

What are the hazards	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Staff Customers Contractors Delivery drivers Visitors</p>	<p>Follow HSE guidance on <a href="#">cleaning, hygiene and hand sanitiser</a></p> <ul style="list-style-type: none"> <li>- BST to provide water, soap and drying facilities at wash stations</li> <li>- BST to provide information on how to wash hands properly and display posters</li> <li>- There are 8 hand basins that are accessible for both customers and staff and 2 hand basins accessible by staff only.</li> <li>- BST to provide hand sanitiser for the occasions when people can't wash their hands</li> </ul>	<ul style="list-style-type: none"> <li>- Staff will be reminded by their line managers to ensure that hand washing or hand sanitisation takes place.</li> <li>- Put signs up to remind people to wash their hands</li> <li>- Provide information to your workers about when and where they need to wash their hands</li> <li>- If people can't wash hands, provide information about how and when to use hand sanitiser</li> <li>- Identify how you are going to replenish hand washing/sanitising facilities</li> <li>- Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem</li> </ul>	<ul style="list-style-type: none"> <li>-Signage has been designed and put up within the centre</li> <li>-Staff have been informed via reorientation sessions and staff guide on the importance of washing their hands or sanitising regularly.</li> <li>-Hand soap and sanitiser will be replenished by the cleaners and or Deputy General Managers.</li> <li>-Line managers to ensure that staff let them know if they are suffering from any dryness or cracking to their skin.</li> </ul>	<p>11<sup>th</sup> April 2021</p>

What are the hazards	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus in common use high traffic areas such as staff rooms, corridors, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas</p>	<p>Staff Customers Visitors Contractors Delivery Drivers</p>	<p>Follow HSE guidance on welfare facilities, canteens etc.: BST has Identified: ➤ areas where people will congregate these are staff rooms, changing rooms, reception, meeting rooms, kitchens etc. ➤ areas where there are pinch points meaning people can't meet the social distancing rules, these are narrow corridors, doorways, customer service points, storage areas ➤ areas and equipment where people will touch the same surfaces, such as in kitchens, these are kettles, shared condiments, gym equipment, wet side equipment ➤ areas and surfaces that are frequently</p>	<p>- BST has put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, - Near-miss reporting has been implemented to identify where controls cannot be followed or people are not doing what they should</p>	<p>-Departments have updated cleaning lists that need to be completed on a daily basis. -staff informed of maximum occupancy in the rooms via reorientation sessions, staff guide, operating procedure</p>	<p>11<sup>th</sup> April 2021</p>

		<p>touched but are difficult to clean have been removed</p> <p>The controls in place to reduce the risks. Are:</p> <ul style="list-style-type: none"> <li>➤ limiting the number of people in rooms so that social distancing rules can be met, there is a maximum occupancy numbers for studios, gyms, meeting rooms, pool.</li> <li>➤ staff will be using the customer lounge as it is closed to customers as a staff room to enable social distancing rules to be met</li> <li>➤ physical impervious barriers (e.g. Perspex in reception areas) have been installed to reduce contact</li> <li>➤ the use of online meeting facilities will be used</li> <li>➤ non-fire doors will be open to reduce the amount of contact with doors and also</li> </ul>			
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		<p>potentially improve workplace ventilation</p> <ul style="list-style-type: none"> <li>➤ staff will be provided with an area to keep personal belongings in so that they aren't left in the open.</li> <li>➤ surfaces must be kept, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier</li> <li>➤ BST has provided washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas.</li> <li>➤ BST has put signs up to remind people to wash and sanitise hands and not touch their faces</li> <li>➤ BST has put in place cleaning regimes to make sure high traffic communal areas are kept clean – high touch</li> </ul>			
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		points will be cleaned as least hourly by the staff in those areas or cleaned by the operational team			
Getting or spreading coronavirus through workers living together and/or travelling to work together	Staff	<ul style="list-style-type: none"> <li>- Staff who live together will be grouped into a work cohort</li> <li>- Staff who travel to work together will be grouped into a work cohort</li> </ul>	Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus	-Line managers to discuss with staff at return to work sessions	11 <sup>th</sup> April 2021
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<p>Staff</p> <p>Customers</p> <p>Visitors</p> <p>Delivery drivers</p>	<p>The HSE guidance on <a href="#">cleaning and hygiene during the coronavirus outbreak</a> has been used</p> <p>- Surfaces have been identified that are frequently touched and by many people, are handrails, door handles, gym equipment, safety equipment, pool equipment, other shared equipment, these will be cleaned at least hourly or before and after use by staff working in those areas</p>	<ul style="list-style-type: none"> <li>- Monitoring and supervision to ensure people are following controls, i.e. the cleaning regimes implemented</li> <li>- Staff are provided with information telling them who needs to clean and when</li> <li>- Instruction and training has been provided to people who need to clean. With information on:                             <ul style="list-style-type: none"> <li>➤ the products they need to use (Pine Disinfectant)</li> <li>➤ precautions they need to follow via</li> </ul> </li> </ul>	-Line managers and training officers will carry out training with staff at reorientation sessions and via e-learning. - Posters to be displayed on how to clean	11 <sup>th</sup> April 2021

		<p>or by the operational team.</p> <ul style="list-style-type: none"> <li>- Staff have been trained in how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean</li> <li>- Sharing work equipment is to be avoided where possible where it is not possible a cleaning regimes is in place to clean between each user</li> <li>- To reduce the contact of people with surfaces, doors are to be left open where possible i.e. not fire doors, BST are providing contactless payment, and will be using electronic documents rather than paperwork</li> <li>- Other areas that will need cleaning to prevent the spread of coronavirus have been</li> </ul>	<p>posters and COSHH training</p> <ul style="list-style-type: none"> <li>➤ the areas they need to clean</li> <li>- Cleaning products will be replenished by the Deputy General Managers</li> </ul>		
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		<p>identified and added to cleaning rotas for staff in those areas or the operational team. This cleaning will take place throughout the day as per the cleaning schedule using the products identified for those surfaces. Pine disinfectant or pool water will be used throughout the building for most cleaning tasks unless the cleaning task is following a suspected COVID 19 in which case Selegiene Ultra will be used.</p> <ul style="list-style-type: none"> <li>-Surfaces are to be kept clear to make it easier to clean and reduce the likelihood of contaminating objects</li> <li>- BST has provided more bins and they will be emptied more often</li> <li>- The buggy park will be available for staff to store personal belongings and keep</li> </ul>			
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		personal items out of work areas			
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff	<p>HSE guidance on stress and mental health has been followed</p> <ul style="list-style-type: none"> <li>- Regular keep in touch meetings/calls with people working at home to talk about any work issues has taken place</li> <li>- Staff survey has been sent to all staff and line managers have talked openly with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</li> <li>- Staff have been Involved in completing risk assessments</li> <li>- Staff are kept updated on what is happening so they feel involved and reassured via email bunker updates</li> <li>- Line managers to discuss the issue of</li> </ul>	<p>Further advice and support is provided to all staff via the employee assistance programme</p> <ul style="list-style-type: none"> <li>- Information and advice will be shared with staff about mental health and wellbeing</li> </ul>	<p>Senior Leadership Teams (SLT) and Line Managers to ensure that advise and support is provided to all staff</p>	<p>11<sup>th</sup> April 2021 support will be ongoing</p>



		fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours			
Contracting or spreading the virus by not social distancing	Staff Customers Contractors Delivery drivers Visitors	<p>HSE guidance on social distancing to be followed.</p> <ul style="list-style-type: none"> <li>- Places where, under normal circumstances, staff and customers would not be able to maintain social distancing rules have been identified these include corridors and doorways</li> <li>- To keep people apart in line with social distancing rules in the first instance. Include:                             <ul style="list-style-type: none"> <li>➤ using marker tape on the floor in the studios and gyms</li> <li>➤ holding meetings virtually rather than face to-face</li> <li>➤ staggering start/end times of activities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- BST has put in place arrangements to monitor and supervise to make sure social distancing rules are followed</li> <li>- BST to provide information, instruction and training to people to understand what they need to do</li> <li>- BST has provided signage and ways to communicate to non-employees what they need to do to maintain social distancing</li> </ul>	<ul style="list-style-type: none"> <li>- SLT and line managers will manage staff to ensure social distancing rules are followed</li> <li>- Line managers and training officers are providing information, instruction and training to people to understand what they need to do. This is taking place at reorientation sessions and via eLearning.</li> <li>-Signage is be being put up around the centre.</li> </ul>	11 <sup>th</sup> April 2021 and ongoing

		<ul style="list-style-type: none"> <li>➤ limiting the number of people on site at one time by the use of bookings for gym, classes and pool sessions</li> <li>➤ Allocated time slots for customers when using the gym, classes or the pool</li> <li>➤ work areas and tasks and been rearranged to allow people to meet social distancing rules</li> <li>➤ customer lounge to be closed to the customers but used by the staff as a staff room</li> <li>➤ 'drop zones' to be implemented for passing materials between people</li> <li>- Where it isn't possible to meet social distancing rules other physical measures have been implemented to separate people. This includes:</li> </ul>			
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		<ul style="list-style-type: none"> <li>➤ physical screens and splash barriers</li> <li>➤ place markers on the floor or signage to indicate where people should stand and the direction they should face</li> <li>➤ reducing the numbers of people using lifts</li> </ul> <p>Where it is not possible to meet social distancing rules and physical measures can't be used then these measures have been implemented to protect people. This includes:</p> <ul style="list-style-type: none"> <li>➤ enhanced cleaning regimes</li> <li>➤ increase in hand washing</li> <li>➤ limiting the amount of time people spend on the task</li> <li>➤ placing workers back-to-back or side-by-side rather than face-to-face when working</li> </ul>			
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		<ul style="list-style-type: none"> <li>➤ 'cohorting' work teams so they consistently work together</li> <li>➤ improving ventilation</li> <li>➤ wearing face covering in communal areas but not while undertaking an activity</li> <li>- Display signs to remind people to socially distance</li> </ul>			
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff	<p>HSE guidance on display screen equipment was sent to staff working from home. There is no increased risk for staff working at home temporarily but if this arrangement becomes long term the risks will be assessed</p> <p>- For all people working at home using display screen equipment (DSE) information and training was provided on how to protect themselves, e.g. take regular breaks, stretching exercises,</p>	<p>Information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's <a href="#">Protect homeworkers</a> page</p>	-SLT to ensure this has taken place and will take place in the future if needed	11 <sup>th</sup> April 2021

		<p>set the equipment up properly using the HSE guidance</p> <p>For any staff that will be working at home longer term will need to complete a DSE assessment to identify what equipment is needed to allow them to work safely at home</p>			
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<p>Staff</p> <p>Customers</p> <p>Contractors</p>	<p>HSE guidance on <a href="#">heating ventilation and air conditioning (HVAC)</a> has been followed</p> <ul style="list-style-type: none"> <li>- HVAC engineers have visited site to add additional ventilation to increase air flow in all or parts of your workplace</li> <li>- Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help</li> <li>- If additional ventilation is needed then BST will provide it, e.g. mechanical</li> </ul>	<ul style="list-style-type: none"> <li>- BST to maintain air circulation systems in line with manufacturers' recommendations</li> </ul>	<p>SLT and the Facilities Manager to ensure the ventilation systems are maintained and checked by HVAC engineers.</p>	<p>11<sup>th</sup> April 2021</p>

		<p>ventilation, desk fans, air movers etc.</p> <ul style="list-style-type: none"> <li>- Heating ventilation and air conditioning (HVAC) systems have been switched to drawing in fresh air where they can be, rather than recirculating air</li> </ul>			
<p>Increased risk of infection and complications for vulnerable workers</p>	<p>Staff</p>	<p>BST has identified who in our work force fall into one of the following categories:</p> <ul style="list-style-type: none"> <li>➤ Clinically extremely vulnerable</li> <li>➤ People self-isolating</li> <li>➤ People with symptoms of coronavirus</li> <li>➤ Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19)</li> </ul> <ul style="list-style-type: none"> <li>- Discuss with employees what their personal risks are and identify what you need to do in each case</li> </ul>	<p>Put systems in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant</p>	<p>-SLT and line managers have spoken to staff following the staff survey if they fall into one of those categories - SLT and line managers and will ensure that staff know how to notify if they fall into one of those categories, e.g. they start chemotherapy or are pregnant</p>	<p>11<sup>th</sup> April 2021 and ongoing</p>

		<ul style="list-style-type: none"> <li>- Identify how and where someone in one of these categories will work in line with current government guidance</li> <li>- If they are coming into work identify how you will protect them through social distancing and hygiene procedures</li> </ul>			
Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	Staff	<p>BST will follow HSE guidance on PPE during the outbreak</p> <ul style="list-style-type: none"> <li>- BST to identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people</li> <li>- PPE should not be the first choice; it should be the last.</li> </ul> <p>Substitution or engineering controls should be put in place in the first instance -</p> <ul style="list-style-type: none"> <li>- Identify which tasks you need PPE for and specify the right protection factor</li> </ul>	<ul style="list-style-type: none"> <li>- Systems to be put in place to keep PPE supplies under review so we can take action if necessary before we run out</li> </ul>	Facilities Manager and Health and Safety Officer to review PPE supplies and usage.	11 <sup>th</sup> April 2021 and ongoing

		<p>needed for those tasks</p> <ul style="list-style-type: none"> <li>- Provide the right protection factor for each task rather than the highest protection factor respiratory protective equipment (RPE) for all tasks -</li> <li>- Where required, ensure that those using RPE are face-fit tested.</li> <li>- Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace (Please note – face coverings are not PPE and are not required to be worn in the workplace. Where people choose to wear them we will support them)</li> </ul>			
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