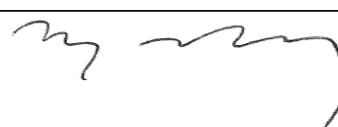


Fairport Risk Assessment

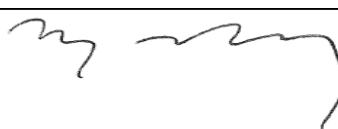
PROJECT NAME Working at Fairport during CV19 pandemic	DATE 01/06/20		Project Number (if applicable)
ACTIVITY ASSESSED: General day to day working at Fairport (SRWT yard) during Covid-19 pandemic. This document is supplementary to the existing risk assessment working at Fairport.			
LOCATION: Fairport, Blagden Street, Sheffield.			
ASSESSED BY: Roy Mosley		 SIGNATURE:	

PROBABILITY RATINGS		SEVERITY RATINGS	
Probable (likely to occur immediately)	4	Catastrophic (death/severe illness)	4
Reasonably probable (probably will occur in time)	3	Critical (serious injury/illness)	3
Remote (may occur in time)	2	Marginal (not serious)	2
Extremely remote (unlikely to occur)	1	Negligible	1

Calculate Reduced Risk Rating using this chart– is it now Low / Medium / High / Very High?

1	2	3	4	6	8	9	12	16
LOW				MEDIUM		HIGH		VERY HIGH

Obtain authorisation if needed

REDUCED RISK RATING		Authorisation required by:	Name	Signature	Date
LOW	1-4	Assessor			
MEDIUM	6-8	Line Manager / Section Head	Roy Mosley		01/06/20
HIGH	9	Director			

VERY HIGH	12-16	ACTIVITY MUST NOT PROCEED			
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1	INITIAL RISK RATING			5	What	Who	Done	REDUCED RISK RATING		
	2	3	4					6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD				Probability P	Severity S	Risk R
<p>Transmission of CV19 virus</p> <p>People affected: Fairport users including SRWT staff and volunteers.</p> <p>Essential contractors and delivery drivers will need to access yard.</p>	3	4	12	<p><u>Reporting for Work</u> Only staff without CV19 symptoms and/or underlying health issues that put them at higher risk to report for work.</p> <p><u>Entering and Leaving the Yard</u> Staff must ensure they stagger their arrival – flexible working to facilitate this. They must avoid grouping together and if waiting to enter the yard they must maintain social distance. If alone follow lone working procedure. Fairport users not to share their allocated keys (although pool keys x2 will be available for occasional users).</p> <p><u>Regular Handwashing</u> Staff must wash their hand regularly, using soap and water for at least 20 seconds, and drying their hands on paper towels. In particular staff must wash their hands after entering and leaving the yard, using the toilet, using communal areas and before eating/drinking.</p> <p><u>Containers and Communal Areas</u> Staff to clean/disinfect commonly touched surfaces namely locks, pool keys, gate/door handles and taps after use. Dispose of wipes in skip.</p> <p>Keep inside of containers generally clean to avoid dirt harbouring the virus.</p>	<p>Email all staff to advise on process Share RAs</p> <p>Social distancing Avoid congregating</p> <p>Cleaning materials in place</p> <p>Signage</p> <p>Container/communal cleaning</p> <p>Cleaning materials in place</p> <p>Sweep and wipe mthly.</p>	<p>RM</p> <p>All staff</p> <p>JW/BK</p> <p>RM/BK</p> <p>All users</p> <p>JW/BK</p> <p>Container owners – LMT,</p>	Yes	2	4	8

				<p><u>Deliveries/Contractors</u> Limit visitors to essential deliveries and contractors only.</p> <p><u>Working in the Yard</u> Social distancing: maintain at least 2 metres separation at all times from others at Fairport.</p> <p>Wipe down pool equipment after use.</p> <p>Wash and sanitise hands regularly, including before/after entering and leaving Fairport and before eating/drinking.</p> <p>Toilets: Staff will ensure they wash their hands thoroughly with soap & water for at least 20secs. After use, staff will wipe down taps, door handles and ensure a high standard of cleanliness is maintained.</p> <p>Welfare unit - kitchen: staff will be allowed to use the kettle only and are encouraged to bring a flask/bottle. Cleaning wipes will be provided to wipe down the kettle handle, tap etc. Staff must provide their own milk etc. as needed and retain their own cup that they must take home and wash. There will be no communal drinks making until further notice.</p> <p><u>General Cleaning</u></p>	<p>Person responsible for accepting delivery/meeting contractor to ensure conducted safely with social distance.</p> <p>Signage</p> <p>Cleaning materials available</p> <p>Hand washing facilities and sanitiser available</p> <p>Cleaning materials in place Signage</p> <p>Cleaning materials in place</p> <p>Signage Own food and drink provision</p> <p>Cleaning materials.</p>	<p>CWR, OL and WS.</p> <p>All relevant staff</p> <p>RM/BK</p> <p>JW/BK</p> <p>JW/BK</p> <p>JW/BK</p> <p>RM/BK</p> <p>JW/BK</p> <p>RM/BK All</p> <p>JW/BK</p>				
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			<p>Wipes to be available for all to use as required through the day.</p> <p>Welfare unit and other commonly touched surfaces to be deep cleaned bi-weekly by cleaners, with particular attention to frequently touched areas and surfaces, such as toilet, worktop, door handles and locks.</p>	Confirm bi-weekly cleaning rota with contractor	JW	Yes			
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ADDITIONAL NOTES

RA based on GOV.UK guidance:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

Contact Name	Position/ Location	Number
Emergency contacts	SRWT head office	999 SRWT 0114 263 4335
Northern General Hospital	Nearest hospital with A&E	0114 243 4343