

**Activity:** General Use of WPNSA Facility in respect of COVID-19

**Who is at Risk:** Staff, visitors, contractors, members.

**RA competed by:** Ian Balaam

**Date:** 12.05.2020

**Reviewed:** 12/01/2021

**Reviewer:** IB

Activity	Who is at Risk	Hazard	Control Measure	Further Action
Use of the Facility	All users	COVID-19 transmission from coming in to contact with infected People	<ol style="list-style-type: none"> <li>1. Follow Government Policy on Coronavirus: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> To protect yourself and others when you leave home you must:               <ol style="list-style-type: none"> <li>a. <b>Wash hands</b> - keep washing your hands regularly</li> <li>b. <b>Cover face</b> - wear a face covering over your nose and mouth in enclosed spaces</li> <li>c. <b>Make space</b> - stay at least 2 metres apart - or 1 metre with a face covering or other precautions.</li> </ol> </li> <li>2. Rules and procedures for WPNSA. "General Guidelines for Observing COVID-19 Restrictions When Visiting WPNSA". These include relevant Government guidance on social distancing, households, bubbles and gathering limits.</li> <li>3. WPNSA policy and procedures outlining physical amendments, systems, and procedures to keep staff and visitors safe. WPNSA Office/WPNSA Shore Support/Cleaning/Catering/Campervan/Powerboat hire/Maintenance.</li> <li>4. Designated COVID Officers to ensure that the Government rules, regulations, and guidance is cascaded to the operation. The role also provides a point of reference in the event of a suspected or actual COVID-19 infection.</li> </ol>	

			<ol style="list-style-type: none"> <li>5. Adherence to the updated restrictions within the Government Guidance Tier system or national lockdown. Follow the below link for the most up to date guidance.</li> <li>6. <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> </ol>	
Use of the Facility	All users	COVID-19 transmission from coming in to contact with infected surfaces	<ol style="list-style-type: none"> <li>1. Enhanced cleaning policy and procedure.</li> <li>2. If there is a COVID-19 case at the facility, then we will follow these PHE Guidance notes (“<a href="#">COVID-19 Cleaning in non-healthcare setting</a>”) as outlined in the cleaning policy and procedure.</li> <li>3. Full facility touch point cleaning at a minimum of three times per day and adjusted by the Duty Manager depending on site occupancy.</li> <li>4. Support of the NHS Track and Trace system by recording WPNSA visitor details on NHS QR App, our Track and Trace app and Staff program retained for 21 days.</li> </ol>	
Working at the Facility	All Staff	COVID-19 infection, because of being at work, transmission occurring from customers, contractors, the general public or other staff.	<ol style="list-style-type: none"> <li>1. Current Government policy on coronavirus.</li> <li>2. Employees office use policy and procedures.</li> <li>3. Physical increase in the space to employee ratio to meet or in most cases exceed the “<a href="#">Working safely during coronavirus (COVID-19)</a>” guidance.</li> <li>4. Identification and individual RA for any staff member identified as being in a vulnerable group.</li> <li>5. Enhanced standard cleaning schedule.</li> <li>6. High contact touch point cleaning at regular intervals during the day. Adjusted by the COVID-officer to reflect visitor volumes.</li> <li>7. Sanitising points at key locations at the WPNSA facility.</li> <li>8. Changes to the customer and staff flows around the building to aid social distancing.</li> <li>9. Allocated toilets for specific staff groups.</li> </ol>	

			<p>10. Increased storage for worker clothes and bags (issue of locker keys for all).</p> <p>11. Focus from the CEO and Deputy CEO of COVID-19 pressures causing Mental Health issues for staff. Mental Health FA certificate held (IB) and both to keep up to date with CPD and best practice. Staff access to Employee Assistance Programme if required.</p> <p>12. Use of a “deviation log” in the event of COVID-19 policies and procedures being broken by staff. This along with programme information is available to assist with the NHS Track and Trace system.</p>	
Use of the Facility	On site Partners and their customers	COVID-19 transmission from coming in to contact with infected surfaces or people.	<p>1. Demonstration and evidence from the on-site partners that they have followed the Government guidance “5 steps to working safely” (<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a>)</p> <ol style="list-style-type: none"> <li>1. <b>Carry out a COVID-19 risk assessment</b></li> <li>2. <b>Develop cleaning, handwashing, and hygiene procedures</b></li> <li>3. <b>Help people to work from home</b></li> <li>4. <b>Maintain 2m social distancing, where possible</b></li> <li>5. <b>Where people cannot be 2m apart, manage transmission risk</b></li> </ol> <p>2. All to provide WPNSA with their RA’s, operating procedures, method statement and or safe system of work demonstrating the adherence to the Government guidance on working safely with Coronavirus.</p>	
Use of the Facility by NHS “Test and Trace”	All users WPNSA staff, NHS staff, contractors,	COVID-19 transmission from coming in to contact with infected surfaces or people.	<p>1. The use of the facility is minimised to the main gravel carpark and access to the toilets for the NHS Test and Trace staff.</p>	

(Main Gravel carpark)	and the public		<ol style="list-style-type: none"> <li>2. The NHS staff have their own operational procedures that minimise contact with “at-risk” individuals receiving a test.</li> <li>3. Toilet access is limited to NHS staff through a coded gate and coded door to the allocated toilets.</li> <li>4. Sanitisation points are located at each coded entry point.</li> <li>5. WPNSA cleaning staff have increased touch point cleaning during the use of the WPNSA toilets.</li> <li>6. WPNSA cleaning staff have been instructed to take increased precautions during the touch point and toilet cleaning while the NHS team use the facility.</li> </ol>	
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