

Risk Assessment TREO



		1	2	3	4	5
Severity		No Injury	Minor Injury	Lost time injury	Major Injury	Death
Likelihood						
1	Unlikely	1	2	3	4	5
2	Possible	2	4	6	8	10
3	Probably	3	6	9	12	15
4	Likely	4	8	12	16	20
5	Certain	5	10	15	20	25

KEY: SIGNIFICANCE OF THE RISK RATING
 L = LIKELIHOOD **LOW RISK** = RATING OF 1-6
 S = SEVERITY **MEDIUM RISK** = RATING OF 7 – 12
 R = RISK RATING **HIGH RISK** = RATING 13+

HAZARDS	RISKS	RISK ASSESSMENT			CONTROL MEASURES	COMPLETED ✓
		L	S	R		
ENTRANCE & FOYER	Viral transfer of COVID-19 from Staff, Participants, Trainers or Trainees Cross contamination from surfaces / equipment	2	4	8	Social distancing – <ul style="list-style-type: none"> • Indication of 2 metre social distance i.e. markings on floor. • Stagger arrival/departure times to prevent large groups e.g. participants and trainees congregating in foyer. Hygiene practices - <ul style="list-style-type: none"> • Signage on entrance door : COVID-19 symptoms sign, sign stating please use sanitiser. • Sanitiser provided. • Hand hygiene poster displayed by Sanitiser. • Temperature checks in place. • COVID questionnaire in place. • Contact tracing in place • All touch surfaces e.g. door handles, pen, thermometer cleaned min twice daily. • Area kept well ventilated. • Keep door to office closed during high traffic periods in this area. 	

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OFFICES	<p>Viral transfer of COVID-19 from Staff, or attendees at meetings</p> <p>Cross contamination from surfaces / equipment</p>	2	4	8	<p>Social distancing –</p> <ul style="list-style-type: none"> • Indication of 2 metre social distancing requirements. • Sign stating maximum numbers. • Additional space allocated as offices to facilitate social distancing of staff. <p>Hygiene practices -</p> <ul style="list-style-type: none"> • COVID-19 Symptoms, Cough Etiquette Hand Hygiene Posters to be displayed as deemed appropriate. • Sanitisers provided on each desk • Provide disinfectant wipes and encourage staff to wipe down surfaces and equipment. • Ensure contact/touch surfaces such as desks, chairs, printers, door handles etc are visibly clean at all times and are sanitised at least twice daily 	
<p>ONE TO ONE ROOM</p> <p>Designated COVID-19 room for suspected infected persons</p>	<p>Viral transfer of COVID-19 from Staff or Participants</p> <p>Cross contamination from surfaces / equipment</p>	2	4	8	<p>Social distancing –</p> <ul style="list-style-type: none"> • Social distance sign /room laid out to naturally facilitate social distancing • Sign stating maximum numbers. <p>Hygiene practices -</p> <ul style="list-style-type: none"> • COVID-19 Symptoms, Cough Etiquette Hand Hygiene Posters to be displayed as deemed appropriate. • Sanitisers provided • Ensure contact/touch surfaces are sanitised at least twice daily • Remove any unnecessary soft touch items • Keep area well ventilated • Procedure devised regarding Restriction of individuals in/out of room and a Sanitisation procedure to be adhered to following a suspected Case. • Appropriate PPE for the individual and for staff in contact / cleaning. 	

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Location COMMUNAL SPACE Kitchen/table Seating Area Pool table Area	Viral transfer of COVID-19 from Staff or Participants Cross contamination from surfaces or equipment	2	4	8	Social distancing – <ul style="list-style-type: none"> • Signage stating 2 metre social distancing rule in all areas. • Furniture laid out to naturally facilitate social distancing. • Where couches are in use sign stating only 1 person permitted. Hygiene practices - <ul style="list-style-type: none"> • COVID-19 posters displayed as deemed appropriate. • Sanitiser provided • Remove any unnecessary soft touch items. • Keep area well ventilated • Provide disinfectant wipes or sprays and encourage users to wipe down surfaces and equipment • Ensure contact/touch surfaces are sanitised at least twice daily e.g. <ul style="list-style-type: none"> ○ kitchen equipment: dish washer, urn, cooker etc. ○ tables, chairs, couches, stereo controls ○ pool table, balls, coin mechanism, cues etc. • Cleaning schedule in place reflecting all areas. 	
COMPUTER ROOM	Viral transfer of COVID-19 from Staff or participants Cross contamination from surfaces or equipment	2	4	8	Social distancing – <ul style="list-style-type: none"> • Signage stating 2 metre social distancing rule. • Workstations positioned to naturally facilitate social distancing. • Sign stating maximum numbers at any one time. Hygiene practices - <ul style="list-style-type: none"> • COVID-19 posters displayed as deemed appropriate. • Sanitiser provided • Keep area well ventilated • Provide disinfectant wipes or sprays and encourage users to wipe down surfaces and equipment 	

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TOILETS /SHOWER FACILITY	<p>Viral transfer of COVID-19 from Staff, Participants, Trainers or Trainees.</p> <p>Cross contamination from surfaces / equipment</p> <p>Legionnaires</p>	2	4	8	<p>Hygiene practices -</p> <ul style="list-style-type: none"> Extraction fans must be used continuously, kept clean and maintained. Area well ventilated. Ensure toilet facilities are visibly clean at all times. Encourage users to wash hands before and after using toilets COVID-19 Hand Hygiene Poster displayed close to sink. Ensure all waste collection points are emptied regularly Cleaning schedule maintained and displayed. Shower head used regularly to fill buckets to ensure regular flow. https://www.hsa.ie/eng/Publications_and.../Legionnaires_Disease.pdf 	
STAIR WELL / UPSTAIRS COMMUNIAL AREA	<p>Viral transfer of COVID-19 from Staff, Members of public</p> <p>Cross contamination from surfaces</p>	2	4	8	<p>Social distancing –</p> <ul style="list-style-type: none"> Signage stating 2 metre social distancing rules displayed. Furniture laid out to naturally facilitate social distancing. <p>Hygiene practices -</p> <ul style="list-style-type: none"> COVID-19 posters displayed as deemed appropriate. Sanitisers provided Remove any unnecessary soft touch items. Keep area well ventilated Provide disinfectant wipes or sprays and encourage users to wipe down surfaces and equipment Ensure contact/touch surfaces are sanitised at least twice daily e.g. handrail on stairs, kitchen equipment: dish washer, urn, fridges etc. Cleaning schedule in place and displayed. 	

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TRAINING ROOMS	<p>Viral transfer of COVID-19 from Staff, Participants or groups who use/hire these facilities</p> <p>Cross contamination from surfaces/equipment</p>	2	4	8	<p>Social distancing –</p> <ul style="list-style-type: none"> • Indication of 2 metre social distancing requirements • Re-arrange furniture to ensure Social Distancing is maintained during training • Signage stating maximum number of people in training rooms at any one time • Reduce the amount of training time for all users. • Stagger training to reduce numbers in Centre by use of cameras/Zoom • Communicate your COVID-19 Policies and User’s Responsibilities in your Hire Agreements. • Keep Groups self-contained upstairs to avoid unnecessary traffic downstairs. <p>Hygiene practices -</p> <ul style="list-style-type: none"> • COVID-19 Symptoms Poster to be displayed • Cough Etiquette Poster to be displayed • COVID-19 Hand Hygiene Poster displayed • Sanitiser provided on entry to room with sign stating please use sanitiser • Removal of any unnecessary soft touch items and share items e.g. white board markers. • Keep area well ventilated • Provide disinfectant wipes and encourage users to wipe down all surfaces and equipment • Ensure contact/touch surfaces such as tabletops, chairs, remote control, door handles etc are visibly clean at all times and are sanitised at least twice daily. • Provide additional bins and ensure they are emptied regularly. 	

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BIKE WORKSHOP 1	Viral transfer of COVID-19 from Staff or Participants Cross contamination from surfaces/equipment	2	4	8	Social distancing – <ul style="list-style-type: none"> Social Distancing Signage Sign stating maximum numbers in Workshop. Hygiene practices - <ul style="list-style-type: none"> Sanitisers provided. All Participants have their own designated work area with their own equipment/tools (no sharing). All participants are responsible for cleaning their own equipment/work areas and signing off cleaning schedule at the end of their shift. Appropriate PPE provided 	
BIKE WORKSHOP 2	Viral transfer of COVID-19 from Staff, Participants or members of public Cross contamination from surfaces/equipment				Social distancing – <ul style="list-style-type: none"> 2 metre social distancing signage. Members of public not permitted up ramp/into workshop Staff will collect items from MOP car and ask that they sit in car. Contract tracing in place. Hygiene practices - <ul style="list-style-type: none"> Sanitizers provide. COVID-19 signage. All equipment is spray sanitised prior to entry to workshop. All Participants have their own designated work area with their own equipment/tools (no sharing). All participants are responsible for cleaning their own equipment/work areas and signing off cleaning schedule at the end of their shift. PPE: Masks and gloves provided 	

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General Notes/Actions:

- Adhere to restrictions on numbers for indoor gatherings and social distancing rules must be maintained.
- Collaboration with staff is essential to ensure maximum buy-in.
- All sanitisers must contain at least 60% ethanol or 70% isopropanol as the active ingredient. Assign Responsible Person to replace/refill dispensers and maintain stock levels.
- Obtain Material Safety Data sheets for all sanitisers, cleaning fluids etc and keep/maintain on file (available from supplier).
- Where required, place mats to absorb any spillages of sanitiser and regularly maintain them.
- Keep up to date with public health advisory notices.
- Provide appropriate PPE when cleaning/sanitising.
- Training to be given regarding Donning & Duffing PPE and correct fitting of masks to face.
- Sanitiser cloths capable of killing viruses should be used to avoid liquid damage on electrical items.
- When emptying bins, carefully tie off bin liners before lifting to prevent aerosol spread of any contaminants in bin.
- This document must be read in conjunction with the Return to Work Protocol, Road Map for re-opening and HSE Guidelines.
- Further information can be found www.Gov.ie, www.hse.ie, www.hpsc.ie www.hsa.ie