Safe cleaning / hygiene procedures. Tissues should be thrown into closed bins and hands washed immediately after coming in contact with any article. Hands should be washed with soap or alcohol santiser. • PPE provided and worn at all times. Any PPE provided should be worn as stated in the procedure and disposed of correctly within a closed bin. • Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Single use PPE should be disposed of so that it cannot be reused. 	

What are the Hazards	Who might be harmed and how	What control measures need to be in place	What additional measures need to be taken
Coughing, sneezing.	Workers could spread infection to others.	<ul style="list-style-type: none"> • Communication. Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately. • Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately. • Infection control procedures in place. Infection control procedures in place and communicated to all employees. Focus around coughing and sneezing in to tissues that are disposed of in closed lid bins. • Information on Coronavirus communicated amongst all staff. Communicate information on Coronavirus using official medical and government guidance. • PPE provided and worn. Any PPE provided should be worn as stated within the procedure and disposed of correctly. • Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable. • Restricted access. Restrict access to members of the public or those displaying related symptoms where possible. Contact should be restricted to within 2 meter (6ft) of the affected person. • Masks issued (post medical guidance). Masks may be required to be issued to both visitors and staff to reduce spread of cough droplets. Masks should be provided proactively. Masks should meet a minimum standard - FFP3 rated respirator mask to EN149:2001 (N95). Masks should be disposed of correctly. 	

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Workers visiting clients.	Workers being infected through close contact or passing on infection due to lack of social distancing.	<ul style="list-style-type: none"> • Decline work with suspected carriers of coronavirus. Staff should feel that declining to work where symptoms are evident or have been reported can be discussed. • Dynamic safe working procedures. Internal procedures such as refraining from shaking hands. • Lone Workers contactable. Lone Workers contactable by mobile phone to ensure that there are no health and safety issues. Lone workers can also have constant access to call staff should they show symptoms of Coronavirus or come in contact with those displaying mild symptoms • Only suitable sanitisers used that fully remove bacteria. • Reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should refer to NHS111 for further advice and guidance on next steps, including potential self-containment. • If you meet others when you are on or attending a site ensure that you stay at least 2 meters (6ft) away or ask the person to move back to the safe distance. 	
Poor levels of hygiene or housekeeping	Workers could become infected or could spread infection through contact with unclean surfaces.	<ul style="list-style-type: none"> • Follow Government and Public Health England (PHE) guidance. Employees are encouraged to follow the guidance from the government and Public Health England as to correct health measures. • Hygiene procedures in place. Any staff that may have come in to contact with those displaying symptoms should utilise washing facilities immediately. • Hand sanitisers provided. Only suitable sanitisers used that fully remove bacteria. 	

What are the Hazards	Who might be harmed and how	What control measures need to be in place	What additional measures need to be taken
Someone falls ill or shows symptoms.	Workers could spread infection to others.	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> • Return home immediately • Avoid touching anything <p>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</p> <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>	
Eating and drinking areas.	Workers being infected through close contact or passing on infection due to lack of social distancing.	<ul style="list-style-type: none"> • Dedicated eating and drinking areas should be identified on site. • Break times should be staggered to reduce congestion and contact • Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area • The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home • Workers should sit 2 metres apart from each other whilst eating and avoid all contact • Where catering is provided on site, it should provide pre-prepared and wrapped food only. Payments should be taken by contactless card wherever possible. Crockery, eating utensils, cups etc. should not be used • Drinking water should be provided with enhanced cleaning measures of the tap mechanism • Tables should be cleaned between each use • All rubbish should be put straight in the bin and not left for someone else to clear up • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines. 	



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Classification of risk:

- Very high exposure risk** – e.g. high potential for occupational exposure to known or suspected sources of Covid-19 during specific medical, post-mortem, or laboratory procedures that create aerosols in the air.
- High exposure risk** – e.g. jobs that may come in close contact with known or suspected sources of Covid-19, such as workers who most provide personal care, transport in enclosed vehicles, delivery and support to known or suspected Covid-19 patients, their bodies, immediate environment and contaminated objects.
- Medium exposure risk** – e.g. jobs that require frequent and/or close contact with people who may be infected with Covid-19 but who are not known or suspected Covid-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travellers who may return.
- Lower exposure risk** – e.g. jobs are those that do not require contact with people known to be, or suspected of being, infected with Covid-19 nor frequent close contact with the general public. Workers in this category have minimal occupational contact with the public and other co-workers from locations with widespread Covid-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g. schools, high-population-density work environments, some high-volume retail settings).

The health and safety requirements of any work activity must not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

Adventure Playgrounds Wales Representative		Signature	
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