

COVID 19

Date: 02/07/2020	Assessed by: Katy Stockdale Checked by: Lisa Darwin	Review Date: 01/09/20	*Or sooner if: There are reasons to believe the assessment is no longer valid. There are significant changes in the matters to which it relates following an accident or incident.
Location and Task: Huddersfield Giants Community Trust, The Zone, St Andrews Road, Huddersfield, HD1 6PT. External centres and outdoor hire to operate Sport Camps. Play Zone, Café Area, Pitch hire, NCS Keep Doing Good Program, Workforce and Office spaces, Dance studio and dance/cheer classes, and Post 16 Education facility.		Relevant Standards: Health and Safety at Work Act 1974 and supporting regulations including The Management of Health and Safety at Work Regulations 1999. Equality Act 2010. Safeguarding statutory guidance 2015 and supporting guidance from Kirklees Council. HGCT and Prime Contractor Policies. HGCT Huddersfield Health and Safety policy 2019 HGCT Huddersfield Safeguarding for all policy 2019 Huddersfield Giants Community Trust Policies.	
Scope of Risk Assessment: This risk assessment covers the buildings and activities undertaken by Huddersfield Giants Community Trust and The Zone, the aim of this risk assessment is to provide an overview of risk management for HGCT in accordance to COVID- 19, and specific risk assessments will be undertaken by DH in accordance to key departmental activity, and bespoke programs and activities.			

COVID 19

Number and description of employees involved in the activities covered by this assessment:

Maximum capacity will be 90 and this will include participants, external facilities, employees working from home, and employees facilitating activity in the building

Description of non-employees potentially at risk from the hazards identified within the assessment:

Participants of variable programs and activities
Visitors and contractors
Parents/guardians
And other members of the public

Government guidance and legislation in relation to COVID 19

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers>
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-personal-trainers-and-coaches-on-the-phased-return-of-sport-and-recreation>
<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
<https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>
<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation?utm_source=586c784b-fae0-4b93-83c0-f584f1aeeeb5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
<https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Readiness-Toolkit.pdf>

COVID 19

<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Risk Rating System

Risks are rated (a) with existing control measures in place and (b) once additional recommendations are implemented. Severity and likelihood of harm are estimated.

Severity of harm most likely to arise from the hazard

1= Minor or no injury 2= Time lost injury 3= Major injury or worse

Likelihood of the potential incident:

1= Unlikely/Infrequent 2= Possible/Occasional 3=Likely/Frequent

Risk Rating- Severity x Likelihood (as shown in the table on the right)

The priority of actions arising from the assessment depends on the overall risk rating.

		Likelihood		
		1	2	3
Severity	1	1	2	3
	2	2	4	6
	3	3	6	9

Risk rating of:
 6 or 9 = High priority
 3 or 4 = Medium priority
 1 or 2 = Low priority

COVID 19

HGCT overview					
Hazard	Person (s) at risk	Existing measures to control risk	Risk Rating Severity x Likelihood	Readiness Level	Additional risk control measures required
Workplace safety and becoming COVID secure	Employees Participants Visitors Volunteers Members of public	<ul style="list-style-type: none"> - Planning and executing our COVID secure business plan - Training all workforce on the mandatory requirements to ensure safety. - Communication and information sharing of practice to all participants, parents/guardians and visitors. 	Medium		
Handwashing, sanitizing	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - Hand sanitizer stations will be available at several pit stops through out the building and outdoor venue spaces. - Signage will instruct and remind all to actively use this throughout points in the day, but ensure everyone has washed their hands or used hand sanitizer when entering and exiting the building. 	Medium		
Facility cleaning and disinfectant	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure cleaning staff are trained to deliver frequent cleaning duties under the government guidance. - HGCT will invest in anti-viral fogging and training for all 	High		

COVID 19

		<p>staff to ensure the building is cleaned to the highest standard to reduce risk.</p> <ul style="list-style-type: none"> - Touch points will be a focus and all staff will take an active lead in wiping surfaces, and specific areas they have used. - Communal areas such as banisters, door handles will be regularly cleaned and wiped down. - Departments will be responsible for cleaning down of used areas ready for the next. - HGCT will uphold a regular cleaning rota and implement spot checks. 			
Information sharing and communication	<p>Employees</p> <p>Participants</p> <p>Visitors</p> <p>Volunteers</p> <p>Members of the public</p>	<ul style="list-style-type: none"> - Any activity related to HGCT department heads hold the responsibility to ensure all parents/ guardian and participants have received the correct information about changes to our service, and what is expected of them to ensure safety prior to programs starting. 	Low		
Monitoring meeting areas such as common areas and stairwells	<p>Employees</p> <p>Participants</p> <p>Visitors</p>	<ul style="list-style-type: none"> - Employees will have clear communication regarding usage of common areas, the 	Medium		

COVID 19

	Volunteers Members of the public	<p>upstairs kitchen will only be accessed on a one in one out system, and surfaces, electronics and taps will be wiped down before the next use.</p> <ul style="list-style-type: none"> - The downstairs kitchen can operate on a 2 in 2 out system whilst maintaining social distancing. - Staff will be encouraged to bring their own food to work, and limit bringing food in from external services. - Hand washing facilities will be available and clearly marked in both kitchens. - Meeting rooms will be reduced to a maximum of 3 people per room and social distancing measures will be put in place - Staff will be briefed on limited movement through corridors and stairwells and should avoid crossing others and breaching social distancing measures. Banisters, door handles and other commonly used spaces will be frequently cleaned throughout the day. 			
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COVID 19

Maintaining social distancing measures	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure that measures are in place for all users of the building to remain within 2 metres of another, and will provide clear signage and communications to adopt the following practice. - Where social distancing can not be met within 2M, additional measures will be put in place, such as screens on reception areas, and any other personal safety measure that we deem fit for the specific environment. 	High		
Staff return to work and recruitment	Employees	<ul style="list-style-type: none"> - Every employee will be part of COVID secure training specific to their role at HGCT. - Safety measures will be put into a code of conduct and management will oversee employees carrying out the mandatory conduct in accordance to the training and position within the Trust. 	Low		
Access and moving around the building	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure there is a visible one-way system for all using the facility. - Sign in and out policies will be adapted to reduce the usage of 	Medium		

COVID 19

		<p>the same pen, and applying codes into key pads.</p> <ul style="list-style-type: none"> - We have two entrances into the building and will appropriately facilitate an entrance and exit to reduce the chance of bodies crossing in small spaces. - Careful planning of work spaces and employees will be implemented, to ensure key employees have access to all necessities with minimal movement of the building. This may mean adaptation to work spaces and additional use of rooms that at present are not functioned as a space of work. 			
Smoking areas	<p>Employees Participants Visitors Volunteers Members of the Public</p>	<ul style="list-style-type: none"> - HGCT will ensure there is a maximum of 2 people per smoking break and they maintain SD rules. - Staff will be asked to situate in a private smoking area, out of the public eye, and general exits of the building. - The public smoking area situates in the car park, so clear signage will be appointed, along with regular 	Medium		

COVID 19

		spot checks by hosts and security staff.			
Accidents and incidents on site	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure the same procedures applies to any incident, accidents on site. First Aid Officers will be established and administered under the government guidance, along with reporting and recording. - Where social distancing measures are breached due to supporting someone who has had an accident, additional measures will be communicated such as additional personal equipment, (Gloves, masks) and washing of hands and area immediately when it is safe to do so. 	Medium		
Major incidents and fire evacuation procedures.	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - In the event of a major incident HGCT will not expect individuals to carry out social distancing measures that would put themselves and others at more risk, and employees should manage themselves and users in accordance to the original critical incident plan. 	Low		

COVID 19

		<ul style="list-style-type: none"> - HGCT once safe to do so will ensure additional measures such as cleaning and check in's with staff the following day are implemented. 			
Equality and Inclusion	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure equality and diversity is a key factor in all provision under the original policy that stands in the company. - When HOD are considering specific risk assessments they will ensure they have communicated effectively with users, who may require further support and who on occasions COVID secure procedures may need to be adapted to provide the most suitable form of practice per individual. 	Medium		
Data Protection	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure that as part of any communication and participation in activity, parents are informed and we have received consent in reference to recording details, in accordance to the governments track and trace system. 	Low		

COVID 19

		<ul style="list-style-type: none"> - Any other means of need for data will be in relation to the company's existing GDPR policy. 			
Fire Safety and Emergency Procedures	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - Fire safety management and evacuation in the event of an alarm, will be carried out to the existing policy and procedures. - In the event of an emergency fire, users should evacuate the building as quickly as possible, and will not be required to carry out social distancing measures. Once the environment becomes safe to do so, the assembly point will uphold social distancing measure where possible, and will have access to hand sanitizing points. 	Medium		
Visitors and contractors	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure they firstly reduce the volume of visitors and contractors who may enter for work related activity and meetings. We will ensure where possible alternative arrangements are made such as virtual meetings, and webinars. 	Medium		

COVID 19

		<ul style="list-style-type: none"> - If this cannot be obtained then the visitor will receive a company statement with expectation upon arrival in relation to COVID security. - Those holding the meetings will ensure that the time is safe for entry and exit, will minimise the movement around the building and consider the period of time the meeting or visit needs to take place. - All visitors and contractors will be required to use the same one-way system as users, maintain the 2m social distance within the building and external environments and ensure they actively sanitize/ wash hands throughout frequent periods of there stay. 			
Handling Goods merchandise and other materials	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will visibly mark a drop off and pick up point that is not within the general coordination of entrances and exits. - Staff will be advised to clean down any packages that can be, and to ensure they have 	Low		

COVID 19

		<p>washed their hands before and after receiving.</p> <ul style="list-style-type: none"> - They will be expected to maintain SD, when the driver is within the pickup/drop off point. - Staff should take extra precautions when distributing equipment or deliveries to the general public, before use. 			
Supporting employees who may need to shield or self-isolate.	Employees	<ul style="list-style-type: none"> - HGCT will ensure they work with employees on a case by case basis. - HGCT upholds a strong work from home policy, and employees will only be considered to come to work if they have stated that their household circumstances are not at risk. - Those who need to shield, would be required to work from home, and in the event that this cannot happen, HGCT will consider other options with those involved on a case by case basis. 	Low		
Transporting to and from work or provided activities.	Employees Participants Visitors Volunteers	<ul style="list-style-type: none"> - HGCT understand that were an activity would need transport assistance such as coaches and mini buses, then we should 	Medium		

COVID 19

	Members of the public	<p>consider this activity not taking place.</p> <ul style="list-style-type: none"> - In the event where this is not possible, the HOD responsible would be expected to work with the transportation company to ensure 2M distance can be maintained, and additionally face coverings and additional precaution would be mandatory. - Parents 'guardians will be advised to bring and collect there Child where possible, and only 1 representative will be required. - Car park areas will be clearly marked out, in terms of cars being spaced out in accordance, and car park management will be in attendance to support. - If a child/ YP is needing to use public transport then our company will advise them on mandatory precautions such as face coverings, and thorough cleanliness checks will be obtained on arrival. 			
First Aid	Employees Participants	<ul style="list-style-type: none"> - HGCT will ensure that there is a First Aid Officer in ratio 	Medium		

COVID 19

	Visitors Volunteers Members of the Public	<p>of all 'bubbles' set up and they have received the correct training in accordance to administering First Aid.</p> <ul style="list-style-type: none"> - First Aiders will be briefed by HGCT in regards to the revised legislation when handling First Aid under COVID-19 measures as part of the HSE guidance. - First Aid boxes and equipment will be reviewed and assessed in accordance to regulation and where cleanliness is required equipment will be ordered to ensure workers in such circumstances can keep themselves and others as safe as possible. - In addition to this risk assessment DH will be responsible for carrying out specific First Aid risk assessment in accordance to their variable activities. 			
Welfare of staff	Employees Participants Visitors Volunteers	<ul style="list-style-type: none"> - HGCT will ensure that the welfare of staff and users is paramount, and will ensure every safety precaution 	Medium		

COVID 19

	Member of the Public	<p>possible to reduce the risk of transmission to workers whilst carrying out their duties.</p> <ul style="list-style-type: none"> - HGCT have adopted a working safely at home, along with our existing wellbeing policy. - Over the 15-week period of working from home HOD and CEO have actively reached out through different points of contact to support Employees wellbeing. - We adopt an open-door policy whereby if anyone is struggling and would like support they can approach their DH, CEO or SSL. - Check ins are frequent, and communication of their personal safety will continue to be frequent. 			
Welfare of participants	Participants	<ul style="list-style-type: none"> - HGCT will ensure the welfare of participants is paramount, all workers and procedures will be adhered to in the correct ways, to reduce the risk of transmission. - Communication and expectation will support families prior to participation. 	Medium		

COVID 19

		<ul style="list-style-type: none"> - Daily check in's with young people and parents/ guardians to ensure there are no observational changes will be paramount to carrying out safe practice. 			
Safeguarding	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will maintain all Safeguarding practice and welfare for all participants and staff when required under the HGCT safeguarding for all Policy. - HGCT will consider additional welfare options and support, considering the age range of some of our participants it may mean additional welfare needs to be put in place. - All safeguarding concerns or disclosures will need to be reported directly to Senior Safeguarding Lead. 	Medium		
Working from Home	Employees	<ul style="list-style-type: none"> - HGCT has devised a current Working from Home Policy for all employees carrying out duties from home. - DH hold the responsibility through various contact methods to check in with staff and support them through the 	Low		

COVID 19

		<p>necessary procedures of working from home.</p> <ul style="list-style-type: none"> - HGCT adopts an open-door policy and support is on hand to any employee to discuss wellbeing or personal circumstances when working from home. - The policy also includes expectations from the company in reference to practice and conduct. 			
Staff training and induction	<p>Employees Participants Visitors Volunteers Members of the Public</p>	<ul style="list-style-type: none"> - Where possible all training will be conducted virtually and in line with E learning modules. - HGCT will consider whether the training is essential for duties to be carried out face to face, and if so will be within the guidance above in relation to face to face management and control measures. 			
Managing payment procedures	<p>Employees Participants Visitors Volunteers Member of the Public</p>	<ul style="list-style-type: none"> - HGCT will immediately adopt a no cash policy, and any payments that need to be made will be online, or through an accessible PDP machine. - Payments will be taken in advance of the booking. 	Low		

COVID 19

		<ul style="list-style-type: none"> - The vending machines will not be accessible due to nature of touch required. - In the event were cash must be handled then workers will be instructed in accordance to the guidance around hand washing pre and post handling. 			
Signs, displays and information	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure the COVID-Secure process is clearly sign posted, with outside entry signs, floor markings for 2M, clear reference to hand sanitizer stations, and frequent reminder of company expectations and cleanliness. 	Low		
Face coverings and physical activity	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - The government status is that face coverings are required within indoor community setting if the participant is over the age of 11. - HGCT will ensure this is communicated to visitors upon entry and booking of projects. Staff will be provided with the relevant most comfortable face covering to support them in their position with the Trust 	Low		
Managing COVID signs and symptoms in individuals	Employees Participants	<ul style="list-style-type: none"> - HGCT recognise that when carrying out activities in line 	Medium		

COVID 19

	Visitors Volunteers Members of the Public	<p>with this risk assessments that DH hold the responsibility to screen families and participants prior to arrival.</p> <ul style="list-style-type: none"> - Daily check ins to ensure circumstances have not changed will be mandatory. - If an individual displays or reports symptoms then they will be immediately moved into our allocated isolation room, and parent/guardian will be contacted for collection and signposted to the nearest test service. - All 'bubbled' activities will suspend until the testing is completed and a review will take place dependant on the outcome. - Any information will be shared under the confirmed consent from the parent/guardian and in relation to the government track and trace processes. 			
Managing a positive case of COVID-19	Employees Participants Visitors Volunteers Member of the Public	<ul style="list-style-type: none"> - If HGCT incurred a participant who has tested positive for COVID-19. If the young person is situated on our site, they will be placed in an isolation room and parents/guardians 	Medium		

COVID 19

		<p>will be contacted to collect and signposted to further guidance of support.</p> <ul style="list-style-type: none"> - Additionally, all young people and staff within that bubble will be advised and required to get tested and self-isolate for 2 weeks. - HGCT will work with the government in line with sharing information for track and trace. 			
Identified isolation room	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure a room situated near the exit of the building is prioritised as an isolation room for anyone who is displaying symptoms. 	Low		
Mass Gatherings	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure that mass gatherings do not take place inside the building when conducting activities, until we are advised accordingly. - HGCT will ensure 2M distance is maintained throughout, and where this isn't possible further precaution has been put in place. 	Low		
Toilet Management	Employees Participants Visitors Volunteers	<ul style="list-style-type: none"> - Toilets are accessible on site, and DH will have to factor toilet and changing room management in line with there 	Medium		

COVID 19

	Members of the Public	<p>own risk assessments and practice.</p> <ul style="list-style-type: none">- Participants will be expected to inform staff when they are required to use the toilet to reduce many people at one time, they will be advised on the safest pathway and access.- We operate downstairs toilets, upstairs toilets and a multi-purpose toilet.- Paper towels will be offered instead of hand dryers.- Hand washing facilities, and sanitizer will be frequently replenished.- Cleaning schedules will be more regular and key touch points such as doors and taps will be concentrated on as a priority.- Where children/young people are placed in a 'bubble', toilet facilities will be accessible without crossing over the environment of another activity bubble.			
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COVID 19

Ongoing Monitoring/Management Required:



Weekly check in of risk assessment progress
Monthly review of risk assessment in reference to COVID 19 and readiness status

Action Plan:

Issue	Further Action Required	Action by Whom	Action by When	Initials & Dates completed

COVID 19

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Record of review:			
Assessed by: Katy Stockdale	Signature 	Name:	Date:
Checked by: Lisa Darwin	Signature 	Name:	Date:
Reviewed by: Katy Stockdale	Signature	Name:	Date: