



Occupational Health & Safety Act 85 of 1993

H.S.E.	Section 4.1.11	
Rev	00	13/05/20

HAZARD IDENTIFICATION RISK ASSESSMENT

COVID 19

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METHOD STATEMENT / HIRA- COVID 19

Rev.	Date	Prep.	Review	Signature	Description of Revision
00	09/06/2020	J Campbell	J Campbell		Initial Draft For approval

APPROVAL		NAME	SIGNATURE	DATE	COMMENTS
Approved by Superswim Academy Durbanville		Leande Carstens		09/06/2020	n/a

METHOD STATEMENT- PROTECTION AGAINST COVID 19

Objective: To Ensure the safety of all employees, clients and related persons against Covid 19

Material/Equipment: Disinfectant & Sanitising agents, Disposal Bags, disposable paper towels/ sanitising wipes, Spray bottles, Cleaning Rags

Personal protective equipment: Material/Cloth masks for all Staff, Visitors and/or Clients

For the Supervisor: Face visor for protection, latex gloves.

The Method Statement must be read in conjunction with the Hazard Identification Risk Assessment.

Utmost precautions and safety will be taken when working at Superswim Academy Durbanville while the country is under threat of the Corona Virus also known as Covid 19

Points of order

1. Site Entrance / Check Point
2. Meetings
3. Changing facilities, observation/waiting areas and site movement
4. Bathroom, Toilet and/or hand wash facilities
5. Swimming lessons and using equipment
6. Maintaining social distancing
7. Deliveries
8. Emergency preparedness and managing First Aid on site
9. PPE, Masks- Handling, use and disposal thereof
10. Tea- and Lunch Breaks
11. Safety Awareness / Risk Assessment/ Toolbox Talk Training
12. Cleaning of Pool Water
13. Handling of Possible Infected Persons

Additional Information

Emergencies

NICD HOT LINE ON 080002999 / 021 928 4102

All employees must be conversant with the screening and testing procedures.

Client control

Only persons with a mask, that have been through the mandatory pre-screening procedure including a temperature reading and brief questionnaire will be allowed to enter the premises.

Housekeeping

All equipment used is to be disinfected continuously. Eating, bathroom and waiting areas will also need to be disinfected regularly and recorded on a register.

General

A zero-tolerance approach will be taken when working without PPE and working outside the safety guidelines as set out for the prevention of the Covid 19 disease regulations. All employees must at all times stay focussed and vigilant.

Risk Matrix

Standard Risk Matrix		Hazard Effect / Consequence (Where an event has more than one "loss type", choose the "consequence" with the highest rating)				
Loss Type (Additional 'loss types' may exist for an event; identify & rate accordingly)		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
(S/H) Harm to People (Safety / Health)		First aid case / Exposure to minor health risk	Medical treatment case / Exposure to major health risk	Lost time injury / Reversible impact on health	Single fatality or loss of quality of life / Irreversible impact on health	Multiple fatalities / Impact on health ultimately fatal
(EI) Environmental Impact		Minimal environmental harm – L1 incident	Material environmental harm – L2 incident remediable short term	Serious environmental harm – L2 incident remediable within LOM	Major environmental harm – L2 incident remediable post LOM	Extreme environmental harm – L3 incident irreversible
(BI/MD) Business Interruption / Material Damage & Other Consequential Losses		No disruption to operation	Brief disruption of operation	Partial shutdown	Potential loss of operation	Substantial or total loss of operations
(L&R) Legal & Regulatory		Low level legal issue	Minor legal issue; non compliance and breaches of the law	Serious breach of law; investigation/report to authority, prosecution and/or moderate penalty possible	Major breach of the law; considerable prosecution and penalties	Very considerable penalties & prosecutions. Multiple law suits & jail terms
(R/S/C) Impact on Reputation / Social / Community		Slight impact - public awareness may exist but no public concern	Limited impact - local public concern	Considerable impact - regional public concern	National impact - national public concern	International impact - international public attention
Likelihood	Examples (Consider near-hits as well as actual events)	Risk Rating				
5 Almost Certain		11 (M)	16 (H)	20 (H)	23 (Ex)	25 (Ex)
4 Likely		7 (M)	12 (M)	17 (H)	21 (Ex)	24 (Ex)
3 Possible		4 (L)	8 (M)	13 (H)	18 (H)	22 (Ex)
2 Unlikely		2 (L)	5 (L)	9 (M)	14 (H)	19 (H)
1 Rare		1 (L)	3 (L)	6 (M)	10 (M)	15 (H)

Risk Assessment

Item	Task or Activity	Energy / Hazards (Potential danger)	Possible Consequence Likely to happen/Risk	Initial Risk Score			Existing & Proposed Control Measures	Revised Risk Score			Responsible Person and control
				Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating	
1	Site Entrance/Check Point	<p>Uncontrolled employees entering site upon arrival</p> <p>No PPE for screening team</p>	<p>Spreading of virus through handshake greeting, coughing and sneezing (COVID-19)</p> <p>Contracting the virus</p>	5	5	25	<p>Supervisors/ Managers are to ensure that staff and clients are adhering to social distancing.</p> <p>Each employee to be issued with two fabric masks and face shield</p> <p>No mask no entry. Members are to wash and sanitise the spare mask at home while the other mask is being used.</p> <p>All employees, visitors and/or clients will be pre-screened only once their mask is fitted, and their hands have been sanitised.</p> <p>If a person is found to be ill, or does not pass the pre screening procedure, the person will be requested to leave the premises and see their GP or closest testing center immediately. The name and details of the person will be recorded.</p> <p>Hands are to be sanitised every hour on site.</p> <p>Supervisors will be trained on fever screening and symptom checks.</p>	5	2	19	Appointed Site Supervisor and management.

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							Persons entering site with vehicles will also undergo screening before entering site.				
2	Meetings on site. Client Meetings etc.	Uncontrolled number of staff attending meetings Employees not wearing PPE	Spreading of virus through handshake greeting, coughing and sneezing (COVID-19)	5	5	25	Reduce number of personnel attending meetings. If meetings can be held remotely through skype, zoom, emails and/or telecoms, this would be first option. All persons that absolutely have to attend meetings in person have to keep 2 metres of social distancing. Meetings: Only designated persons to attend (e.g. 10m2 = 5 persons) Meeting Rooms to be disinfected at all times. Employees to sanitise hands before the meeting starts and every 30minutes thereafter. Photo dairy of attendance will be kept, rather than sharing pens and handling sheets of paper. PPE(Facemasks) to be worn at all times. Facemasks will be compulsory.	5	3	22	Appointed Site Supervisor and management.

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							All meeting areas are to be very well ventilated at all times.				
3	Waiting Areas, changing facilities and movement on site.	Overcrowded areas. Un- sanitized surfaces. Not wearing PPE	Spreading of virus through sneezing, contact and coughing (COVID-19)	5	5	25	<p>Social distancing (2 meters) is to be maintained and monitored on site by the respective staff members/supervisors on site.</p> <p>Employees to be separated when going to change facilities and to keep 2 meters distance apart from each other. Only one person per changing booth will be allowed. Toddlers may be assisted by parents.</p> <p>Baby changing stations must be wiped down with disinfectant/sanitizers before and after use. Paper towels and/or sanitising wipes used must be disposed off immediately.</p> <p>Clients are to change at home where possible prior to attending lessons/classes</p> <p>Avoid using handrails unless you can sanitise your hands before and immediately after using a handrail.</p> <p>All surfaces will be disinfected and sanitised frequently.</p>	5	2	19	Appointed Site Supervisor and management.

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4	Bathroom, Toilet and/or hand wash facilities	<p>Employees not well informed and trained on personal hygiene.</p> <p>Un- sanitized surfaces</p> <p>Not wearing PPE</p>	<p>Unhygienic, unhealthy facilities could result in contracting Covid 19</p> <p>Contaminated surfaces could result in the spread of Covid 19</p>	5	5	25	<p>Toilets/ablutions need to be disinfected continuously. A register must be kept as proof and to ensure no cleaning areas are overlooked when running the schedule.</p> <p>Hand Wash stations, soap and/or sanitizing agent must be available in all toilet/ablution areas. Portable soap dispensers should be used and/or hand sanitizers should be readily available.</p> <p>Toilet door handles must be sanitised before and after use.</p>	5	3	22	Appointed Site Supervisor and management.
5	Swimming lessons and using equipment	Touching contaminated surfaces	Spreading of Covid 19 through contact after changing and touching infected equipment.	5	5	25	<p>Appointed supervisor/swimming instructor is to ensure all equipment allocated to him/her are cleaned/disinfected properly before issued to clients.</p> <p>All supervisors/Swim Instructors will be issued with their own equipment for use during lessons.</p> <p>Equipment will be clearly marked, stored in a single container and issued to instructors separately.</p>	5	2	19	Appointed Site Supervisor and management.

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							All equipment must be sanitised/disinfected before and after use at all times.				
		Fecal Matter, Excrement, discharge	Could result in excretion indigestion Contracting Covid 19	5	5	25	Pool is to be evacuated on any visible signs of fecal matter, excrement, and/or any form of human discharge. Pool will be cleaned using the pool net. Pool will then be back washed, rinsed and replenished with fresh clean water. A natural neutraliser is to be added	5	2	19	
		Water	Drowning	5	5	25	Swimming lessons will only be conducted with a qualified swimming instructor. Swimming instructors will be qualified lifeguards and first aiders. Parents needed in the pool to assist with toddlers that cant swim, must be assisted by a swimming instructor at all times. Pool depth back to front will be 1.3 meters maximum, which will allow parents to stand in the pool area safely.	5	3	22	

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		Slippery & Wet surfaces	Slips, Trips and Falls resulting in injury, damage and/or loss	5	5	25	<p>Non slip pads to be used at swimming pool access ladders.</p> <p>Access ladders are to be used safely, using 3 point contact.</p> <p>No unauthorised access will be allowed.</p>	5	2	19	
6	Maintaining Social distancing/	Un-informed employees. Walking onsite without wearing PPE	Spreading of the Covid 19 virus through contact and/or airborne respiratory droplets	5	5	25	<p>Supervisors to ensure that all persons on the premises are well informed on adhering to the 2 meters social distance norm.</p> <p>Parent in the waiting areas are to keep their distance and stay in the designated waiting area provided. No social visits will be allowed by other family members during the allocated classes.</p> <p>Handshakes are not permitted, and no physical contact will be tolerated.</p> <p>Class times will be staggered, and employees are not to cluster, share meals or social during break times.</p>	5	2	19	Appointed Site Supervisor and management.

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7	Deliveries	Un-informed drivers Contaminated goods / Materials	Spreading of virus through contact after changing and touching infected surface of Materials and/or Equipment	5	3	22	Superswim Academy Durbanville is to inform their suppliers to have sufficient PPE when doing deliveries. All delivery drivers to remain in the vehicles while material and/or equipment is being offloaded. After materials and/or equipment has been offloaded, wash hands with soap and water or use sanitizer. Delivery vehicles must leave the premises immediately after materials/delivery goods have been received.	5	2	19	Appointed Site Supervisor and management
8	Emergency preparedness and managing First Aid on site	Social distancing not possible whilst administering First Aid. No PPE Contact with Infected person	Spreading of virus through personal contact and/or airborne respiratory droplets.	5	5	25	PPE will consist of Face shields, latex gloves, hand sanitizer and face masks. First aiders to wear correct PPE when attending to possible corona virus case or any other injury on site. Record incident register and report any suspected Covid 19 cases to your manager/supervisor.	5	3	22	Appointed Site Supervisor and management

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9	PPE use Face Masks- Handling, use and disposal	Sharing of PPE Unsafe disposal of mask Using masks incorrectly	Spreading of Covid 19	5	5	25	Management must ensure all staff have received training on the proper handling, use and disposal of Masks, gloves, paper towels etc. When removing your mask use Ear loops and wash your hands with water and soap or alternatively use hand sanitizer. When taking out mask for reuse clean your hands first and only touch your mask by ear loops/head straps. All disposable masks must be disposed in a plastic bag which will be closed and disposed as per SANS 10248-1:2008	5	2	19	Appointed Site Supervisor and management
10	Tea, Lunch and/or any other break times. Clients eating on site	Persons socialising during Tea and/or lunch Contaminated domestic waste, wrapping papers, packaging etc.	Spreading of Covid 19. Contracting the Covid 19 virus.	5	5	25	Dedicated eating areas to be identified on site for staff. Marked bins are to be supplied for the use of domestic waste only. Clients should be advised not to consume any food items on the premises whilst swimming class/lessons are in progress. Break times to be separated to reduce congestion and contact.	5	3	22	Appointed Site Supervisor and management

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							<p>Hand cleaning facilities and/or hand sanitizer should be available at the entrance of any room where people eat and should be used by employees when entering and leaving the area.</p> <p>Employees should be asked/advised to bring pre-prepared meals and refillable drinking bottles from home.</p> <p>Social distancing of 2 metres will be enforced whilst eating and/or during break times.</p> <p>Tables and chairs to be cleaned every time after and before use. Plastic chairs to be used where possible as they are quick and easy to keep clean during use by different clients.</p> <p>Employees to refrain from going to grocers or shops during tea and/or lunchtime hours.</p>				
11	Safety Awareness / Toolbox Talks & Risk Assessment Training	Persons gathering Higher number of persons per m ² allowed.	Spreading and/or, contracting the Covid 19 virus.	5	4	22	Appointed HSE Consultant will conduct risk assessment training for new and old employees whilst adhering to the social distancing regulations.	5	3	19	Appointed Site Supervisor and management

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		Not wearing PPE					Where social distancing is not possible when briefing/communicating safety awareness the amount of people will be reduced, and talks will be held in batches. Toolbox Talks, Risk Assessment Training and/or awareness training to be conducted in smaller groups at all times if possible. Use photo evidence as attendance, rather than pens and completing registers. If pens are used, each employee to receive his/her own pen for re-use. After signing, pens must be bagged and disinfected before using again.				
12	Cleaning Pool Water	Hazardous Chemical Substances	Inhalation, skin contact and/or indigestion of hazardous chemical substances could result in serious injury and/or loss.	5	5	25	Only employees that have been trained on the safe operating procedures for the HCS used will be allowed to handle and/or use the specific HCS. All HCS will be clearly marked, properly and safely stored. The correct PPE as per the Safe Operating Procedure must be worn at all times whilst handling HCS.	5	4	22	
		Water	Drowning	5	5	25	Employees appointed to service and/or clean pool water must be pre screened and only persons that can swim will be allowed to perform this function.	5	4	22	

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							Persons appointed that cant swim, must be issued with life jackets prior to accessing the pool side area.				
13	Handling of Possible infected persons	Infected person	Spreading of Covid 19 virus.	5	5	25	<p>Possible Infected person will report his/her symptoms to his/her line manger who will contact</p> <p>NICD HOT LINE ON 080002999 / 021 928 4102.</p> <p>Possible infected person will immediately be removed from site.</p> <p>The Possible infected person will only be allowed to return to site after being examined by Doctor and being given certificate of Clearance.</p>	5	4	22	Appointed Site Supervisor and management

ADDITIONAL SAFETY MEASSURES-COVID 19

1. Ensure all PPE including COVID 19 PPE is available and used as required.
2. Ensure that temperature reading, pre screening and COVID 19 safety protocol is followed before work commences
3. Clean and sanitise areas before, during and after work is complete.
4. Workers must be given practical training on the use of PPE and Covid 19 PPE before starting work.
5. All tools need to be cleaned before, during and after use.
6. All toolbox talks on COVID 19 to be done in conjunction with the relevant site based toolbox talks.
7. Screening registers to be kept on file of all temperature readings and other questionnaires.
8. The supervisor must also be screened daily by a designated and appointed employee.
9. All possible infected persons must be reported immediately.

Monitor and Review methodology for Covid 19 Risk Assessment:

Risk Assessments will be monitored and reviewed on a monthly basis and/or when:

- Legislation changes
- there is a positive record of the disease uncovered on site
- there is a contamination or a breach in the safety or sanitation procedure