



**Tunbridge Wells Borough Council Risk assessment form:**

<b>Work Activity / Task under consideration:</b>	<b>Covid-19. ICE RINK OPERATIONS.</b>	<b>Date of Assessment:</b>	8 <sup>th</sup> November 2021
		<b>Assessor(s):</b> (Name and position)	Gareth Hocking
		<b>Location / department being assessed:</b>	Ice Rink, Calverley Gardens
		<b>Signed - off by Manager:</b>	Dawn Gabriel
<b>How communicated to staff? (with record kept including staff signatures):</b>	Risk assessment on the TWBC Intranet and shared with relevant contractors and staff	<b>Date communicated to staff:</b>	Staff members inducted in measures prior to starting work.
<b>Overall Risk Rating after implementing measures (High/Medium/Low):</b>	Medium (Due to prevalence of virus in community) Low as numbers reduce.	<b>Planned Review date:</b> (High - annually / Medium - 2 yearly / Low - 3 yearly) or after significant change, incident etc.	Continually reviewed during pandemic due to changing situation. Reviewed when processes or guidance changes or a member of staff/public tests positive.

<b>Risk assessment:</b>			
<b>Identify significant hazards when undertaking activity</b> (something with the potential to cause harm)	<b>Identify who might be harmed and how.</b> Groups / people at risk including numbers	<b>Identify precautionary measures / existing controls already in place</b> (Actions already taken to control the risk)	<b>Further actions required to reduce risk / additional control measures.</b> (transfer to Action Plan)
<p>Spread of Covid-19 Coronavirus. Illness that can affect your lungs and airways. Caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p>	<ul style="list-style-type: none"> <li>• Members of the public visiting the Ice Rink</li> <li>• Vulnerable groups – Elderly, Pregnant, those with existing underlying health conditions</li> <li>• Staff inspecting or working on site</li> <li>• Anyone else who physically comes in contact with staff and Contractors in relation to their work</li> <li>• Contractors</li> </ul>	<p><b>Regular testing</b> could help identify more positive cases of COVID-19 in the workplace. <b>Employees</b> will be asked to <b>get tested regularly.</b></p> <ul style="list-style-type: none"> <li>• Anyone with symptoms should get a <a href="#">free NHS test</a> as soon as possible.</li> <li>• Employees who do not have symptoms of COVID-19 can access regular testing free of charge at home or at a test site. <a href="#">Read guidance on accessing tests if you do not have symptoms of COVID-19.</a></li> </ul> <p><b>Steps to take if a case of COVID-19 is reported:</b></p> <ul style="list-style-type: none"> <li>• People who are fully vaccinated, or (1) are aged under 18 and 6 months, (2) have taken part in, or are currently part of, an approved COVID-19 vaccine trial, or (3) are unable to get vaccinated due to medical reasons do not need to self-isolate if they've had <a href="#">close contact</a> with someone who has COVID-19. If they get any COVID-19 symptoms, they should self-isolate immediately and <a href="#">get a PCR test</a>.</li> <li>• Workers who have symptoms will be asked to leave the facility immediately to take a PCR test, and self-isolate while they wait for the result.</li> <li>• If a customer presents with symptoms, or there is a case of suspected or confirmed COVID-19 on-site, they will not be admitted or should be asked to leave the facility or event.</li> </ul>	

		<ul style="list-style-type: none"> <li>• A single point of contact to lead on contacting local public health teams will be appointed as required.</li> <li>• Facility will be thoroughly cleaned. Following the measures set out in the <a href="#">guidance for cleaning in non-healthcare settings</a>.</li> <li>• Up to date guidance will be shared with staff as required.</li> </ul> <p><b>If the local health protection team declares an outbreak:</b></p> <ul style="list-style-type: none"> <li>• Up to date employment records will be kept of staff with symptoms of COVID-19 to assist with identifying contacts.</li> <li>• Implement required control measures based on information about the outbreak from public health. Communicate with staff and reinforce prevention messages.</li> <li>• Workers who have symptoms or who are self-isolating should not come into the workplace.</li> <li>• Staff are to be familiarised with the symptoms of COVID-19 (a high temperature, a new and persistent cough, or a loss of/change to their sense of taste or smell). If a staff member (or someone in their household) has coronavirus symptoms, they should self-isolate and get a test, even if these symptoms are mild.</li> <li>• People who test positive but have no symptoms must also self-isolate.</li> </ul> <p><b>Reducing the number of people workers come into contact with:</b></p> <ul style="list-style-type: none"> <li>• Site layouts and processes will be designed to reduce the number of people workers come into contact with. Particular consideration given to reducing contact between workers and customers.</li> <li>• This will include using screens where possible and if not, face shields or masks will be in place. (this will be beneficial if placed between people who will come into close proximity with each other or face to face)</li> </ul>	
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cough, or a loss of/change in sense of taste or smell), even if these symptoms are mild.

- If a customer presents with symptoms, or staff become aware of a case of suspected or confirmed Covid-19 on site, the person should not be admitted and asked to leave the facility.

**NHS QR code** will be displayed **so that customers can check in using the NHS COVID-19 app.**

- There will also be a system in place to collect (and securely store) names and contact details, for those who ask to check in but who do not have access to a smartphone or who prefer not to use the app.

**Reducing risks to customers.**

Minimise unnecessary contact by using online booking and pre-payment, and encouraging contactless payments wherever possible.

**Capacity**

- Steps will be taken to ensure customers can attend as safely as possible, by having one-way systems in place to minimise crowding.
- Using outside premises for queuing where available and safe.
- Where queues are forming staff will manage to encourage adequate spacing between persons or masks are encouraged.
- Staggering arrival and departure times to reduce crowding into and out of the site.

**Cleaning**

- Frequent cleaning of surfaces, particularly those that people touch often, reduces the potential for COVID-19 to spread and is a critical part of working safely.

- Cleaning schedule should be in place with specific chemicals used and staff trained in their use.
- Frequently clean surfaces, particularly those that people touch often. Paying particular attention to those in high-traffic areas.
- Frequently clean toilet facilities. Special care should be taken for cleaning of portable toilets and larger toilet blocks.
- Regularly clean shared equipment, between users where this is practical. For example, items in the skate exchange as well as items between users such as seals and skates.

**Hygiene**

- Hand sanitiser will be available particularly in high-traffic or higher-risk areas, such as reception and entrance foyers. This could include placing hand sanitiser stations at the entrances of different buildings or areas within your event site.
- Ensure handwashing facilities or hand sanitiser stations are available near shared facilities, equipment and objects.
- Ensure that handwashing and hand sanitiser facilities are checked and refilled regularly, and that any equipment placed is accessible.
- Maintain good hygiene practices, such as encouraging staff and customers to use hand sanitiser and wash their hands regularly. Signs and posters will build awareness of good handwashing technique, the need to increase handwashing frequency, and good hygiene practices like avoiding touching your face and coughing or sneezing into your arm.

**Ventilation**

- Open doors and windows within the skate exchange where possible, to improve natural ventilation.

		<ul style="list-style-type: none"> <li>• Encourage the use of outside space where practical, reducing the amount of time spent, as well as the amount of people in the skate exchange at any one time.</li> <li>• Adequate heating on site but no fan heaters that may move air around on site unless doors and windows are open.</li> </ul>	
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Action plan						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed

Review		
Additional Control Measures	Date completed & estimate of residual risk	Review dates & signature.

**Risk rating:** The combination of likelihood and severity of incident gives us the value for each risk factor.

<b>Risk Likelihood:</b> It is the probability that a risk can occur. Likelihood can be described as high, medium and low.	
<b>High:</b> An injury is expected to occur in most circumstances, frequent.	N
<b>Medium:</b> An injury will probably occur in many circumstances, occasional.	Y
<b>Low:</b> An injury may occur at some time, remote.	N

<b>Risk Severity:</b> It is the potential effect that a risk could have on the person affected. Severity can be described as high, medium and low.	
<b>High:</b> Serious injury or death, catastrophic.	N
<b>Medium:</b> Significant injury resulting absence from work, reportable.	Y
<b>Low:</b> Minor injury No absence from work, minor.	N

<b>Overall risk rating = LIKELIHOOD x SEVERITY (Low = 1-2 / Medium = 3-4 / High = 5-6)</b>	<b>Medium</b>
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**Low risk.**  
 Low Risks are largely acceptable, subject to reviews periodically, or after significant change, incident etc.

**Medium risk.**  
 Medium Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.

**High risk.**  
 High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.

