



Covid-19 (Coronavirus) Pandemic - Safe Operation - Staff and Staff Areas

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Right Directions

Covid-19 (Coronavirus) Pandemic - Safe Operation - Staff and Staff Areas

Location of Activity

Throughout the facility

Ref No.

HAD_4395

Assessors Name *

Kate Martin

Date of Assessment

07-08-2020

Next Review Date

07-08-2021

QMS/Work Instructions

Please select a instruction or manually write it

Names of Employees Consulted

Please select a employee or manually write it

Hazard Risk Rating

LOW

Training/Qualifications Required to Complete this Activity

Please select a qualification or manually write it

Personal Protective Equipment (PPE) Required to Complete this Activity

Please select a equipment or manually write it

Legislation, guidance and information used in support of this assessment

Other Risk Assessments Cross Referenced

Covid-19 (Coronavirus) Pandemic - Safe Operation - Building/Facility General

Covid-19 (Coronavirus) Pandemic - Safe Operation - Activities

Potential Risk Rating

VERY LOW

Potential Harm/Consequence		Likelihood That Harm Will Occur		The risk rating indicates the level of response required to be taken when adding actions to the improvement plan (RRP). Ratings between 15 and 25 require an urgent review of existing control measures.	Risk Rating	
1	Insignificant	1	Very Unlikely		Very Low Risk 1 - 2	No action required
2	Minor	2	Unlikely		Low Risk 3 - 6	Monitor
3	Moderate	3	Possible		Medium Risk 8 - 12	Action required
4	Major	4	Likely		High Risk 15 - 16	Urgent Action
5	Catastrophic	5	Very Likely		Critical Risk 20 - 25	Work Must Stop and take immediate action
If the Risk Rating is 15 or more and no further control measures are practicable, add the risk to the H&S Risk Register.						

Hazard	Who May be Harmed	Current Control Measure in Place	Risk Rating With Current Control Measures In Place	Sample of any Reviewed Control Measures	Additional Control Measures Required	Potential Risk Rating After Additional Control Measures Implemented
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> + Keeping Up-to-date with Official Guidance </div>						
<div style="border: 1px solid #ccc; padding: 5px;"> + Lack of information Lack of up-to-date information regarding the Covid-19 virus </div>			4 x 1 4	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Add Sample Measure</div> <div style="text-align: center; border: 1px solid #ccc; padding: 2px; background-color: #0056b3; color: white;">View Files</div>	<div style="border: 1px solid #ccc; padding: 5px; width: 100%;">Please select additional control measure or manual</div>	1 x 1 1

		<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="Attendance at Covid-19 clinics, webinars and other CPD"/> <input type="button" value="Regular review of NGB advice and guidance"/> <input type="button" value="Following advice and guidance from industry bodies such as CIMSPA, UKactive, RLSS, PWTAG"/> <input type="button" value="Government Advice received daily by SLT. Covid Officer appointed"/> <input type="button" value="Government and Public Health guidance followed as best practice"/> <input type="button" value="Covid Response Officer designated for each centre to ensure a corporate approach is delivered at all facilities"/> <input type="button" value="Community Leisure UK calls share industry best practice, attendance virtual group meetings"/> <input type="button" value="UK Active Industry best practice guide followed"/> <input type="button" value="Corporate approach to covid procedures to be trained to all staff in advance of working alone"/> <input type="button" value="StaffMIS used as central platform for training all staff on Covid-19 procedures"/>		<input type="button" value="View Links"/>				
-	<input type="button" value="Information - Responsibilities"/> Lack of up-to-date information regarding the Covid-19 virus	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="Covid-19 Response Team identified for SLT and each facility open for business to ensure a corporate approach to messaging and training"/> <input type="button" value="Government (www.gov.uk) and NHS (www.nhs.uk) advise is regularly checked and followed"/>	4 x 1	4	<input type="button" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	Category	Staff Planning							
+	<input type="button" value="Staff attendance"/> Possible transmission of Covid-19 due to staff being in work when not necessary	<input type="button" value="Staff"/>		3 x 1	3	<input type="button" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1

			<p>Staff audit completed to determine roles essential to be physically in the facility and minimum staffing levels necessary within each department</p> <p>Working from home in place for all enabled staff</p> <p>Remote workers require preapproved access to centres</p> <p>Staff Bubbles created to reduce the number of staff working in centres at any time</p> <p>Building closure each day to allow for staff to change shift without exposure to other bubbles</p> <p>Technology used for meetings across multiple department and centres</p> <p>Ghost staff assigned for each role to allow for cover of absence to be completed by minimal staff only</p>						
-	<p>Shift Cover</p> <p>Staff required to work across work bubbles to cover shifts for colleagues on annual leave or off sick for any period of time</p>	Staff	<p>Shift management completed by General Managers to ensure that risk is reduced between work bubbles</p> <p>Shift cover team indentified to cover shifts</p> <p>Covid-19 safe training completed by all staff before joining teams</p> <p>Safe social distancing observed while on shift</p> <p>Regular hand washing encouraged before and during shifts</p> <p>Hand santiser stations located in work areas</p>	4 x 1	4	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1	1
-	<p>Staff Training</p> <p>Spread of the virus</p>	Staff Staff	<p>Safe Social Distancing followed for all training</p> <p>Staff briefing before and during training to remind staff of Covid-19 safe measures</p> <p>Hand santiser stations located in training rooms</p> <p>ICT equipment cleaned before and after each user</p> <p>Regular hand washing encouraged before and during shifts</p> <p>Hygiene regimes in personal vehicles</p> <p>Staff who use public transport to wear a face mask and follow government social distancing guidelines</p> <p>Only one person to travel in cars</p>	1 x 1	1	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1	1
-	<p>Staff contact</p> <p>Possible transmission of Covid-19 due to staff coming into increased contact with one another</p>	Staff		3 x 2	6	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1	1

			<p>Staff levels per shift kept to a minimum to maintain safety standards, hygiene standards and to allow facility to operate effectively</p> <p>Business related travel restricted to essential staff only</p> <p>Staff discouraged from car sharing unless absolutely essential or from the same household</p> <p>Deliveries to other facilities kept to a minimum and drop off zones in place at each facility</p> <p>Team bubbles created to minimise exposure to other staff.</p> <p>Closure introduced in the middle of the day to allow early staff to clean out of the building and late staff to clean in</p> <p>Staff encourage to use their own stationary rather than sharing</p> <p>Restricted use of staff rooms</p> <p>Handwashing encouraged for all staff throughout the shift</p> <p>Staff with signs of covid-19 are not permitted to work</p> <p>Clear desk policy in place, staff to clean work stations before and after use</p> <p>Staff to clean phones before and after use</p> <p>High touch point cleaning encouraged in all staff areas</p> <p>Signage in staff areas to encourage safe social distancing and safe covid practices</p>					
-	Category	High Risk Employees (as defined by government, including pregnant, those with underlying health issues, employees over the age of 70 years)						
+	<p>High risk employees</p> <p>Employees who are at higher risk of contracting Covid-19</p>	Staff	<p>Management / HR complete individual pre-opening chats with each member of staff to identify staff members at increased risk, providing a one-to-one opportunity to raise and discuss issues and invite suggestions and ideas</p> <p>Individual risk assessments completed with staff identified as having an increased risk to assess whether, when and how they can return to work</p> <p>Government guidance followed</p> <p>Where clinically vulnerable staff cannot work from home and have to be in the facility, they are reminded to 2m social distancing and work as remotely as possible from other people</p> <p>Social distancing and good hygiene practices encouraged</p> <p>HR procedures in place for those unable to work from home and required to isolate as per government guidelines</p> <p>Working from home approved for all enabled staff</p>	4 x 1	4	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p> <p>1 x 1</p>	1

- Category		Handling staff presenting symptoms whilst in the facility							
+	Staff with symptoms	Staff	<p>Clear policy is in place that staff must self-isolate if they (or a member of their household) feel unwell and have Covid-19 symptoms in accordance with NHS advice</p> <p>Training and information prior to starting / returning to work for every member of staff to ensure that they are clear about the requirements and what to do if they or a member of their household is exhibiting Covid-19 symptoms</p> <p>Efforts made to enable self-isolating staff to complete duties and/or CPD whilst working from home</p> <p>Government / NHS guidance followed: https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</p> <p>HR disciplinary process to deal with non-compliance</p> <p>Staff asked to declare if they have been contacted by track and trace</p> <p>Staff responsible to declare if they are feeling unwell or showing signs of covid. Staff to be sent home immediatly or asked not to attend work and to book a test</p>	4 x 1	4	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1	1
	Staff continuing to work if feeling unwell or presenting Covid-19 symptoms								
- Category		Staff Behaviour							
+	Staff behaviour	Staff		4 x 1	4	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1	1
	Staff in workplace increasing the risk of community transmission								

			<p>Clear policy that social distancing requirements apply to everyone in the workplace</p> <p>Specific risk assessment completed for any essential tasks (e.g. maintenance tasks) where social distancing is not possible</p> <p>All supervisors / managers on duty are trained in the requirements and their role in acknowledging good practice and taking action to ensure compliance</p> <p>Training is delivered to all staff to ensure understanding of what is required and why</p> <p>All staff are encouraged to challenge anyone (staff, public, management) who is not observing social distancing protocols</p> <p>Reinforcement - message refreshed in staff briefings, reinforced in procedures, work instructions, signage, website, social media</p> <p>Staff from the same household to observe social distancing requirements whilst at work to avoid misunderstanding from third parties and perception that rules are not being adhered to</p> <p>HR disciplinary process to deal with non-compliance</p> <p>Staff trained to observe social distancing or to use PPE as supplied for tasks</p> <p>Covid Officers appointed for each centre to ensure social distancing standards and protocols are followed by the workforce</p> <p>Staff training on covid-19 policy including escalation procedures.</p>						
-	<p>Workspace hygiene</p> <p>Poor workspace hygiene leading to increased risk of transferring virus</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance</p> <p>Deep clean completed prior to re-opening</p> <p>Revised routine cleaning and monitoring regime in place</p> <p>All staff instructed on personal hygiene - frequent handwashing / sanitising as part of return to work training</p> <p>Hand sanitiser provided at key points throughout the facility where hand washing facilities are not available</p> <p>Training delivered to all staff involved in cleaning tasks</p> <p>High Touch cleaning schedules produced for each centre</p> <p>Clear desk policy in place including clean workstations before and after use</p> <p>Shared workstations to be minimised and where not possible (reception) staff trained to clean and sanitise keyboards and mouse before and after use</p>	4 x 1	4	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	1 x 1	1
				4 x 1	4			1 x 1	1

	<p>Personal greetings</p> <p>Handshaking or other greeting increasing risk of transferring the virus</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Handshaking and general close personal greetings are not permitted</p> <p>Handwashing protocols and hygiene facilities in place</p>		<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	
<p>Category: Social distancing and preventing the spread of Covid-19 - Offices</p>							
<p>+</p>	<p>Offices</p> <p>Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas</p>	<p>Staff</p>	<p>If not possible, staff alternate days / shifts in/out to keep numbers in the office at a minimum</p> <p>Workstations arranged to ensure 2m person separation and walkways that minimise passing in close contact</p> <p>Workstations arranged for staff to work back to back or side to side rather than face to face</p> <p>When face to face is the only option, screens are put up to separate workstations</p> <p>Workstations assigned to individuals and not to be shared</p> <p>Hot desking is discouraged but where necessary, workstation cleaning and sanitising is undertaken between users, to include calculators, staplers, keyboards, mouse etc.</p> <p>Telephones to be sanitised between users</p> <p>Hand sanitiser is available</p> <p>Offices are kept well ventilated with windows open where possible</p> <p>Good practice social distancing and hygiene promoted in office areas</p> <p>Working from home set up for non operational staff</p> <p>Staff access to offices to be pre approved by Senior officer</p> <p>Staff to hold individual levels of stationary</p> <p>Microsoft teams and gotomeetings to be used for group meeting</p> <p>Snack tables are not permitted in offices</p> <p>Staff to be discouraged from visting offices unless business essential</p> <p>Staff encourage to have walking meetings if they require face to face contact</p> <p>Desk plans displayed to show primary user of workstations</p>	<p>4 x 1</p> <p>4</p>	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	<p>1 x 1</p> <p>1</p>

+ Category		Social distancing and preventing the spread of Covid-19 - Staff Room(s)							
+	Staff Room(s) Possible transmission of Covid-19 through poor hygiene and lack of social distancing in staff rooms	Staff	Break times staggered to keep numbers in room to a minimum 2m separation markings in place Signage on entrance to staff room to remind of occupancy levels Staff encouraged to leave personal items in lockers to avoid need to keep on returning to staff rooms Staff are instructed to wash hands with soap and water for 20 seconds minimum before using a kettle, microwave, opening a fridge etc. Enhanced cleaning regime extends to staff rooms Staff encouraged to take breaks outside Maximum occupancy of staff rooms to be displayed on entry Team bubbles created to reduce the number of staff on site at any time Social distancing to be observed in staff areas Covid-19 safe signage displayed in staff area	3 x 2	6	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1
-	Staff Room(s) - Occupancy Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas	Staff	Signage on entrance to staff room(s) to remind of occupancy levels 2m social distancing maintained by reconfiguring tables and chairs and reducing numbers permitted in staff room to 1 person Staff training completed prior to starting work HR procedures in place to address breach of policy	3 x 2	6	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1
- Category		Social distancing and preventing the spread of Covid-19 - Meetings							
+	Meetings Possible transmission of Covid-19 through poor hygiene and lack of social distancing in meetings	Staff		3 x 1	3	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1

- Staff meetings to be held remotely via video conferencing where possible
- If not possible to video conference, staff to sit 2m apart in meeting room
- The need for face to face meetings is reviewed, reducing to essential meetings only
- Only absolutely necessary participants should attend face-to-face meetings and maintain 2m separation throughout
- Meetings are held outdoors or in well-ventilated rooms whenever possible
- Transmission opportunities are reduced pens are not shared, handouts are not given out, one person only to control mouse, clicker, pointer etc.
- Agenda and any documents are shared on a screen rather than using paper copies
- Refreshments are not provided
- Hand sanitiser is provided in meeting rooms
- Meeting room layout facilitates social distancing and removes pinch points
- Maximum attendance to be predetermined by room size and air ventilation in room
- Training register reviewed to identify face to face training needs prior to an employees return to work
- NGB guidance for training to be followed

- Category: Staff qualifications past expiry date

+	Qualification expiry - lifeguard Lifeguard qualification past expiry date	Staff		4 x 1 4	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1 1
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			<p>HR contacted and renewal assessment arranged at earliest opportunity</p> <p>Lifeguards complete the ten free RLSS online training modules prior to return to duties to continue their ongoing training</p> <p>Lifeguards attend ongoing training sessions to demonstrate competency. This can be completed during furlough but can be completed on return to work for any staff who do not have access to internet etc. Contributes five hours towards the 20 hours required for revalidation</p> <p>Competency test completed prior to re-opening</p> <p>Ongoing competency tests completed each month</p> <p>Lifeguard not permitted to work until re-qualified - note RLSS qualifications extended</p> <p>Lifeguard qualification validity checked prior to return to work to confirm that they fall within the permitted qualification extension. Where the qualification does not fall within the extension and is out of date, the lifeguard is not permitted to work in role until re-qualified</p> <p>RLSS guidance followed</p> <p>Maximum number of participants reviewed in line with safe social distancing and room availability</p>						
-	<p>Qualification expiry - first aid</p> <p>First aid at work past expiry date</p>	Staff	<p>Utilise online opportunities for refresher and/or revalidation where practical training is not possible</p> <p>Rotas reviewed to ensure there are always sufficient first aiders available in the facility with qualifications in date</p> <p>HSE advised an extension to qualification expiry until 30th September 2020 (England)</p> <p>Training register reviewed in advance of return to work</p> <p>Socially distanced training developed for requalification</p>	4 x 1	4	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	1 x 1	1
-	<p>Qualification expiry - pool pla</p> <p>Pool plant operation (PPO) past expiry date</p>	<p>Staff</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>HR contacted and renewal training and assessment at earliest opportunity</p> <p>Utilise online opportunities for revalidation where possible (e.g. IOS, STA)</p> <p>Refresher pool plant induction completed and recorded for individual to demonstrate competency</p> <p>Future fit training videos use for refresher pool water testing and other plant room activities</p>	3 x 2	6	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	1 x 1	1
-	Category	First Aid							
+				4 x 1	4			1 x 1	1

	<p>First aid</p> <p>Illness or injury requiring first aid</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p> <p>Visitors</p>	<p>Continued provision:</p> <p>First aid trained personnel available during all opening hours</p> <p>First aiders to continue to use disposable gloves for all first aid treatment</p> <p>Regular checks resumed prior to reopening to ensure first aid equipment is fit for purpose and in date</p> <p>First aiders continue to maintain good hygiene practices and those providing first aid should cover any open wounds</p> <p>In addition, during this period first aiders should:</p> <p>Adhere to revised CPR protocols</p> <p>Encourage self-treatment where appropriate, to help maintain social distancing guidance</p> <p>Wear PPE when providing first aid and if possible and appropriate, casualties may also be encouraged to wear a face mask</p> <p>Contact with casualties' faces are minimised</p> <p>PPE and soiled dressings are disposed of safely in biohazard bins</p> <p>First aiders report to their line manager if they develop Covid-19 symptoms</p> <p>RLSS guidance followed for lifeguards</p> <p>Bum bags supplied with PPE</p> <p>Handsanitiser supplied in bum bags</p>		<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual			
-	<p>CPR training</p> <p>Cardiopulmonary Resuscitation (CPR) training</p>	<p>Staff</p>	<p>Staff displaying Covid-19 type symptoms are excluded from training</p> <p>Only compressions practiced during ongoing training</p> <p>Compressions and rescue breaths demonstrated during a qualification course</p> <p>If rescue breaths carried out, lungs/airways to be replaced and disposed of safely, face and mouth of manikin wiped with disinfectant wipes in between each use, with wipes disposed of safely</p> <p>Manikin face thoroughly washed with disinfectant at the end of training session</p> <p>RLSS guidance followed: https://www.rlss.org.uk/guidance-for-swimming-pool-operators-managing-lifeguards-during-covid-19</p> <p>Resus Council guidance followed: https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19coronavirus-cpr-and-resuscitation/covid-community/</p>	4 x 1	4	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1	1
<p>Category Training - General</p>									
+	<p>Training sessions</p>	<p>Staff</p>		4 x 1	4		Please select additional control measure or manual	1 x 1	1

	Possible transmission of virus through attendance at training courses		<p>Non-essential training postponed if only available in face to face setting</p> <p>Essential training completed in line with good social distancing protocols (2m)</p> <p>Sanitisation points provided in training rooms</p> <p>Close group work discouraged in training sessions</p> <p>Where possible, online/video training completed to obtain and maintain qualifications</p> <p>Review of training matrix completed to identify essential and non-essential training</p> <p>Non-essential training postponed unless available remotely, e.g. online or virtual formats</p> <p>Essential training completed via online or virtual formats where possible</p> <p>Where essential face to face training is required, e.g. lifeguard training/competency assessment, a specific risk assessment for the activity is completed to consider social distancing, sanitisation etc.</p> <p>Training registers held to allow for track and trace if required</p>			<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>			
-	Category	Staff stress / mental wellbeing							
	<p>Stress / mental wellbeing</p> <p>Staff concerned on returning to work following lockdown and entering the facility with numerous other people</p>	Staff	<p>Return to work chats to be completed with all staff prior to re-opening</p> <p>Staff refresher training in NOP/EAP and changes to procedures completed</p> <p>Staff training in specific Covid-19 control measures completed</p> <p>Occupational health services available for staff to discuss concerns</p> <p>One-to-one chats with line manager encouraged at any time and frequency</p> <p>High risk staff referred to earlier in this risk assessment</p> <p>Clear, concise and regular communications to the team on Covid-19 controls/updates taking place and facility performance</p> <p>Staff actively encouraged to bring forward suggestions and concerns to their line manager</p> <p>Westfield Health Big White wall available to all staff</p> <p>Westfield Health counselling support available to all staff</p>	4 x 1	4	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1	1

-	Stress / mental wellbeing Staff working remotely feeling isolated	Staff	Regular contact and welfare chats maintained with line manager to maintain communications and involvement Company employee support services available for further welfare chats and promoted to staff Westfield Health Big White Wall available for all staff Virtual staff meetings held regularly to ensure staff engagement	3 x 2	6	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1
Category Equality									
+	Equality Discrimination of staff due to inappropriate Covid-19 control measures	Customer - Adult Customer - Child Staff	Government guidance followed Individual assessments are completed with staff members Reasonable adjustments are made to accommodate staff who fall under Equality Act Disabled staff/customer use is prioritised in changing rooms, toilets and lifts Disabled staff use is prioritised in changing rooms, toilet and lift	2 x 1	2	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1

Revision History			
Q		10	Export
Reviewed By	Name	Comment	Date
hadleighpool@stitch.com	kate martin	none	12-06-2020 11:21:57
hadleighpool@stitch.com	Kate Martin	n/a	24-06-2020 11:52:11
hadleighpool@stitch.com	kate martin	n/a	24-06-2020 16:38:10
hadleighpool@stitch.com	Tracey Loynds	review	27-06-2020 17:05:53
hadleighpool@stitch.com	Tracey Loynds	reviewed	27-06-2020 18:38:25
hadleighpool@stitch.com	Tracey Loynds	Review	27-06-2020 19:53:44
hadleighpool@stitch.com	kate martin	n/a	29-06-2020 12:10:41
hadleighpool@stitch.com	Kate Martin	updates after comments from consultant	09-07-2020 14:12:58
hadleighpool@stitch.com	Tracey Loynds	updated with staff training and staff shift cover	17-07-2020 07:55:03
hadleighpool@stitch.com	tracey loynds	self declaration of staff feeling unwell and showing signs of covid-19 workstation sharing at reception - sanitise before and after use	07-08-2020 15:59:02

Showing 1 to 10 of 10 entries

Previous 1 Next

