



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

Risk matrix used in risk assessment below
RR = residual risk

Coronavirus (COVID-19) risk assessment - HYDE PARK

Assessment date: 1/06/2020 2020

Review date: 15/06/ 2020

Version: 1.2

Hazard	Risk	Control measures	RR	Persons at risk
CLOSE CONTACT WITH OTHERS	L3xS3 9	STAFF WILL: <ul style="list-style-type: none"> Follow good hygiene measures at all times Avoid all contact between staff and visitors to your unless they are providing First Aid. Do not approach delivery staff or contractors, and allow packages to be left next to the Front Desk counter. Give the driver your name and do not touch the device to sign Frequently wash your hands for at least 20 seconds with warm soapy water. Use hand sanitiser when this is not possible Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible Always consider if the task can be performed differently without having to breach the 2m social distancing rule Workers are to limit face to face working and work facing away from each other when possible Continue to monitor safety while completing work and speak up if there is a safer way of completing the task All equipment to be thoroughly cleaned prior and after using it. Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination Reusable PPE should be thoroughly cleaned after use and not shared between workers. These will be the responsibility of the staff to look after Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor). To continue following ongoing updates from the Management Team 	L1xS3 3	Staff, Customers, Contractors, Delivery Drivers

		<ul style="list-style-type: none"> Ensure clients are not arriving by car where possible 		
	L3xS3 9	CUSTOMERS WILL: <ul style="list-style-type: none"> Customers must adhere to social distancing rules and maintain a distance of 2m at all times No court handshakes or other physical contact before, during or after matches No sharing of equipment – own rackets must be used Balls must be purchased. Encourage players to wear a glove on the hand they hold the ball with Players must use the special marked routes while maintaining social distance from other players Players must enter and exit the courts by following the correct directions If sharing balls, care should be taken when passing them back to other players (racket only) Hands must be washed upon arrival, and on leaving the Centre, if the facilities are open To follow all additional instructions from coaches and Centre staff 	L2xS3 6	Customers
	L3xS3 9	COACHES WILL: <ul style="list-style-type: none"> Teach groups to a maximum of 5 in size Use only 3 mini red courts on one adult court Coach adhering to social distancing rules and maintain a distance of 2m at all times, not coming to pupils side of the court No court physical contact before, during or after the lesson No sharing of equipment – own rackets must be used Use balls relevant to level to ensure rallying and not physical contact Be the only person to touch the tennis balls and players use their feet/racket to return them. Where players need to handle tennis balls (e.g. serving toss), it is advised they should not touch their face and clean hands after use Use limited coaching equipment (e.g. cones) if used will be cleaned and wiped down afterwards Ensure all equipment is removed from the court at the end of the session To follow all additional instructions from Centre management 	L2xS3 6	Customers
HYGIENE	L4xS4 16	<ul style="list-style-type: none"> Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available (at least 60%) and hand washing technique to be adopted as directed by NHS Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Regularly clean the hand washing facilities and check soap and sanitiser levels Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Restrict the number of people using toilet facilities at any one time, (WHEN OPEN) If toilets are open, enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush 	L2xS4 8	Staff, Customers
FIRST AID	L2xS4 8	<ul style="list-style-type: none"> Always encourage the injured person to self-treat wherever possible. If a child, instruct the parent or guardian to treat If self-treating is not possible, and you are not sure, call 111 for medical advice For serious injuries call 999 for emergency assistance. 	L1xS4 4	Staff, Customers

		<ul style="list-style-type: none"> • If absolutely necessary to assist, wear PPE including gloves and mask. • If CPR is necessary, perform chest compressions only. Make sure your (no rescue breathing) 		
--	--	--	--	--

Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

Management

- Please ensure all staff are aware of reporting requirements and that all issues are escalated to operations@willtwin.co.uk.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce by The Directors.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 1 month or where significant change has occurred
- Please remind staff that in order to minimize the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behavior. Any deliberate negligence or carelessness may result in Disciplinary Action.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs