

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This Risk Assessment is for dealing with the current Covid-19 situation in the workplace in preventing the spread of the virus. To keep up to date with government guidelines in this fast changing situation visit <https://www.hse.gov.uk/news/coronavirus-covid>

Venue: Foundation of Light Beacon of Light Stadium Park Sunderland SR5 1SU	People/Activity/Event: Staff Participants General Public Contractors Tenants	Activity overview: PHASE ONE COMMENCING 1ST JUNE 2020 PHASE TWO COMMENCING 27 TH JUNE 2020 PHASE THREE COMMENCING 28 TH SEPT 2020 PHASE FOUR COMMENCING 2 ND DEC 2020 TIER 3 RESTRICTIONS ROADMAP OUT OF LOCKDOWN 8 TH Mar 2021 REVIEWED RESTRICTIONS OMICRON VARIANT JAN 2022	
<u>Likelihood</u>	<u>Severity</u>	To calculate the risk multiply the LIKELIHOOD X SEVERITY (L X S) L = Likelihood, S = Severity, R = Risk Rating	
Rating 1 = Very Unlikely	Rating 1 = Insignificant	Risk Rating definition:- 25 - 17 Unacceptable 16 - 10 Tolerable 09 - 05 Adequate 04 - 01 Acceptable Persons who should be risk assessed: Employees, Visitors, Contractors, Service Users, Participants, Public, Customers, Young People etc.	
Rating 2 = Unlikely	Rating 2 = Minor		
Rating 3 = Fairly Likely	Rating 3 = Moderate		
Rating 4 = Likely	Rating 4 = Major		
Rating 5 = Very Likely	Rating 5 = Catastrophic		

You must ensure that all SIGNIFICANT risks are considered in the table below and rated using the L x S guidelines above.

Hazard? Who?	How could harm occur and likely consequences?	Existing Control Measures	Risk Assessment			New / Additional Control measures required	Risk Assessment		
			L	S	R		L	S	R
Spread of the COVID 19 VIRUS Staff Visitors to your premises Participants Learners Cleaners Contractors Drivers Delivery personnel Post Man Milk Man Vulnerable groups Elderly, Pregnant workers Those with existing underlying health conditions Anyone else who physically comes in contact in relation to business activities	Contracting and Spreading the virus The main symptoms of coronavirus (COVID 19) are a high temperature this means you feel hot to touch on your chest or back a temperature above 37.8c is considered high. A new continuous cough this means coughing a lot for more than an hour or three or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual) A loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal In extreme cases – long standing respiratory problems and death	<p>Existing COVID measure below to continue be continued in accordance with Government guidance.</p> <p>Education/skills programmes to return to Foundation site. Blended and remote learning to remain operational if appropriate.</p> <p>One to one Youth work to return with Covid restrictions in place around activities.</p> <p>Foundation delivery staff to return to school delivery as recommended by schools</p>	5	5	25	<p>Staff advised to take up two vaccinations and booster when offered by the NHS as part of the Government vaccination deployment programme. Evidence shows that vaccinations and boosters are sufficiently affective in reducing hospitalisation and serious illness. The Foundation recommended the used of COVID passport as evidence of vaccinations</p> <p>Delivery staff Lateral flow testing being carried out twice weekly</p> <p>Students to carry out twice weekly lateral flow testing and provide evidence of negative tests.</p> <p>Any staff, students or participants feeling unwell and showing positive lateral tests to arrange PCR and Isolate as per Government guidance.</p>	3	5	15

		<p>Outdoor Beacon pitch hire to continue following on site restrictions.</p> <p>Outdoor Sports delivery/ Scholarship games/Foundation coaching programmes to return with Covid restrictions to remain in place.</p> <p>Foundation and Beacon signed up to Government staff lateral flow testing scheme.</p> <p>Indoor Arena open for community groups/ club hiring facilities with restrictions</p> <p>Indoor parent/child groups with restrictions on maximum numbers</p>				<p>New isolation guidance in place staff or participants testing positive with lateral flow and not experiencing any symptoms to isolate no for 7 days and can end isolation following 2 negative LFT 24 hours apart on day six and seven of isolation</p> <p>Access to pitches via external areas as directed by Beacon Duty Managers</p> <p>All covid restrictions to continue, social distancing, cleaning and wearing of mask to continue in all communal areas.</p> <p>Max numbers to be controlled and one way system to be adhered to.</p> <p>Staff to return to place of work if appropriate and safe to do so. Work from home to continue following guidance.</p> <p>Covid restrictions to continue in line with Government guidelines.</p>			
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<p>Spread of the COVID 19 VIRUS</p> <p>Staff Visitors to your premises Participants Learners Cleaners Contractors Drivers Delivery personnel Post Man Milk Man Vulnerable groups Elderly, Pregnant workers Those with existing underlying health conditions Anyone else who physically comes in contact in relation to business activities</p>	<p>Contracting and Spreading the virus</p> <p>The main symptoms of coronavirus (COVID 19) are a high temperature this means you feel hot to touch on your chest or back a temperature above 37.8c is considered high. A new continuous cough this means coughing a lot for more than an hour or three or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual) A loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal</p> <p>In extreme cases – long standing respiratory problems and death</p>	<p><u>Social Distancing</u> Social Distancing - Reducing the number of persons in any work area/building to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Split teams with alternate days working from home to avoid contact at any one given time.</p> <p>Facility bookings, courses and sessions to include staggered starting and finishing times</p> <p>Follow floor signage including entry to building communal areas and toilets</p> <p>Redesigning processes to ensure social distancing in place. Access to outdoor pitches via outdoor patch adjacent to building</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring enough rest breaks for staff/participants and students.</p>	5	5	25	<p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Regular announcements to remind staff, visitors, participants and learners of social distancing in place and to wash their hands regularly. Management checks to ensure this is adhered to.</p> <p>Specific signage, queuing guidance, cordoned off restricted areas, distances markers and directional signage in place to manage social distancing.</p> <p>Office working to be restricted, hybrid and home working where practical or alternately 2 metre distance staff numbers to be monitored.</p> <p>Use of digital storage rather than printed paper format to avoid contact near printer. Waiting area cordoned off.</p>	3	5	15
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		<p>Social distancing to be adhered to in kitchen area for access to water and tea/coffee facilities</p> <p>Participants and learners to be instructed on arrival of procedure in place. Reminder that social distancing is in place within the Beacon/Outreach/ external facility</p> <p>Arrival to facility for bookings/courses or sessions must be at the agreed times only as waiting areas are limited.</p> <p>It is important should any person display the symptoms of COVID 19 that they do not enter the Beacon of Light or take part in any Foundation of Light activity. It is recommended that they follow current isolation guidelines</p>		<p>Lifts to be managed and only 2 persons allowed in lift at one time. Controls to be cleaned at regular intervals during day, hand sanitiser in each lift. Cleaning recorded on record sheets kept at reception One-way directional signage in place from Beacon entrance throughout building.</p> <p>Reception to manage entry into building via door controls. Maximum numbers monitored to suit activity or booking. Spectator numbers monitored.</p> <p>Facility Kitchen only accessible for provision of hot and cold water. use of fridge or microwave allowed and must be cleaned after each use.. Kitchens to operate one way in and one way out system - one person allowed in kitchen at a time – no seating in kitchen</p>	
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		<p>Hand and Washing Hand washing facilities with soap and water in place. Stringent hand washing to take place. In line with hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Dry hands thorough after washing https://www.nursingtimes.net/news/research-and-innovation/paper-towels-</p>	4	5	20	<p>Staff to ensure desks, playing surfaces and equipment are cleaned regularly with cleaning materials provided and recorded on cleaning sheet. Reminders for all staff and visitors not to touch face and eyes.</p> <p>Air Handling Units in Beacon serviced 15.9.20 set to 100% outside air meaning fresh air is being drawn into the facility from outside</p> <p>Lateral flow test to be carried out by staff twice weekly.</p> <p>Employees/visitors to be reminded on a regular basis to wash their hands for 20 seconds with soap and water the importance of proper drying. Hand sanitiser to be used when entering the Beacon or the start of course/session and when leaving building or end of course/session</p> <p>Catch coughs and sneezes in tissues –</p>	3	5	15
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		<p>much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ Hand sanitiser stations available throughout the building.</p> <p>Cleaning stations at: - Reception and throughout level 1, Office, 1 per classroom and 1 per WOW rooms. Entrance to sports hall L0 x 3 and barn viewing gallery and coffee area L4</p> <p>Staff and visitors reminded of regular hand washing particularly after blowing nose, sneezing or coughing. Dispose of tissue into bin then immediately wash hands for 20 seconds.</p>				<p>Follow Catch it, Bin it, kill it and avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the facility. Wash hand thoroughly for 20 seconds.</p> <p>Staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>To help reduce the spread of coronavirus (COVID-19) follow public health advice</p> <p>Posters, leaflets and other materials are on display to provide guidance and support social distancing.</p>			
<p>Spread of the COVID 19 VIRUS</p> <p>Staff Visitors to your premises Participants Learners Cleaners Contractors Drivers</p>	<p>Symptoms Coughing, Sore throat, aches, headache, flu like symptoms, Temperature, loss of taste or smell, respiratory problems – severe cases hospitalisation possible death</p>	<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, window handles, light switches, railing, reception area, Sports equipment, teaching and learning aids, computer equipment, telephones, including thorough cleaning of toilets facilities using appropriate cleaning products and methods.</p>	4	5	20	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Cleaning table next to reception: - cleaning spray, blue roll, hand sanitiser, paper tissues, gloves, rubbish bags. Review deep fogging clean throughout building.</p>	3	5	15

<p>Delivery personnel Post Man Milk Man Vulnerable groups Elderly, Pregnant workers Those with existing underlying health conditions Anyone else who physically comes in contact in relation to business activities</p>		<p>Rubbish to be disposed of daily and safely.</p>				<p>Cleaning stations in each classroom and WOW zones. Complete Cleaning Record every time area is cleaned As a facility ALL areas should be disinfected before and after use including sports equipment. Classrooms tables and chairs, office areas and shared communal areas</p>			
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	<p>Symptoms Coughing, Sore throat, aches, headache, flu like symptoms, Temperature, loss of taste or smell, respiratory problems – severe cases hospitalisation possible death</p>	<p><u>Wearing of Masks</u> Following Government guidelines, the wearing of face covering in communal spaces is mandatory.</p>	4	5	20	<p>Staff and visitors to wear face covering in all public communal areas.</p> <p>Masks need not be worn whilst working at work station face covering is acceptable personal choice, during activity or whilst eating.</p>	3	5	15
<p>Spread of the COVID 19 VIRUS</p> <p>Staff Visitors to your premises Participants Learners Cleaners Contractors Drivers Delivery personnel Post Man Milk Man Vulnerable groups Elderly, Pregnant workers</p>		<p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of gloves safely.</p> <p><u>PPE & HS equipment</u> In all settings individuals are asked to observe 2 metre social distancing measures and practice good hand hygiene behaviours. If staff feel more comfortable wearing masks and gloves, they are free to do so.</p> <p>Visitors, Participants and students are free to wear their own PPE if they feel more comfortable doing so.</p>	3	5	15	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Staff gloves are available from Reception or Foundation office.</p> <p>Staff Disposable Gloves and Masks are available in Reception and main office. Reception screens installed to protect receptionists and visitors. Reception waiting area clearly marked with holding area marked on floor. One-way system in operations throughout building.</p>			

<p>Those with existing underlying health conditions Anyone else who physically comes in contact in relation to business activities</p>	<p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow the stay at home guidance. No visitors to enter building if they are showing symptoms of COVID 19 or feel unwell If advised that any visitor has developed Covid-19 symptoms their details will be passed onto the Public Health Department for Track & Trace purposes. Foundation are adhering to the new Track & Trace App and have registered QR code for logging in at Reception and other FOL sites</p>	3	5	15	Regular communication of mental health information and open-door policy for those who need additional support or signpost to appropriate agencies or professional groups
	<p><u>Deliveries - Drivers</u> All Beacon deliveries are to be received at Beacon reception following the signing in process and social distancing policies. Persons should not share vehicles or use of Foundation minibus where 2 metre distancing cannot be achieved or maintained.</p>	3	5	15	All delivery drivers/postmen etc., to report to main reception, deliveries to be left at far end of reception desk. Staff to wear gloves to handle any boxes or post.
	<p><u>Beacon of Light Classroom and WOW usage</u> Social distancing to be maintained maximum number of 8 people allowed in classrooms including teachers</p>	3	5	15	Participant numbers to be adjusted to meet 2m distancing. Sessions to be staggered to accommodate social

		Regular cleaning of all teaching/learning items/IT equipment/desks/door & window handles				<p>distancing maximum numbers monitored to adhere to social distancing</p> <p>If it is not possible to maintain social distancing stop activity or lesson. Cleaning stations in each room for regular cleaning by staff.</p> <p>PA announcements are made throughout the day by Foundation staff</p>			
<p>2. General injuries or Medical conditions</p> <p>Staff</p> <p>Young People</p> <p>Volunteers</p> <p>Spectators</p> <p>Disabled participants</p> <p>General Public</p> <p>Contractors</p> <p>Expectant mothers</p>	<p>Sprains, strains, broken bones, abrasions, cuts, concussion, choking, fractures, asthma attack, dizziness, fainting, heart attack, dehydrations, stress and anxiety.</p>	<p>First Aid</p> <p>Staff First Aider to wear face visor whilst tending to injured/sick person.</p> <p>First Aider to assess injury or medical condition to establish if it is safe to proceed with First Aid. If condition is not life threatening advise to attend medical centre of hospital for treatment. In any other emergency case call professional help.</p> <p>Defibrillators located on Level 1 reception & Beacon School</p>	2	4	8	<p>First Aid trained staff</p> <p>Staff trained in the use of Defibrillators</p> <p>In an emergency call 111 or 999 for professional assistance</p> <p>First Aid room on Level 0 identified as a Rest room in case of illness. Accessible toilet and shower available with easy access to L0 exit door should ambulance service be required. Social distancing to be maintained in First Aid Room where practicable</p> <p>All Beacon staff attending to wear visor</p>			

<p>3. Fire and Building Evacuation Staff Young People Volunteers Spectators Disabled Participants General Public Patients Expectant mothers</p>	<p>Burns, sprains, strains, broken bones, abrasions, cuts, concussion, choking, fractures, asthma attack, dizziness, fainting, heart attack, dehydrations, stress and anxiety possible death</p>	<p>Fire Fire Warden numbers to be adjusted to accommodate Beacon specific activities staff members to be identified to act in case of an emergency.</p> <p>Evacuation - Assembly points for Beacon of Light - Main Stadium Yellow Car Park to allow 2m social Distancing if normal area to bike storage is not adequate.</p> <p>All Foundation facilities to identify alternative Assembly points</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Should a fire be sited raise the alarm and call 999 immediately, evacuate the building and make way to the designated assembly point adjacent to Bike storage front of building adhering to 2-meter distancing where possible. Alarm maintained on weekly basis and annual service from installer completed May 2020</p>			
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HAZARD IDENTIFICATION PROMPT: (Note – specific hazards not listed should be added, please inform HR for inclusion in master template).

Venue	Chemical/COSHH	Environmental	Ergonomic	Access	Individual
Access	Storage	Noise	Handling	Entrances	Unsafe behavior
Heights	Handling	Lighting	Lifting	Exit	New starters
Layout and Storage	Disposal	Ventilation	Work Position	Vehicles	Lone worker
Materials and Handling	Use	Heat	Carrying	Emergency	First Aid
Fire/flammable materials	Spillage	Uneven ground	Work Rate	Slips, Trips, Falls	
Electricity		Cold	VDU work	Obstructions/ Projection	
Explosion		Housekeeping		Working at Heights	
Water		Windy Conditions		Falling Objects	
		Ice / Snow		Confined Space	
		Heavy Rain		Uneven ground	

ADDITIONAL:

Emergency Procedures on site:
 Designated First Aid Room as rest room
 Defibrillator's on site.

Special measures:

Parking in Stadium Car Park observe social distancing and any controls established by SAFC
 Please keep to the right of the ramp on entry into the building and to your right on exit from the building
 Directional signage is displayed throughout building operating a one-way system
 Cleaning stations and hand sanitisers situated throughout building
 Staff vaccinations and booster recommend together with use of COVID passport
 PPE – gloves and masks available from Reception and main office
 Kitchen operating one-way system one person in one person out
 Staff to bring in packed lunches is encouraged to reduce the use of kitchen
 Regular breaks recommended for all staff
 Maximum number of occupants in building agreed and monitored by reception staff
 The Inventory system should be used as normal cleaning before and after use

'Give-way' system in operation on 73 steps

One person at a time allowed on main stairwell

Use of lift is allowed 2 persons at any one time

It is not possible to hot desk; you must always use the same desktop or laptop computer and clean before and after use

Maximum room capacities to be monitored

Staff to carry out hybrid working where appropriate (home and office) on approval form Line Manager

Please ensure each area you are using is cleaned regularly and recorded on the cleaning schedule

Social distancing of 2 metres to be strictly adhered to throughout building, face covering mandatory in all communal areas.