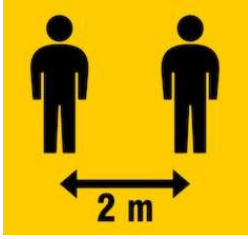










RISK ASSESSMENT Outdoor Based Activities	Assessed by:	Date:	Title of Assessment
	Carlos Nasiry	18/06/20	COVID-19: Reopening of Knole Active (KA) facilities
			Consultation with lettings & Publishing of this Assessment
	Date to be reviewed	Gov. Updates/ Monthly	<i>All relevant lettings will be consulted during the development of this risk assessment.</i> <i>The final results of this risk assessment will be shared with the designated personnel if possible. KA will be prepared to curtail or expand the use of relevant facilities or activities at short notice in line with Government directives regarding COVID-19.</i>
	Date of last review		
	Reviewed by		




HAZARD	FACILITY & ACTIVITY	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
Risk of spreading the COVID-19 infection.	1. MUGA (Hockey). 2.Grass (BougieBounce, exercise class). 3.3G (Football)	1.KA Staff 2.Lettings: Coaches Players/participants Parents	3	5	15	High	<ol style="list-style-type: none"> The key objective is to adhere to the latest Government, Sport England and pertinent National Governing Body guidelines on public spaces, outdoor activities and exercise to maintain social distancing when playing sports wherever possible. KA staff and its customers must remain at least two metres apart whilst completing work wherever reasonably practical. <div style="text-align: center;">  </div> <ol style="list-style-type: none"> The number of KA staff on site will be reduced to one per shift. 	<ol style="list-style-type: none"> KA has a duty to maintain social distancing with its customers wherever possible; Where Government and relevant National Governing Body or social distancing guidelines cannot be followed in full or in relation to a particular activity, KA must consider whether that activity needs to continue for the leisure centre to operate, and if so, take all the mitigating actions to reduce the risks: This will require: <ul style="list-style-type: none"> Further increasing frequency of hand washing and surface cleaning (please refer to relevant lettings risk assessment). Keeping the activity time as short as possible (please refer to relevant lettings risk assessment). Using back to back or side to side practice (rather than face to face). Reducing number of people each 	2	5	10	Medium

HAZARD	FACILITY & ACTIVITY	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
								<p>person has contact with by using “fixed teams/partnering/bubble/s”. (please refer to relevant lettings risk assessment).</p> <p>2. Where it is not possible or clear on how to remain 2 metres apart, use floor markings to mark the distance in pedestrian areas.</p>  <p>3. Identify any opportunities to create access and egress points at the premises/facilities that allow for one-way pedestrian traffic to reduce two-way flows (please refer to relevant lettings risk assessment).</p> <p>4. In areas where queues may potentially build e.g. drop off and pick up zones, clocking in/out of facilities provide clearly marked social distancing floor markings (please refer to relevant lettings risk assessment).</p>  <p>5. KA staff to monitor social distancing adherence on site and address any shortfalls.</p>				

HAZARD	FACILITY & ACTIVITY	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
Risk of spreading the COVID-19 infection.	Coming to KA and Leaving KA 1. Relevant facilities 2. Car parks 3. Toilets	1.KA Staff 2.Lettings: Coaches Players/participants Parents	3	5	10	Medium	1. Arrival times to KA will be staggered (please refer to relevant lettings risk assessment) . 2. Lettings will be encouraged to walk/run/cycle to KA where practical and avoid public transport. 3. Car sharing will not be advised unless sharing with members of the same household or group/bubble. 4. Wherever practical communication between KA staff, lettings and parents should be via phone/email to remove the need for face to face interaction. 5. KA staff, lettings coaches and players are required to wash/sanitise their hands whenever entering or leaving the premises (please refer to relevant lettings risk assessment) . 	1. Review access and egress points – identify options for one-way pedestrian traffic (in and out) to avoid congestion and maintain social distancing (please refer to relevant lettings risk assessment) . 2. Bike racks will be made available. 3. Complete a review of coach and players personal belongings storage facilities; do they allow for social distancing and reduction of potential surface contamination (please refer to relevant lettings risk assessment) . 4. Provide hand sanitiser stations at each entry and exit point to the premises (please refer to relevant lettings risk assessment) . 5. Where practical disable keypads or other similar devices to reduce physical touching. 6. Review signing in processes to avoid congestion and cross contamination risks.	1	5	5	Low
Risk of spreading the COVID-19 infection.	Changing facilities	Players	2	5	10	Medium	1. Changing facilities will not be available.	1. (please refer to relevant lettings risk assessment) .	1	5	5	Low
Risk of spreading the COVID-19 infection.	Car Parks	1.KA Staff 2.Lettings: Coaches Players/participants Parents	2	5	10	Medium	1. KA staff and lettings (coaches, parents & players) are required to maintain 2 metre separation in car park areas. 	1. Provide social distancing signage at the entrance to car park areas to remind workers/visitors on arrival at site (please refer to relevant lettings risk assessment) .	1	5	5	Low


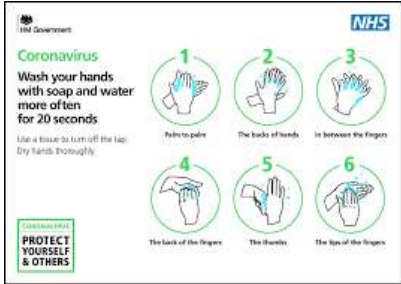
HAZARD	FACILITY & ACTIVITY	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
Risk of spreading the COVID-19 infection.	Accidents, Security and Other Incidents.	1.KA Staff 2.Lettings: Coaches Players/participants Parents	2	5	10	Medium	<ol style="list-style-type: none"> 1. Ambulance to be used in an emergency. 2. KA first aid facilities in place additionally (please refer to relevant lettings risk assessment). 3. First aiders at the premises to: <ul style="list-style-type: none"> - Make sure they wash hands or use an alcohol gel, before and after treating a casualty. - Ensure they do not cough or sneeze over a casualty during treatment. - Not lose sight of other cross contamination that could occur that is not related to COVID-19. - Wear gloves or cover hands when dealing with open wounds. - Cover cuts and grazes on their hands with waterproof dressing. - Dispose of all waste safely. - Do not touch a wound with a bare hand. - Do not touch any part of a dressing that will come in contact with a wound. 	<ol style="list-style-type: none"> 1. Emergency plans including contact details should be kept up to date (please refer to relevant lettings risk assessment). 2. Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources. 3. If KA staff and lettings (coaches, parents and players) develop symptoms of COVID-19 or is observed to be displaying symptoms they should remove themselves from KA and: <ul style="list-style-type: none"> - Return home if safe to do so - If not able, driven home by another with additional controls: <ul style="list-style-type: none"> - Keep windows open - Keep distance (driver in front and passenger in rear) - Clean down vehicle following transport. - Contact emergency services if significant. 4. Include the outside of first aid kits on regular sanitisation procedures. 	1	5	5	Low
Risk of spreading the COVID-19 infection.	Cleaning the Workplace and facilities: <ul style="list-style-type: none"> - Before Re-Opening - General Cleaning - Handwash 	1.KA Staff 2.Lettings: Coaches Players/participants Parents	3	5	15	High	<ol style="list-style-type: none"> 1. KA will utilise standard cleaning products as part of its enhanced cleaning programme. 2. KA staff are required to maintain their workstations/ doors handles and goal posts in a clean and hygienic manner. 	<ol style="list-style-type: none"> 1. An enhanced cleaning and sanitisation programme will be introduced for the facilities throughout the working day to include key touch points such as: <ul style="list-style-type: none"> - Facility doors/handles - First aid kit containers - W/C handles - Water dispensers 2. Provide KA staff and lettings with their 	2	5	10	Medium

HAZARD	FACILITY & ACTIVITY	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
	ing - Sanitation Facilities - Toilets							own pack of sanitising wipes (please refer to relevant lettings risk assessment). 3. Confirm that sufficient bins are provided within and round KA facilities for everyone to use and not breach social distancing requirements. 4. If equipment and facility door handles are to be used by multiple parties, the following must be completed: <ul style="list-style-type: none"> - Thorough wipe down using sanitisers/disinfectants of equipment before and after use. - Wash hands after use thoroughly. - Dispose of used cloths and tissue in designated areas. 				
Risk of spreading the COVID-19 infection.	Hygiene: <ul style="list-style-type: none"> - Handwashing - Sanitation Facilities - Toilets 	1.KA Staff 2.Lettings: Coaches Players/participants Parents	3	5	15	High	1. Regular hand washing breaks to be taken throughout the day. 2. Avoid Greetings: Avoid physical greetings (hand shaking etc).  3. Avoid Skin Contact: Avoid touching eyes, nose and mouth.  4. Practice respiratory hygiene: This means covering your mouth and nose	1. Provide hand sanitiser (minimum 60% alcohol based) throughout the workplace at designated points (please refer to relevant lettings risk assessment). e.g. <ul style="list-style-type: none"> - All entry and exit points - Entrances to rest areas - Areas where it is not practical to utilise soap and water facilities. 2. If any waste is suspected to be contaminated by Coronavirus – it should be held for 72 hours prior to disposal as normal waste in alignment with DEFRA guidance.	2	5	10	Medium

HAZARD	FACILITY & ACTIVITY	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.</p>  <p>5. KA staff and lettings (coaches, parents and players) to be advised to regularly machine wash work clothes at 60-90° with laundry detergent and wash hands for 20 seconds afterwards.</p> <p>6. All KA staff and lettings (coaches, parents and players) must wash their hands for 20 seconds using soap and water when entering and leaving the workplace.</p>  <p>7. Wash or sanitise hands before and after using the company W/C facilities.</p>  <p>8. Avoid contact with frequently touched surfaces where possible e.g.:</p> <p>9. Opening doors with feet/elbows.</p> <p>10. Using tissue to switch off taps or</p>					

HAZARD	FACILITY & ACTIVITY	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>contact surfaces.</p> <p>11. No reusable towels/nail brushes/face cloths permitted in the premises.</p> <p>12. KA staff and lettings (coaches, parents and players) are instructed in good personal hygiene practice.</p> <p>13. Any surfaces recently contacted by affected individuals to be isolated and thoroughly cleaned in line with current guidance at: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>14. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>15. If waste is considered to be contaminated with Covid-19 virus remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.</p> <p>16. Waste should be double bagged and sealed.</p>					
Risk of spreading the	Personal Protective	1.KA Staff	2	5	10	Medium	1. KA Staff and lettings (coaches, parents & players).	1. Where KA staff and lettings (coaches, parents & players) do require PPE e.g. if they must be in a PPE area:	1	5	5	Low

HAZARD	FACILITY & ACTIVITY	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
COVID-19 infection.	Equipment (PPE)	2.Lettings: Coaches Players/participants Parents					2. PPE (gloves) provided free of charge.	<ul style="list-style-type: none"> - PPE must not be shared - PPE must fit properly - Reusable PPE should be sanitised after use. 2. If KA staff or lettings are required to wear PPE they will be made aware before arrival and provide their own.				
Risk of spreading the COVID-19 infection.	Face covering	1.KA Staff 2.Lettings: Coaches Players/participants Parents	1	5	5	Low	1. KA has assessed that the use of face coverings is not required as part of our risk control approach for COVID-19. However, if members of staff or lettings (coaches, parents & players) wish to wear a face covering, KA will support that choice. Where a face covering is worn, KA requires the wearer to do the following: <ul style="list-style-type: none"> - Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. - Change your face covering if it becomes damp or if you've touched it. - Continue to wash your hands regularly. - Change and wash your face covering daily. - If the material is washable, wash in line with manufacturer's 	1. KA to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	Low

HAZARD	FACILITY & ACTIVITY	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>instructions. If it's not washable, dispose of it carefully in your usual waste.</p> <ul style="list-style-type: none"> - Practise social distancing wherever possible. 					
Risk of spreading the COVID-19 infection.	Workforce Management: Communications and Training	KA staff	2	5	10	Medium	<ol style="list-style-type: none"> All KA staff will be involved in the development of this risk assessment and their views considered. Workers will be regularly reminded of KA risk controls and expected behaviours whilst on site. KA staff will be taken through the safe system of work provided with this risk assessment. Communication to KA staff will be via phone, email and possibly face to face whilst following social distancing guidelines. 	<ol style="list-style-type: none"> Display Covid-19 information posters where possible. Example  Display handwashing advice at welfare areas and toilet entrances/inside of the wash area (please refer to relevant lettings risk assessment). Example  Remind KA Staff and lettings KA staff and lettings (coaches, parents & 	1	5	5	Low

HAZARD	FACILITY & ACTIVITY	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
								<p>players) to follow social distancing advice and wash their hands regularly.</p> <p>4. Establish dedicated communication mediums to continue to update KA Staff and lettings (coaches, parents & players) about COVID-19 advice and directives.</p>				

RISK					Severity		
LIKELIHOOD		SEVERITY					
1. Extremely Unlikely		1. Minor Injury/disease no lost time	5	10	15	20	25
2. Unlikely		2. Injury/disease up to 7 days lost	4	8	12	16	20
3. Likely		3. Reportable under RIDDOR over 7 days	3	6	9	12	15
4. Very Likely		4. Specified Injury/Long term absence	2	4	6	8	10
5. Almost Certain to happen		5. Death	1	2	3	4	5
		Likelihood					
		Low		Medium		High	
		1-8		9-12		15-25	

References used in the development of this risk assessment:

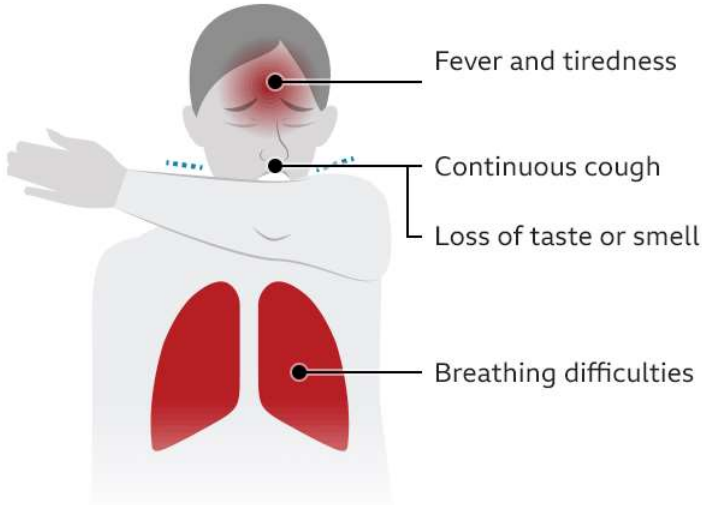
- HM Government 'Working Safely during COVID-19 in offices and contact centres – Guidance for Employers, employees & self-employed 12 June 2020
- CLC Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19).
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- <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/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- <https://www.letsrecycle.com/news/latest-news/defra-coronavirus-waste-disposal-advice/>



Key COVID-19 Symptoms & Controls:

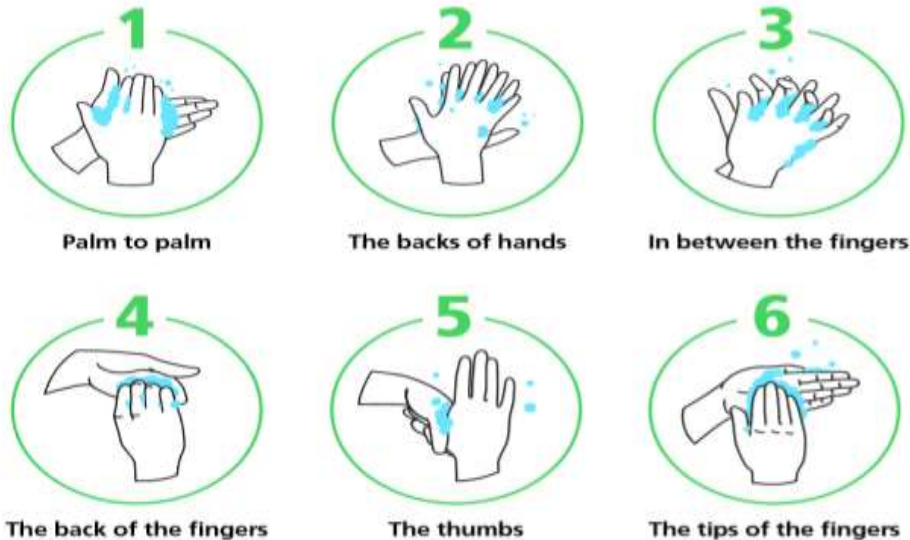
Symptoms:

Coronavirus: Key symptoms

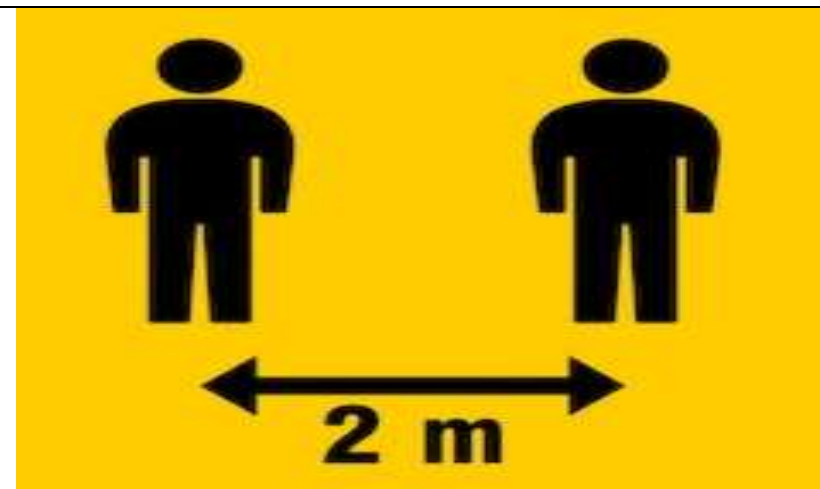


General Precautions:

Hand Washing:



Social Distancing:



General Safe system of work for working during the COVID-19 Pandemic

The points below are provided to our workers to help keep them safe during the Covid-19 pandemic. They are based on Government recommendations, which change daily: <https://www.gov.uk/coronavirus> As your employer we will endeavour to update our guidance to you in line with current Government recommendations.



Key Considerations:

- KA will be particularly vigilant in safeguarding those persons currently identified as most at risk, such as
 - Those classed as **extremely clinically vulnerable**
 - Those classed as **clinically vulnerable**
 - Others who may require **additional adjustments** to enable their health and safety.
- We will continue to review current Government/PHE guidance and consult with our workers.

- Workers must protect themselves remember the wellbeing of their colleagues and others on site as appropriate.
- **Maintain social distancing wherever possible.**
- Do not shake hands with lettings (coaches, parents or players), colleagues/clients/delivery drivers or any other person at work. **Avoid all physical contact.**
- Wash/sanitise your hands thoroughly for at least 20 seconds, when arriving at work and when going home (also regularly during the working day).
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol to support handwashing with soap and water at the workplace.
- Avoid touching your eyes, nose, and mouth at all times.
- If you feel unsafe or at risk at any point report to a manager.
- Do not attend work – **a)** if you are unwell/displaying symptoms **b)** if someone in your household is self-isolating.

Practical steps to take when working at KA:

Arrival at Work:

- Wash your hands with soap and water for at least 20 seconds.
- Ensure you are familiar with the KA Covid-19 risk controls.
- Do not enter the workplace if you are feeling unwell or displaying symptoms of Covid-19 e.g. high temperature/cough/breathing difficulties.
- Observe KA social distancing measures as soon as you arrive at the workplace (car park area onwards).
- Use dedicated company access points and pedestrian routes.

During Work:

- Maintain social distancing (**minimum two metres apart**). This includes:
 - During rest breaks and use of welfare facilities such as toilets and wash areas.
 - During pedestrian activities e.g. using stairs and corridors.
 - During briefing sessions.
 - During training/information sessions.
- Allow time throughout the working day to maintain good hygiene: wash your hands frequently using soap and water for 20 seconds, and especially after blowing your nose, sneezing, or coughing and before and after eating.
- Minimise contact between colleagues and other workers in the premises; **avoid having to go to other departments by using phone/email instead.**
- Do not share PPE items or respiratory protective equipment (RPE) items.
- Avoid skin-to-skin and face-to-face contact with others.
- Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.
- The KA will aim to keep groups of workers working together in teams that are as small as possible (cohorting). Please adhere to these risk controls where they are in place.

- If you must share work equipment - Wash your hands each time before using any equipment with others and wash your hands every time you finish using a shared item of equipment. Touch point surfaces of equipment that are shared must be sanitised before and after use.
- During use of corridors and stairs adhere to all social distancing measures in place on site. Stairs should not be shared.
- Clear away your own food and beverage waste – Use KA waste facilities.
- Wherever possible bring your own prepacked food to work and use re-usable drinks bottles.
- If you or any work colleague are displaying any potential coronavirus symptoms; or, If you have any concerns about the welfare facilities or the work environment (site) regarding measures to protect workers from coronavirus (e.g. social distancing, cleaning and hygiene regimes) then you should:
 - **STOP** work.
 - **REMOVE** yourself to a position of safety.
 - **REPORT** immediately to your supervisor or manager (ideally by telephone).

Shift completion

- Wipe down and sanitise equipment and instruments used.
- Remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.
- Do not touch your face.
- Ensure you then clean/wash your hands, and where possible/appropriate any reusable PPE (e.g. safety glasses), using soap and water, or use suitable hand sanitiser on hands before leaving site.
- Do not eat/smoke/drink until you have washed/sanitised your hands.
- Before leaving the premises wash your hands with soap and water for at least 20 seconds. Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.

Wearing a face covering

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.



KA will keep up to date with the current Government advice: <https://www.gov.uk/coronavirus> and NHS advice: <https://www.nhs.uk/conditions/coronavirus-covid-19> and operate accordingly.

Document Accepted By (Name)		Sign		Date	
Further Risk Controls Implemented By (Name)		Sign		Date	

