

## COVID 19 RISK ASSESSMENT – to be completed and updated.

**Date Completed:** 1/6/2020

**Date updated:** 5/8/20

**Date Updated:** 25/2/21

Hazard	Who might be harmed	Controls	What further action is needed to control the risk	Actioned when?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Instructors/ Employees / Clients	Provide water, soap & drying facilities in bathroom. Provide hand sanitizer in all public areas.	Display signs in public areas reminding to wash hands or use sanitizer	July 2020
Getting or spreading coronavirus in common use high traffic areas (reception area, toilet facilities, changing rooms)	Instructors/ Employees / Clients	Limiting the number of people in rooms so that social distancing rules can be met (household bubbles, etc)  Reorganise facilities in communal areas to prevent people gathering.  Add Perspex barrier in reception areas to reduce contact.  A cleaning schedule will be implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance.	Additional signs within workplace to advise on limited numbers within specific rooms.  Training of staff regarding cleaning regime.  Updating of client correspondence to inform clients of the limits of room occupancy, and updated processes etc	July 2020  July 2020  July 2020

		<p>Strict cleaning regime after each use of changing rooms.</p> <p>Regular cleansing of surfaces, in reception area and bathroom facilities</p>		
Getting or spreading coronavirus though contact with infected persons.	Instructors/ Employees / Clients	<p>Employees will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature.</p> <p>Should employees disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</p> <p>Clients told not to attend if they have suspected or confirmed COVID-19 symptoms or cases.</p> <p>Client refund policy in place for bookings affected by COVID-19 related illness.</p> <p>All bookings to be made online or contactless.</p> <p>Contact details held of all customers along with daily attendees</p> <p>Face coverings to be worn when indoors.</p> <p>Staggered client arrival times where possible, to avoid congestion.</p> <p>Lesson plans updated to</p>	<p>Regular COVID-19 tests</p> <p>NHS track &amp; Trace poster</p> <p>Continually review lesson plans</p>	<p>-</p> <p>August 2020</p> <p>Ongoing</p>

		ensure social distance is maintained on beach and in ocean		
Poor workplace ventilation leading to risks of coronavirus spreading.	Instructors/ Employees / Clients	<p>Leave main doors and windows always open, to allow ventilation.</p> <p>Ensure all briefings take place outside.</p>		
Getting or spreading coronavirus through contact with infected equipment.	Instructors/ Employees / Clients	<p>All wetsuits (&amp; associated accessories) to be disinfected after use and dried for 24 hours</p> <p>All surfboards to be disinfected after use</p> <p>Towels to be laundered daily</p>	Ensure a consistent supply of disinfectant / sterilisation fluid	ongoing