



COVID 19 - Positive Footprints Risk Assessment post 19th July 2021

166

Overall Potential Risk Level:
Intolerable Risk

20

Overall Residual Risk Level:
Moderate Risk

10

Business Area	Regenda Group
Assessment Date	14/07/2021
Next Review	31/12/2021
Approver	Matthew Rothwell
Date	03/09/2021
Description and key words	COVID 19 - Positive Footprints Risk Assessment post 19th July 2021
Activity Description	Accessing the Positive Footprints office including use of meeting rooms, training facilities, reception area and welfare facilities.
People Exposed	Positive Footprints staff
Assessor Name	Angela Grime

Hazards And Control Measures

HAZARD CATEGORY, HAZARD PHRASES	PERSONS AT RISK, HOW IS PERSON AT RISK	CONTROL MEASURES	POTENTIAL RISK FACTOR	ADDITIONAL CONTROL MEASURES	RESIDUAL RISK FACTOR
COVID-19 Access and egress to the office including movement within the office	Employees, , Contractors , , Visitors Fever Flu like symptoms Persistent cough Breathing difficulties Loss of, or change in, normal sense of taste or smell (anosmia) Fatigue Long Covid Fatality	Access and exit to the office is via the main dedicated entrance to the Positive Footprints office and the ground floor production room Hand sanisters are available for those entering and exiting the building Signage is displayed at the entrance to the office reminding colleagues not to enter the building if they feel unwell Directional signage supports one-way movement throughout the building Instructional videos are available on the Club for all staff accessing the Positive Footprints office and returning to the office on 6th September 2021 H&S new starter induction includes instruction and guidance for staff based at the Positive Footprints office	20 Intolerable Risk Severity: 5 - Extremely Harmful Likelihood: 4 - Likely		5 Low Risk Severity: 5 - Extremely Harmful Likelihood: 1 - Negligible
COVID-19	Employees, , Contractors, , Visitors , , Family members	Do not attend work if you have Covid symptoms, test positive for Covid or live in the same household	20		10

Transfer of disease from being in close proximity to others infected

Fever
Flu like symptoms
Persistent cough
Breathing difficulties
Loss of, or change in, normal sense of taste or smell (anosmia)
Fatigue
Long Covid
Fatality

as some with a confirmed case of coronavirus
Continue to follow government guidance on testing and isolation
Staff maybe required to access the office on a rota basis to ensure social distancing can continue to be achieved
Desks are spaced at 2 meter distances
The office should be well ventilated where possible
Face to face meetings are now permitted in designated meeting rooms. Meeting rooms must be booked via the Facilities booking system. Maximum numbers will be displayed and must be adhered to. An instructional video is available on the Club providing guidance on the use of meeting rooms
Training is not currently being delivered face to face unless by exception. Colleagues are encouraged to deliver or attend training via Teams
Access to welfare facilities continues to be restricted, numbers permitted are displayed on the doors

Intolerable Risk
Severity: 5 - Extremely Harmful
Likelihood: 4 - Likely

Moderate Risk
Severity: 5 - Extremely Harmful
Likelihood: 2 - Rare

Face coverings are available for staff who choose to wear one. Face coverings are advised if staff are working in close proximity to one another e.g. training demonstrations/screen sharing

Visitors and contractors will only be permitted access by prior arrangement

Covid information and instruction is regularly communicated to staff via email, Teams meetings and The Club. New starters are briefed on Covid control measures



<p>COVID-19</p> <p>Transfer of disease due to poor hygiene practices</p>	<p>Employees, , Contractors, , Visitors, , Family members</p> <p>Fever</p> <p>Flu like symptoms</p> <p>Persistent cough</p> <p>Breathing difficulties</p> <p>Loss of, or change in, normal sense of taste or smell (anosmia)</p> <p>Fatigue</p> <p>Long Covid</p> <p>Fatality</p>	<p>Do not attend work if you have Covid symptoms, test positive for Covid or live in the same household as some with a confirmed case of coronavirus</p> <p>Ensure good hand hygiene routines including hand washing and the use of sanitiser</p> <p>Enhanced cleaning regime in place</p> <p>Equipment and stationary must not be shared. Staff have been issued with 'dabbers' for using the photocopier. Good hand hygiene practices also required</p> <p>Sanitising wipes to be used by colleagues before and after using a desk space</p> <p>Signage displayed reminding staff of good hand hygiene requirements</p> <p>Colleagues should only prepare food and drink for themselves, avoid sharing food and snacks</p>	<p>20</p> <p>Intolerable Risk</p> <p>Severity: 5 - Extremely Harmful</p> <p>Likelihood: 4 - Likely</p>	<p>10</p> <p>Moderate Risk</p> <p>Severity: 5 - Extremely Harmful</p> <p>Likelihood: 2 - Rare</p>
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COVID-19	Employees				
Clinically vulnerable colleagues	Fever Flu like symptoms Persistent cough Breathing difficulties Loss of, or change in, normal sense of taste or smell (anosmia) Fatigue Long Covid Fatality	Clinically vulnerable colleagues are no longer required to shield but individual needs should continue to be discussed and further control measures applied where practicable	20 Intolerable Risk Severity: 5 - Extremely Harmful Likelihood: 4 - Likely		10 Moderate Risk Severity: 5 - Extremely Harmful Likelihood: 2 - Rare