



What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Visitors to your premises</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in contact with you in relation to your business</b></li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p><a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display.</p>	<p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p>	<p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p>	<p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p>



		<p><b>Building</b></p> <ul style="list-style-type: none"> <li>A line two meters away from the customer facing edge of the reception desk has been marked out for customers to stand behind.</li> <li>No cash will be handled on site.</li> <li>Signage will be in place throughout the building reminding customers of covid guidelines. to:</li> <li>Employees will adhere to the clean as you use system,</li> <li>An employee will be present at the entrance to the arena and escape rooms wearing a visor, mask and gloves ensuring all customers use hand sanitiser prior to entry</li> </ul>	<p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Payments via online booking system only, this also captures track and trace of all members in each booking. QR Code posters installed throughout the building, encouraging customers to take part in NHS track and trace. No gaming machines will be operational.</p> <p>Signs -socially distance, follow one-way system, sanitise hands, washing hands, disposal of PPE</p> <p>Cleaning equipment before and after use</p> <p>Hand sanitiser dispensers installed at the entrance to all activities, Escape rooms/Laser</p>	<p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p>	<p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p>	<p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p>
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TOTAL ENIGMA PATON HOUSE/ATLAS WORKS COVID 19 RISK ASSESMENT 25.09.2020

		<ul style="list-style-type: none"> <li>A hand sanitiser dispenser point with signage will be provided at the entrance and at locations throughout the building</li> <li>Offices will be used by one employee only</li> </ul> <p><b><u>Cleaning</u></b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><b><u>Social Distancing</u></b></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>	<p>Quest arena. As well as the entrance and next to 'high tough area's (doors)</p> <p>Only one designated employee will be able to use the office</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p>	<p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p>	<p>LW</p> <p>LW</p> <p>LW</p> <p>LW</p>
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TOTAL ENIGMA PATON HOUSE/ATLAS WORKS COVID 19 RISK ASSESMENT 25.09.2020

	<p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p>					
	<p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p>	LW	LW	LW	
		<p>Management checks to ensure this is adhered to.</p>	LW	LW	LW	
	<p>Redesigning processes to ensure social distancing in place.</p>	<p>Daily and weekly checks monitoring restricted footfall and updated government guidelines.</p>	LW	LW	LW	
	<p>Zoom meetings to be used instead of face to face meetings.</p>		LW	LW	LW	
	<p>Ensuring sufficient rest breaks for staff.</p>		LW	LW	LW	
			LW	LW	LW	
	<p>STAFF REST AREAS WILL BE USED BY ONE EMPLOYEE AT A TIME ONLY</p>		LW	LW	LW	



		<p><b><u>Wearing of PPE</u></b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how wear and dispose of PPE, how to remove gloves carefully to reduce contamination and how to dispose of them safely</p> <p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>Employees will be provided with their own PPE, this will be signed out to them with their name on and must not be shared with anyone else</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Staff to wear gloves and masks and visors in the event they may need to help a child with a laser pack, or come within 2m of a customer. These gloves are single use and should be disposed off immediately in the clinical waste bin.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>	<p>LW</p> <p>LW</p> <p>LW</p>	<p>LW</p> <p>LW</p> <p>LW</p>	<p>LW</p> <p>LW</p> <p>LW</p>
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				LW	LW	LW
				LW	LW	LW