





TOTAL ENIGMA PATON HOUSE COVID 19 RISK ASSESMENT 10.09.2020

		<p><b><u>Building</u></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 and gloves ensuring all customers use hand sanitiser prior to entry</li> <li>• A hand sanitiser dispenser point with signage will be</li> </ul>	<p>Payments via online booking system only, this also captures track and trace of all members in each booking. 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>	LW	LW	LW
				LW	LW	LW
				LW	LW	LW
				LW	LW	LW
				LW	LW	LW



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		<p>provided at the entrance and at locations throughout the building</p> <ul style="list-style-type: none"> <li>• Offices will be used by one employee only</li> <li>• Automatic soap dispensers in all washrooms</li> </ul>	<p>Only one designated employee will be able to use the office</p>	LW	LW	LW
		<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>		LW	LW	LW
		<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>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	LW	LW	LW



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	<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>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>	LW	LW	LW
	<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>		LW	LW	LW
	<p>Redesigning processes to ensure social distancing in place.</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>	<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>	LW	LW	LW
	<p>STAFF REST AREAS WILL BE USED BY ONE EMPLOYEE AT A TIME ONLY</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			



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		<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>Staff to wear gloves and visors in the event they may need to help a child with a laser pack. These gloves are single use and should be disposed off immediately in the clinical waste bin.</p>	LW	LW	LW
				LW	LW	LW
			<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>	LW	LW	LW
				LW	LW	LW
		<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>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	LW	LW	LW
				LW	LW	LW



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		<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.  <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>A face shield is available attached to the wall behind reception, there are additional face shields in the first aid box</p> <p>First aiders certificates are current and valid until Jan 2022</p>	<p>LW</p> <p>LW</p>	<p>LW</p> <p>LW</p>	<p>LW</p> <p>LW</p>
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