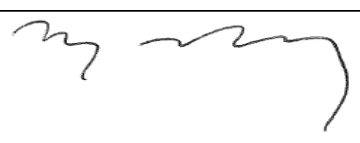


Fairport Risk Assessment and Method Statement

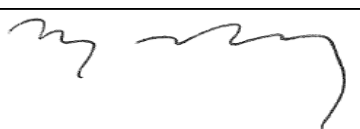
PROJECT NAME Working at Fairport during CV19 pandemic	DATE 21/09/20		Project Number (if applicable)
ACTIVITY ASSESSED: General day to day working at Fairport (SRWT yard) during Covid-19 pandemic. This document is supplementary to the existing risk assessment working at Fairport.			
LOCATION: Fairport, Blagden Street, Sheffield.		WHO: Staff and volunteers. Contractors and delivery drivers.	
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		21/09/20
HIGH	9	Director			

VERY HIGH	12-16	ACTIVITY MUST NOT PROCEED			
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1 HAZARD	INITIAL RISK RATING			5 ACTION TO REDUCE HAZARD	What	Who	Done	REDUCED RISK RATING		
	2 Probability P	3 Severity S	4 Risk R					6 Probability P	7 Severity S	8 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 and volunteers without CV19 symptoms to report for work.</p> <p><u>Entering and Leaving the Yard</u> Staff and volunteers must ensure they stagger their arrival with a maximum of six in the yard - see annex 1 for a rota of team access. People 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> Hands must be washed regularly, using soap and water for at least 20 seconds, and hands dried on paper towels. In particular wash 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 and 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</p> <p>JW/BK</p> <p>RM/BK</p> <p>All users</p> <p>JW/BK</p> <p>Container 'owners' – LMT,</p>	<p>Yes</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	2	4	8

				<p><u>Deliveries/Contractors</u> Limit visitors to essential deliveries and contractors only.</p>	Person responsible for accepting delivery/meeting contractor to ensure conducted safely with social distance.	CWR, OL and WS. All relevant staff	Ongoing			
				<p><u>Working in the Yard</u> Social distancing: maintain at least 2 metres separation at all times from others at Fairport.</p>	Signage	RM/BK	Ongoing			
				Wipe down pool equipment after use.	Cleaning materials available	JW/BK	Ongoing			
				Wash and sanitise hands regularly, including before/after entering and leaving Fairport and before eating/drinking.	Hand washing facilities and sanitiser available	JW/BK	Ongoing			
				Toilets: Staff will ensure they wash their hands thoroughly with soap & water for at least 20 secs. After use, staff will wipe down taps, door handles and ensure a high standard of cleanliness is maintained.	Cleaning materials in place	JW/BK	Ongoing			
				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.	Signage	RM/BK	Ongoing			
					Own food and drink provision	All	Ongoing			
				<u>General Cleaning</u>						

			<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>	<p>Cleaning materials.</p> <p>Confirm bi-weekly cleaning rota with contractor</p>	<p>JW/BK</p> <p>JW</p>	<p>Yes</p> <p>Ongoing</p>			
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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

Annex 1

Team rota for accessing Fairport:

Time of Day	Team	Time Slot
Morning		
	Wildscapes	7.00 – 8.00 am
	LMT/SLLP	8.00 – 9.00 am
	Rangers and Outdoor Learning	9.00 – 10.00 am
Afternoon		
	Wildscapes	3.00 – 3.30 pm
	LMT/SLLP	3.30 – 4.00 pm
	Rangers and Outdoor Learning	4.00 – 4.30 pm

For access between 10.00 – 3.00 pm please use the 'Fairport – Operational Base' google calendar.