

# Netherhall C.S.C Sport and Gym/Leisure Facilities Coronavirus (Covid-19) Pandemic Risk Assessment – V2



<b>Activity:</b>	<p><b>Providers of grassroots sport and gym/leisure facilities</b> e.g. Providers and operators of space enabling the following activities and facilities: <b>From 11/07/20</b> - organised team sports outdoors (subject to the relevant sport’s guidance being published), outdoor waterparks and swimming pools, outdoor hot tubs, outdoor hydrotherapy pools, outdoor whirlpools, outdoor spa pools, outdoor sport and physical activity participation events. <b>From 25/07/20</b> - indoor gyms, fitness and dance studios, indoors sports venues and facilities, indoor swimming pools, indoor hot tubs, indoor hydrotherapy pools, indoor whirlpools ,indoor spa pools.</p> <ul style="list-style-type: none"> <li>This includes indoor and outdoor sporting activities (including but not limited to sports fields, rugby, football, hockey, cricket and other pitches, skate parks, climbing facilities, trampoline parks, boxing halls, ice skating rinks, horse stables and arenas, bowling lawns, golf courses, and snowsport facilities, watersports and sporting facilities, track and field facilities).</li> <li>Saunas and steam rooms should stay <b>OUT OF USE</b> for the time being as the risk of transmission is unclear.</li> <li>This Risk Assessment does <b>NOT</b> apply to children’s playgrounds and soft play facilities.</li> <li>This Risk Assessment should be read in conjunction with any sport-specific guidance issued by the relevant national governing body.</li> <li>For activities regarding school aged children, this Risk Assessment should be read in conjunction with the relevant sports safeguarding guidance and any other relevant guidance provided by the Department for Education.</li> </ul>				<b>Premises:</b>	
<b>Assessor:</b>	Brian Taylor	<b>Ref No.:</b>	V1	<b>Distribution:</b>	All Employees, volunteers, visiting coaches & cleaners	
<b>Date:</b>	20.07.20	<b>Proposed Review Date:</b>	September 2020	<b>Signed:</b>		
<p>Separate risk assessments are available on the KAHSC website for <a href="#">Restaurants, pubs, bars &amp; takeaway services</a> and <a href="#">Shops &amp; Branches</a> should they be required. The <a href="#">GOV.UK: Staying Covid-19 Secure Poster (revised 03/07/20)</a> poster to be displayed in all shops and branches.</p>						

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
Spread of Covid-19 virus to others	Serious respiratory illness, death	All with whom we have close contact – colleagues, customers	High	<input type="checkbox"/> Implement all advice and communicate to staff/volunteers/visiting coaches. Currently any person (including customers) developing symptoms - a new continual cough, a temperature in excess of 37.8°C or a loss of, or change in their normal sense of taste or smell (anosmia) whilst at work must be sent home and advised to follow the <a href="#">Stay at home guidance for households with possible Covid-19 infection</a> . <input type="checkbox"/> Any person who is considered clinically extremely vulnerable and shielding should continue to shield and will not be expected to attend work ( <a href="#">Guidance on shielding &amp; protecting extremely vulnerable persons from Covid-19</a> ). <b>However, from 01/08/20</b> , clinically extremely vulnerable persons will no longer be advised to shield. Those who need to work and cannot do so from home will be able to return to work as long as their workplace is coronavirus secure. They should continue to follow strict social distancing measures, taking particular care to minimise contact with others outside their household and practise good, frequent handwashing (see also below).	<p>All staff to reminded of the need to go home if they develop symptoms and not to attend work if symptomatic. Do not visit the GP, pharmacy, urgent care centre or hospital.</p> <p>Access to testing is available to all <b>essential workers</b> (<a href="#">Coronavirus (Covid-19) Getting tested- Essential Workers</a>). Employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</p> <p><b>Non-essential</b> workers can access testing at <a href="#">NHS: Ask for a test to check if you have coronavirus</a> or Tel: 119.</p>	

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				<ul style="list-style-type: none"> <li><input type="checkbox"/> Clinically vulnerable (but not clinically extremely vulnerable) people including pregnant women and those who are BAME should take extra care in observing social distancing and should work from home where possible. If they cannot work from home, they will be offered the safest available on-site roles, staying 2m (or 1m with risk mitigation where 2m is not viable, is acceptable) away from others wherever possible. If they cannot maintain social distancing, we will carefully assess and discuss with them whether this involves an acceptable level of risk.</li> <li><input type="checkbox"/> Staff <b>who live alone</b> and have symptoms of coronavirus illness (COVID-19), however mild, will be directed to stay at home for <b>7 days</b> from when their symptoms started.</li> <li><input type="checkbox"/> Those <b>living with others</b> and they are the first in the household to have symptoms of coronavirus, then they will be directed to stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for <b>14 days</b>. The 14-day period starts from the day when the first person in the house became ill.</li> <li><input type="checkbox"/> For <b>anyone else in the household</b> who starts displaying symptoms, that individual must stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.</li> <li><input type="checkbox"/> If someone in a staff member's/household's <a href="#">support bubble</a> is showing coronavirus symptoms, or otherwise self-isolating, everyone in that support bubble should stay home. If the staff member or a member of their support bubble is contacted as part of the <a href="#">NHS Test and Trace programme</a>, the individual contacted should stay at home. If the individual becomes symptomatic, everyone in the support bubble should then isolate.</li> </ul>		
Any person becoming unwell at work	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, customers	High	<ul style="list-style-type: none"> <li><input type="checkbox"/> If anyone becomes unwell with symptoms (as above) at the venue, they will be sent home and advised to follow the <a href="#">Stay at home guidance for households with possible Covid-19 infection</a></li> <li><input type="checkbox"/> If a person who is unwell is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door. Where available, a window will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2m away from other people.</li> <li><input type="checkbox"/> If the individual needs to go to the toilet while waiting to be collected or prior to them leaving for home, they will be directed to use a separate toilet if possible. The toilet area will then be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>	If any individual with symptoms is believed to have contracted the COVID-19 virus 'whilst at work', the relevant information must be reported to the HSE under RIDDOR legislation.	

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				<input type="checkbox"/> In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. <input type="checkbox"/> If a member of staff has helped someone who has developed symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Refer to <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> . <input type="checkbox"/> It is not necessary to close the business or workplace or send any staff home unless you are advised to do so following investigation by NHS Test and Trace.		
There is a confirmed case of coronavirus at work	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, customers	High	<input type="checkbox"/> When any person develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members will be advised to self-isolate for 14 days. They should order themselves a test and alert people they have been in close contact with in the 48 hours before symptom onset. If any of those close contacts are co-workers, the person who has developed symptoms may wish to (but is not obliged to) ask their employer to alert those co-workers. <input type="checkbox"/> Where the staff member tests negative, they can return to work and the fellow household members can end their self-isolation. <input type="checkbox"/> Where the staff member tests positive, the rest of their ‘work group’ who have been in ‘direct’ or ‘close’ contact’ with them may be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the staff member they live with in that group subsequently develops symptoms. <input type="checkbox"/> If there is more than one case of COVID-19 associated with your workplace, we will contact the local PHE health protection team to report the suspected outbreak ( <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a> ). <input type="checkbox"/> If the local PHE health protection team declares an outbreak in the setting, we will be asked to record details of symptomatic staff and assist with identification of contacts. We will therefore ensure all employment records are up to date. We will be provided with information about the outbreak management process, which will help us to implement control measures, assist with communications to staff, and reinforce prevention messages.	<p>Refer to ‘Testing’ on page 1.</p> <p>The NHS Test and Trace service will follow up with people who need to self-isolate because they have had recent close contact with someone who has tested positive for COVID-19. More detailed guidance on the NHS Test and Trace service for employers, businesses and workers (<a href="https://www.gov.uk/guidance/nhs-test-and-traceworkplace-guidance#guidance-for-employers">https://www.gov.uk/guidance/nhs-test-and-traceworkplace-guidance#guidance-for-employers</a>) is available.</p>	

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				<input type="checkbox"/> We will ensure we have an up to date plan in case there is a COVID-19 outbreak and a subsequent local lockdown. This plan will nominate a single point of contact (SPOC) where possible who should lead on contacting local Public Health teams.	Brian Taylor – Director of Community Sport	
Inadequate hand and respiratory hygiene, sanitation facilities and toilets leading to spread of Covid-19 virus to others.	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, and customers	High	<input type="checkbox"/> Help everyone keep good hygiene through the working day. <input type="checkbox"/> Provide regular reminders and signage to maintain hygiene standards. <input type="checkbox"/> Consider how to ensure safety messages reach those with hearing or vision impairments. <input type="checkbox"/> All staff will be reminded to wash their hands often and before leaving home, on arrival at work, when moving between different areas of the workplace, and especially after being in a public place, handling chemicals, handling deliveries, handling cash, putting on or taking off PPE, eating/drinking, using the toilet, using public transport, handling tools/equipment handled by others and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean. <input type="checkbox"/> Wash with liquid soap & water for a minimum of 20 seconds. Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used if soap and water are not available. <input type="checkbox"/> Hands must be dried properly to prevent infection and drying out. Pat dry rather than rub to avoid discomfort. Supplies of hand cream (aqueous cream or similar) should be made available to help prevent soreness. <input type="checkbox"/> Provide hand drying facilities – paper towels are preferable to electrical dryers. <input type="checkbox"/> Provide hand sanitiser in multiple locations, in addition to washrooms, where there may be a higher risk of transmission including reception and entrance foyers, changing rooms and lockers and adjacent to fitness equipment and entrances to halls, gyms and studios. <input type="checkbox"/> Staff advised to avoid public transport to get to/from work wherever possible – where not possible, staff reminded to be vigilant and not to touch eyes, nose or mouth whilst on or after using public transport and to wash hands (as above) on arrival at work, at any setting visited or on return to home. <input type="checkbox"/> Where in place, toilet lids must be closed prior to flushing and remain closed after use. Where not in place, staff instructed to move away from the toilet as soon as it has been flushed, more frequent cleaning of the toilets and most importantly, ensuring that <b>strict hand hygiene</b> measures are observed following every visit to the toilet. <input type="checkbox"/> Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after (as above).	<p>Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Ensure all sinks have necessary stock &amp; restock as necessary. Sanitise sinks at least daily.</p> <p>HSE have issued guidance on <a href="#">Choosing the right hand sanitisers and surface disinfectants</a></p> <p>Check contents regularly and replenish when needed</p>	

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				<input type="checkbox"/> Used tissues will be put in a bin immediately - all waste bins to be lined and should be lidded and foot operated and emptied regularly. <input type="checkbox"/> People involved in the provision of assistance to others such as first aid for example should pay particular attention to sanitation measures immediately afterwards including washing hands. <input type="checkbox"/> If required to sign in/out, use your own pen and wash your hands immediately after; or, where electronic signing in systems are in use, supply anti-bacterial wipes at the signing in point - wipe the screen before use, dispose of wipe in nearest bin then wash hands immediately.		
Inappropriate social distancing and hygiene measures followed leading to spread of Covid-19 virus to others	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, customers	High	<input type="checkbox"/> All to observe social distancing in line with government guidance as much as possible - <a href="#">Staying alert &amp; social distancing</a> . <input type="checkbox"/> People who can work from home should continue to do so. Nobody should go to work if the business and/or organisation is closed under current government regulations. <input type="checkbox"/> Consider who is essential to be on the premises; e.g. back of house workers should work from home if at all possible. <input type="checkbox"/> Plan for the minimum number of people needed on site to operate safely and effectively. <input type="checkbox"/> Hand washing/hygiene measure – see above. <input type="checkbox"/> Cleaning regimes – see below. <input type="checkbox"/> Take steps to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult.  <b>Keeping customers and users of sports and gym/leisure facilities safe</b> <input type="checkbox"/> Minimise contact with surfaces, workers/volunteers, other customers and contractors within facilities or while participating in sport and physical activity. Primary control for minimising transmission through contact is through handwashing and sufficiently frequent washing and avoiding sharing of objects. <input type="checkbox"/> Inform customers and contractors of guidance about visiting the premises prior to and at the point of arrival (including information on websites, on booking forms and in entrance ways). <input type="checkbox"/> Provide handwashing and hand sanitiser and encourage staff and customers to wash their hands regularly. <input type="checkbox"/> Contactless payments advisable throughout facility. <input type="checkbox"/> Signage to ensure workers, staff and customers are aware of the need to avoid contact throughout a facility. <input type="checkbox"/> Fix doors open that can be safely left open where feasible (although noting ventilation requirements).	<p>Provide equipment for people to work from home safely and effectively, e.g. remote access to work systems.</p> <p>Suitable rotas to be drawn up.</p>	

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				<input type="checkbox"/> Where possible, reduce the need to open other objects, e.g. lockers, storage compartments, trunks and drawers by making equipment that is permitted for use readily accessible. <input type="checkbox"/> Avoid paperwork being transferred by enabling such processes as bookings, rosters, ladders, etc. through online channels. <b>Manage capacity and overcrowding</b> <input type="checkbox"/> Ensure distancing is possible by limiting the number of customers able to access the facilities. <input type="checkbox"/> Maximum capacity should be based on the government requirement for social distancing, nature of activities (i.e. if the activity is static vs. requiring a range of movement) and equipment layout and the configuration of facilities. <input type="checkbox"/> Particular attention should be given to ventilation and sufficient circulation space specially around equipment and between groups and classes and instructors. <input type="checkbox"/> Conduct a specific risk assessment for each facility and the proposed activities to identify: <ul style="list-style-type: none"> <li>- the number of customers that can reasonably follow social distancing within the gym/leisure facility, taking into account total space, equipment as well as likely constraints (toilets, locker areas, changing rooms and washrooms) and pinch points;</li> <li>- encourage attendees to arrive at the facility in sports kit and where possible to travel home to change/shower. Use of changing rooms and showering facilities should in general be avoided where possible, although these must be available for participants with disabilities or special needs and are likely to be needed after swimming;</li> <li>- activities and spaces that can be undertaken and specific measures to ensure social distancing and cleaning;</li> <li>- additional needs of any customers with physical disabilities</li> </ul> <input type="checkbox"/> Limit the number of customers in the gym/leisure facility overall and in any particular congestion areas, e.g. doorways between outside and inside spaces. <input type="checkbox"/> Enable a booking system or other approaches to manage demand, so that no more than the desired number of customers and staff are in the building at any one time. <input type="checkbox"/> Identify workers/volunteers as designated supervisors for each area of the sport or gym/leisure facility to ensure social distancing measures are being adhered to by customers. <input type="checkbox"/> Manage occupancy levels and changeover by reducing class sizes and amending timetabling		

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				<ul style="list-style-type: none"> <li><input type="checkbox"/> Allow a sufficient break time between classes held in studios in order to appropriately clean the studio and equipment and to prevent waiting in groups.</li> <li><input type="checkbox"/> Where possible, operate on a book-in-advance basis. Online or over the phone is preferable.</li> </ul> <p><b>Moving in, out and through facilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure distancing among workers/volunteers, customers and contractors when moving within and through sports and leisure facilities</li> <li><input type="checkbox"/> Use signage such as ground markings or being creative with other objects to mark out required social distance to allow controlled flows of people.</li> <li><input type="checkbox"/> Use markings to guide staff and customers coming into or leaving the building.</li> <li><input type="checkbox"/> Define process alternatives for entry/exit points where appropriate, e.g. deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.</li> <li><input type="checkbox"/> Reduce congestion, e.g. by having more entry points to the facility. If you have more than one door, consider having one for entering the building and one for exiting.</li> <li><input type="checkbox"/> Manage outside queues to ensure they do not cause a risk to individuals, other businesses or additional security risks, e.g. by introducing queuing systems, having staff direct customers and protecting queues from traffic by routing them behind permanent physical structures such as street furniture, bike racks, bollards or putting up barriers.</li> <li><input type="checkbox"/> Ensure any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled customers e.g. maintaining pedestrian and parking access for disabled customers.</li> <li><input type="checkbox"/> Use outside premises for queuing where available and safe, e.g. some car parks without removing use of accessible car parking spaces for disabled users.</li> <li><input type="checkbox"/> Work with the LA or landlord to take into account the impact of your processes, including queues, on public spaces such as high streets and public car parks.</li> <li><input type="checkbox"/> Look at how people walk through the gym/leisure facility and how you could adjust this to reduce congestion and contact between customers, e.g. queue management or one-way flow, where possible.</li> <li><input type="checkbox"/> Introduce more one-way flow routes through buildings through signage that clearly indicate the direction of flow.</li> </ul>		

				<p><b>Contact while using facilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure distancing among workers/volunteers and customers when using sports and leisure facilities.</li> <li><input type="checkbox"/> Social distancing should be maintained between all users of facilities including individuals, groups, teams, teachers, trainers and coaches unless users come from the same household or to manage needs on account of a disability when additional mitigation will be essential.</li> <li><input type="checkbox"/> Suspend or modify activities that are not permitted or cannot be undertaken without contravening social distancing guidelines within available facilities.</li> <li><input type="checkbox"/> Particular consideration should be taken for indoor courts and sports halls. Courts and halls can remain open for use as long as the activities can be modified in such a way that social distancing can be maintained throughout the activity.</li> <li><input type="checkbox"/> Individual national governing bodies will often provide specific guidance on how their sport can be played or adapted to enable adapted to enable social distancing which must be followed.</li> <li><input type="checkbox"/> Encourage, where weather and space permits, use of outdoor spaces for individual, team or group activities. Consider where applicable government guidance on social gatherings.</li> <li><input type="checkbox"/> Where possible, adapt and enable spaces to facilitate appropriate social distancing, including government guided spacing markings on the floor at points of assembly including entrances, foyers and reception spaces: <ul style="list-style-type: none"> <li>- Fitness spaces: Pieces of gym equipment to be an appropriate distance apart so as to comply with social distancing guidelines and with a suitable margin for adequate circulation or one-way routes. This can be achieved by moving equipment, using screens to separate equipment, or taking equipment out of use. Clearly visible tape should be put around pieces of gym equipment to denote social distance.</li> <li>- Changing rooms: particular care should be taken to manage congestion and ensure social distancing such as limiting use to alternate lockers, or ideally limiting use to those with special needs and/ or removing use of showers. Encourage attendees to arrive at the facility in sports kit and where possible to travel home to change/shower. Use of changing rooms and showering facilities should in general be avoided where possible, although these must be available for participants with disabilities.</li> </ul> </li> <li><input type="checkbox"/> Have clearly designated positions from which colleagues or coaches/volunteers leading activity can provide advice or assistance to customers whilst maintaining social distance.</li> </ul>	
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				<ul style="list-style-type: none"> <li><input type="checkbox"/> Avoid use of shared objects e.g. towels, robes, balls, weights, rackets, balls, scoring equipment, sports clothing unless they can be cleaned or sanitised between users.</li> <li><input type="checkbox"/> Ensure that any water fountains have signage which prohibits face-to-tap drinking (no receptacle) and that these facilities are used only to refill personal bottles or containers.</li> <li><input type="checkbox"/> .</li> </ul> <p><b>Supporting Test and Trace</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assist the NHS Test and Trace service by keeping a temporary record of clients and visitors for 21 days, in a way that is manageable for the business, and assist NHS Test and Trace with requests for that data if needed.</li> <li><input type="checkbox"/> As part of your booking system, if you do not already have systems for recording clients and visitors you should do so. Refer to <a href="#">Check what data you need to collect and how it should be managed.</a></li> </ul> <p><b>Spectators &amp; children</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure distancing of spectators and children within sporting and leisure facilities</li> <li><input type="checkbox"/> Generally attendance by spectators and non-participating children should be avoided and minimised especially within indoor facilities.</li> <li><input type="checkbox"/> If allowing spectators would present challenges to maintaining decided capacity levels, consider prohibiting spectators until further notice. Chaperones to children may wait outside premises/activity area in a socially distant manner or in their car.</li> <li><input type="checkbox"/> If allowing spectators would present challenges to staying below overall maximum safe capacity levels, consider prohibiting spectators until further notice. Chaperones to children may wait outside premises / activity area in a socially distant manner or in their car unless the child has special needs.</li> <li><input type="checkbox"/> Control spectator numbers within controlled numbers through pre-booking, ticketing and other controls at access points.</li> <li><input type="checkbox"/> Ensure spectators follow government guidance for social gatherings and maintain social distancing preferably with marked viewing spaces.</li> <li><input type="checkbox"/> Remind customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.</li> <li><input type="checkbox"/> In cases where a child is participating in activities, permit only one parent/carer per child to supervise their child while following social distancing.</li> </ul>	<p>No shared equipment. 1 station per person. Cleaned down before and after use.</p> <p>Isolated at stop tap. Signed 'DO NOT USE'</p> <p>Customers and Members are advised to bring their own bottled water.</p> <p>No spectator's by-standers. This is included in the gym user's terms and conditions.</p> <p>Refer to <a href="#">Maintaining records of staff, customers and visitors to support NHS Test and Trace</a></p>	

			<p><b>Selling food, drink or merchandise</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimise interactions with guests when selling or consuming food or drink or operating retail outlets.</li> <li><input type="checkbox"/> Bars and restaurants, including any food or drink facilities inside a clubhouse can open and operate in accordance with <a href="#">Working safely during COVID-19: Restaurants, pubs, bars and takeaway services</a>.</li> <li><input type="checkbox"/> Operating retail outlets can open and operate in accordance with <a href="#">Working safely during Covid-19: Shops &amp; Branches</a>.</li> </ul> <p><b>Providing and explaining available guidance</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimise the contact among workers/volunteers, customers and contractors resulting from visits to the sports or gym/leisure facility or venue.</li> <li><input type="checkbox"/> Provide clear guidance on social distancing and hygiene to people both before arrival and on arrival, for example, through signage and visual aids and on your website.</li> <li><input type="checkbox"/> Provide written or spoken communication of the latest guidelines to both workers and customers inside and outside the gym/leisure facility particularly in free weights areas and around stationary equipment.</li> <li><input type="checkbox"/> Consider a review of and amend to marketing, timetables and take reasonable steps to disseminate to all sections of the catchment community with particular focus on groups less likely to participate and/or with particular needs to be addressed.</li> <li><input type="checkbox"/> Review external messaging to visitors and customers to make sure it does not provide information that may present a security risk, such as the location of queues or the number of people permitted in a queue.</li> <li><input type="checkbox"/> Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.</li> </ul> <p><b>Social distancing in the sport or gym/leisure facility</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have workers/volunteers and customers maintain government guided social distancing wherever possible, including while arriving at and departing from the gym/leisure facility, while in the gym/leisure facility and when travelling between venues.</li> <li><input type="checkbox"/> Where social distancing guidelines cannot be followed in full in relation to a particular activity, consider whether that activity needs to continue for the business and/or organisation to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff: <ul style="list-style-type: none"> <li>- further increase the frequency of hand washing and surface cleaning;</li> <li>- keep the activity time involved as short as possible;</li> <li>- use screens or barriers to separate people from each other;</li> <li>- use back-to-back or side-to-side working (rather than face-to-face) whenever possible;</li> </ul> </li> </ul>	<p>Sanitiser provided and signed 'user must sanitise before and after use' Products all sold via standalone vending machine – marked in line with social distance guidelines.</p> <p>Guidance and risk assessment posted onto sports centre website. Printed copies available upon request.</p> <p>Separate risk assessments are available on the KAHSC website for <a href="#">Restaurants, pubs, bars &amp; takeaway services</a> and <a href="#">Shops &amp; Branches</a></p>	
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				<ul style="list-style-type: none"> <li>- reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others);</li> <li>- social distancing applies to all parts of the business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings.</li> </ul> <p><b>Large gatherings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> People should continue to socially distance from those they do not live with wherever possible. Social interactions should be limited to a group of no more than two households (indoors and out) or up to six people from different households (if outdoors) with social distancing in place at all times.</li> <li><input type="checkbox"/> It is against the law for gatherings of more than 30 people to take place in private homes (including gardens and other outdoor spaces).</li> <li><input type="checkbox"/> Businesses and venues following COVID-19 Secure guidelines can host larger groups. This is also the case for events in public outdoor spaces that are organised by businesses, charitable or political organisations, and public bodies, provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure guidance and including completion of a risk assessment. Any other gathering in an outdoor space must not be any larger than 30 people.</li> <li><input type="checkbox"/> In particular, those operating venues or running events following COVID-19 Secure guidelines should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place. At this time, venues should not permit live performances, including drama, comedy and music, to take place in front of a live audience.</li> <li><input type="checkbox"/> Individual businesses or venues should consider the cumulative impact of many venues re-opening in a small area. This means working with the LA, neighbouring businesses and travel operators to assess this risk and applying additional mitigations: <ul style="list-style-type: none"> <li>- further lowering capacity - even if it is possible to safely seat a number of people inside a venue, it may not be safe for them all to travel or enter that venue;</li> <li>- stagger entry times with other venues and taking steps to avoid queues building up in surrounding areas;</li> <li>- arrange one-way travel routes between transport hubs and venues;</li> <li>- advise patrons to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue.</li> </ul> </li> </ul>	<p>Signage in place ' please maintain current social distance guidelines'.</p>	

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				<p><input type="checkbox"/> The LA should avoid issuing licenses for events that could lead to larger gatherings forming and provide advice on how to manage events of this type. If appropriate, the government has powers under schedule 22 of the Coronavirus Act 2020 to close venues hosting large gatherings or prohibit certain events (or types of event) from taking place.</p> <p><b>Arriving at and leaving the venue</b></p> <p><input type="checkbox"/> Have workers/volunteers maintain social distancing wherever possible, during their journey to and from the gym/leisure facility, on arrival and departure and to enable handwashing upon arrival.</p> <p><input type="checkbox"/> In line with <a href="#">Coronavirus Covid-19 safer travel guidance for passengers</a>, staff will be advised to avoid commuting to workplaces using public transport (where possible) – see ‘PPE’ below for guidance on face coverings.</p> <p><input type="checkbox"/> Stagger arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.</p> <p><input type="checkbox"/> Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle to the sports or gym/leisure facility where possible.</p> <p><input type="checkbox"/> Limit passengers in corporate vehicles, e.g. work minibuses - including leaving seats empty.</p> <p><input type="checkbox"/> Reduce congestion, e.g. by having more entry points to the workplace in larger gym/leisure facilities.</p> <p><input type="checkbox"/> Use markings and introduce one-way flow at entry and exit points.</p> <p><input type="checkbox"/> Provide handwashing facilities (or hand sanitiser where not possible) at entry and exit points.</p> <p><input type="checkbox"/> Provide alternatives to touch-based security devices such as keypads.</p> <p><input type="checkbox"/> Maintain use of security access devices, such as keypads or passes, and adjust processes at entry/exit points to reduce risk of transmission e.g. cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.</p> <p><b>Moving around</b></p> <p><input type="checkbox"/> Have workers/volunteers and customers maintain social distancing as far as possible while people travel through the sports or gym/leisure facility.</p> <p><input type="checkbox"/> Reduce movement by discouraging non-essential trips within buildings and venues e.g. restrict access to some areas, encourage use of radios</p>	<p>Signage ‘please maintain social distance guidelines’</p> <p>Class times are staggered and numbers limited in line with social distance guidance.</p>	

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				<p>or telephones, where permitted. These items require cleaning between users if multi-use.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduce more one-way flow through buildings. Provide floor markings and signage to remind both workers and customers to follow to social distancing wherever possible.</li> <li><input type="checkbox"/> Reduce maximum occupancy for lifts to a number that allows for social distancing, provide hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.</li> <li><input type="checkbox"/> Ensure that people with disabilities are able to access lifts.</li> <li><input type="checkbox"/> Regulate use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.</li> </ul> <p><b>Workplaces and workstations</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain social distancing between workers/volunteers where they work, be this at a workstation or otherwise.</li> <li><input type="checkbox"/> For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</li> <li><input type="checkbox"/> Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.</li> <li><input type="checkbox"/> If it is not possible to keep workstations socially distanced then consider whether that activity needs to continue for the business and/or organisations to operate, and if so take all mitigating actions possible to reduce the risk of transmission: <ul style="list-style-type: none"> <li>- review layouts to allow workers/volunteers to work further apart from each other;</li> <li>- use floor tape or paint to mark areas to help people keep the government recommended social distance from each other;</li> <li>- avoid people working face-to-face e.g. by working side-by-side or facing away from each other;</li> <li>- use screens to create a physical barrier between people;</li> <li>- use a consistent pairing system if people have to work in close proximity e.g. maintenance activities that cannot be redesigned;</li> <li>- minimise contacts around transactions, e.g. consider using contactless payments, access to facilities, lockers or other storage;</li> <li>- rethink demonstrations and promotions to minimise direct contact and to maintain social distancing.</li> </ul> </li> </ul> <p><b>Meetings, Induction and Staff Training Events</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reduce or eliminate transmission due to face-to-face meetings and maintain social distancing in meetings with workers/volunteers.</li> <li><input type="checkbox"/> Use remote working tools to avoid in-person meetings.</li> </ul>	<p>Individual workspaces Inc. computers.</p> <p>Reception taped at '2m social distance line'</p> <p>Guidance to customers is 'cashless payment' where possible. If cash payment is only option, staff member must wear PPE. i.e. gloves</p>	

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				<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend meetings only when absolutely necessary and, in such case maintain government guided social distance throughout.</li> <li><input type="checkbox"/> Avoid transmission during meetings, e.g. avoid sharing pens, documents and or other objects.</li> <li><input type="checkbox"/> Provide hand sanitiser in meeting rooms.</li> <li><input type="checkbox"/> Hold meetings outdoors or in well-ventilated rooms whenever possible.</li> <li><input type="checkbox"/> For areas where regular meetings take place, use floor signage to help people maintain social distancing.</li> </ul> <p><b>Common areas</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have workers/volunteers and customers maintain social distancing while using common areas.</li> <li><input type="checkbox"/> Ensure the risk assessment carefully considers worker safety, especially of those working closely with many customers.</li> <li><input type="checkbox"/> Stagger break times to reduce pressure on the staff break rooms or places to eat.</li> <li><input type="checkbox"/> Use safe outside areas for breaks.</li> <li><input type="checkbox"/> Create additional space by using other parts of the working area or building that have been freed up by remote working.</li> <li><input type="checkbox"/> Install screens to protect workers in receptions or similar areas.</li> <li><input type="checkbox"/> Provide packaged meals or similar to avoid fully opening staff canteens.</li> <li><input type="checkbox"/> Reconfigure seating and tables to optimise spacing and reduce face-to-face interactions.</li> <li><input type="checkbox"/> Encourage staff to remain on-site during breaks and, when not possible, to maintain social distancing while off-site and advise it is mandatory (from 24/07/20) to wear face coverings in shops/stores.</li> <li><input type="checkbox"/> Consider use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.</li> </ul> <p><b>Visiting instructors, coaches, teachers, and management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure safe practices for visiting instructors and supervisors that rotate across sports venues and leisure facilities.</li> <li><input type="checkbox"/> Consider limiting the number of classes that rotating instructors teach in order to minimise exposure.</li> <li><input type="checkbox"/> Determine the number of facilities they are comfortable with instructors rotating amongst in order to minimise exposure and establish a system for monitoring this.</li> <li><input type="checkbox"/> Given the high risk of transmission from visiting instructors, where possible, establish a private testing programme for rotating/visiting instructors.</li> </ul>	<p>Social distanced teaching of classes. Instructor only area and equipment.</p> <p>Glass screen installed. Half lap to accept payment.</p> <p>Staff room available within social distance guidelines. All staff belong to the same 'BUBBLE'.</p>	

			<p><b>Handling goods, merchandise and other materials</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reduce transmission through contact with objects in the gym/leisure facility.</li> <li><input type="checkbox"/> Encourage increased handwashing and introducing more handwashing facilities for workers and customers or providing hand sanitiser where this is not practical</li> <li><input type="checkbox"/> Limit customer handling of merchandise, e.g. through different display methods, new signage or rotation of high-touch stock.</li> <li><input type="checkbox"/> Put in place picking-up and dropping-off collection points where possible, rather than passing goods hand-to-hand.</li> <li><input type="checkbox"/> Reduce or avoid use of non-personal kit. Any non-personal kit or equipment must be carefully cleaned between uses.</li> <li><input type="checkbox"/> Encourage contactless refunds.</li> </ul> <p><b>Workforce Management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Change the way work is organised to create distinct groups and reduce the number of contacts each worker has.</li> <li><input type="checkbox"/> As far as possible, where workers are split into teams or shift groups, fix these teams or shift groups so that where contact is unavoidable, this happens between the same people.</li> <li><input type="checkbox"/> Identify areas where people have to directly pass things to each other and find ways to remove direct contact such as by using drop-off points or transfer zones.</li> <li><input type="checkbox"/> Assist the Test and Trace service by keeping a temporary record of staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed.</li> </ul> <p><b>Work-related travel</b></p> <p><b><i>Cars, accommodation and visits</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Avoid unnecessary work travel and keep people safe when they do need to travel between locations.</li> <li><input type="checkbox"/> Avoid using public transport, and aim to walk, cycle, or drive instead.</li> <li><input type="checkbox"/> Minimise non-essential travel – consider remote options first.</li> <li><input type="checkbox"/> Minimise the number of people outside of a household (or <a href="#">support bubble</a>) travelling together in any one vehicle, use fixed travel partners, increase ventilation when possible and avoiding sitting face-to-face.</li> <li><input type="checkbox"/> Limit passengers in corporate vehicles, e.g. work minibuses - including leaving seats empty.</li> <li><input type="checkbox"/> Workers should wash their hands each time before getting into enclosed vehicles with others and wash their hands every time they get out.</li> <li><input type="checkbox"/> Clean shared vehicles between shifts or on handover.</li> <li><input type="checkbox"/> Where workers are required to stay away from their home, centrally log the stay and ensure any overnight accommodation meets social</li> </ul>	<p>Delivery instructions to leave all parcel at the delivery point 'rear of sports centre' and parcels will be left over night.</p>	
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				<p>distancing guidelines and create fixed groups of workers so that where contact is unavoidable, this happens between the same people.</p> <p><input type="checkbox"/> Minimise contact during payments and exchange of documentation, e.g. by using electronic payment methods and electronically signed and exchanged documents.</p> <p><b>Inbound and outbound goods</b></p> <p><input type="checkbox"/> Maintain social-distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas</p> <p><input type="checkbox"/> Revise pick-up and drop-off collection points, procedures, signage and markings.</p> <p><input type="checkbox"/> Consider methods to reduce frequency of deliveries, e.g. by ordering larger quantities less often.</p> <p><input type="checkbox"/> Where possible and safe, have single workers load or unload vehicles.</p> <p><input type="checkbox"/> Where possible, use the same pairs of people for loads where more than one is needed.</p> <p><input type="checkbox"/> Enable drivers to access welfare facilities when required, consistent with other guidance (<a href="#">HSE: Coronavirus - Driver Access to Welfare Facilities</a>).</p> <p><input type="checkbox"/></p>	<p>Delivery drivers will bring all goods to the rear entrance. Goods will be left overnight and sanitised where appropriate.</p> <p>Bulk orders where possible to reduce amount of deliveries..</p> <p>Refer to <a href="#">Maintaining records of staff, customers and visitors to support NHS Test and Trace</a></p>	
Inadequate personal protection & PPE leading to spread of Covid-19 virus to others.	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, customers, delivery personnel	High	<p><input type="checkbox"/> Current Government guidance is that no additional PPE will be required other than that normally used for specific tasks.</p> <p><input type="checkbox"/> There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure e.g. when social distancing cannot be maintained. A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the</p>	<a href="#">Working safely during coronavirus (COVID-19)</a> states that PPE beyond what you usually wear is not beneficial. The exception is clinical settings, like a hospital, or a small handful of other roles for which PHE advises use of PPE, for example, first responders and	



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				<p>same as a face mask, such as the surgical masks or respirators used by health and care workers.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wearing a face covering is optional and is not required by law in most workplaces. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.</li> <li><input type="checkbox"/> We will support our workers in using face coverings safely if they choose to wear one. This means telling workers: <ul style="list-style-type: none"> <li>- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it;</li> <li>- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands;</li> <li>- change your face covering if it becomes damp or if you've touched it;</li> <li>- continue to wash your hands regularly;</li> <li>- change and wash your face covering daily;</li> <li>- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste;</li> <li>- practise social distancing wherever possible.</li> </ul> </li> <li><input type="checkbox"/> We will be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.</li> <li><input type="checkbox"/> All forms of face coverings may restrict breathing efficiency and should <b>NOT</b> be used during exercise except on specific advice from a physician.</li> <li><input type="checkbox"/> In order to minimise the risk to others from used Personal Protective Equipment (PPE), it is essential that it is removed in a safe manner. If worn, remove apron. If you have worn gloves, remove them next by turning them inside out in one single motion. Disposable gloves and aprons for cleaning must be worn for cleaning tasks. Once removed disposable items should be placed in the bin immediately. Rubber or other reusable gloves should be washed and dried properly before reuse. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> <li><input type="checkbox"/> If any staff use public transport to get to work, staff are advised it is <b>compulsory</b> to wear a face covering. It is important to use face coverings properly (<a href="#">How to wear &amp; make a cloth face covering</a>) and wash your hands before putting them on and after taking them off.</li> <li><input type="checkbox"/> PPE for 'cleaning' – see below.</li> </ul>	<p>immigration enforcement officers. Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings.</p> <p>Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this free of charge to workers who need it. Any PPE provided must fit properly.</p> <p>Also mandatory (from 24/07/20) to wear face coverings in shops/stores</p>	

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Inadequate cleaning (environment, equipment, clothing etc.) leading to spread of Covid-19 virus to others.	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, visitors, contractors, cleaning staff	High	<p><b>Before reopening</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that any site or location that has been closed or partially operated is clean and ready to restart, including an assessment for all sites, or parts of sites, that have been closed, before restarting work and cleaning procedures and providing hand sanitiser, before restarting work.</li> <li><input type="checkbox"/> Take steps to avoid people including out of hours cleaners needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult.</li> </ul> <p><b>Keeping the workplace/facility clean</b></p> <p><b>Cleaning and disinfection</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Keep the workplace clean and prevent transmission by touching contaminated surfaces.</li> <li><input type="checkbox"/> Maintain good ventilation in the sport or gym/leisure facility e.g. opening windows and doors frequently, where possible.</li> <li><input type="checkbox"/> Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all and surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</li> <li><input type="checkbox"/> As a minimum, frequently touched surfaces should be wiped down at the beginning and at the end of each day, and more frequently depending on: the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.</li> <li><input type="checkbox"/> When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</li> <li><input type="checkbox"/> Frequently clean work areas, objects and surfaces that are touched regularly, including stationary gym equipment, free weights, mats, balls, etc.</li> <li><input type="checkbox"/> Provide spray and cloths and instructions for users to wipe down each machine</li> </ul> <p><i>after use to users of stationary gym equipment. Whilst operators will wish to increase the frequency of normal or enhanced cleaning of touched surfaces, the only means of minimising contact transmission is cleaning of equipment after every user. Therefore, materials for self-cleaning of handles and rails after use (in line with normal practice) is</i></p>	<p>Where <b>external contractors</b> are used for general daily cleaning duties, it is vital that any control measures used by the external contractor are as stringent as those indicated here and their control measures should be closely monitored.</p> <p>Jangro – cleaner disinfectant for use in gyms.</p> <p>Contract cleaning: Screen disinfectant.</p> <p>Signage ‘you must clean down machine after use’</p>	

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				<p><i>essential and signage should emphasise to users that this is a duty to others as they dismount/disengage from equipment.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain current rigorous cleaning procedures, review and adapt where necessary including in increased high-risk spaces including main thoroughfares, touch points and walls and floors in circulation routes (corridors, lifts, foyers, landings, stairs, lobbies).</li> <li><input type="checkbox"/> Clear workspaces and remove waste and belongings from the work area at the end of a shift.</li> <li><input type="checkbox"/> If equipment cannot be cleaned after each use, it should not be used.</li> <li><input type="checkbox"/> Cleaning protocols should be put in place to limit coronavirus transmission in public places. Touch points (e.g. handrails and gates) should be particular areas of focus for increased cleaning.</li> <li><input type="checkbox"/> Maintain hygiene, through handwashing, sanitisation facilities and toilets.</li> <li><input type="checkbox"/> Thoroughly clean all fitness and non-personal equipment, including mats equipment after use – this can be done both by the customer or staff using spray and cloths provided and is in addition to the regular cleaning schedule – as above.</li> <li><input type="checkbox"/> Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved. Put up a visible cleaning schedule and keep it up to date and visible.</li> <li><input type="checkbox"/> Keep the facilities well ventilated, e.g. by fixing doors open where appropriate.</li> <li><input type="checkbox"/> Use disposable paper towels in handwashing facilities where possible.</li> <li><input type="checkbox"/> Minimise use of portable toilets. Special care should be taken for cleaning of portable toilets and larger toilet blocks.</li> <li><input type="checkbox"/> Minimise the risk of transmission in changing rooms and showers.</li> <li><input type="checkbox"/> Changing rooms are an area of increased risk of transmission. It is important that social distancing is maintained in changing rooms and showers and that they are only use if essential. Encourage attendees to arrive at the facility in sports kit and where possible to travel home to change/shower. Use of changing rooms and showering facilities should in general be avoided where possible, although these must be available for participants with disabilities or special needs and are likely to be needed after swimming. If changing rooms are to be used, users should use the facilities as quickly as possible.</li> <li><input type="checkbox"/> Take steps in line with <a href="#">HSE: Legionella Risks during the Coronavirus Outbreak</a> to ensure that all water systems, e.g. showers and sinks, are safe to use after a prolonged facility shutdown to minimise the risk of legionella and other diseases associated with water (see 'Maintenance' below).</li> </ul>	<p>Additional cleaning staff provided at the beginning and end of each day.</p> <p>No changing or shower facilities</p>	

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				<ul style="list-style-type: none"> <li><input type="checkbox"/> Where shower and changing facilities are required, set clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. Consider closing communal showers if possible.</li> <li><input type="checkbox"/> Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day.</li> <li><input type="checkbox"/> Encourage participants and staff to change and shower at home rather than in changing rooms where possible i.e. easier for the gym than for swimming where you have to change.</li> <li><input type="checkbox"/> In establishments where guests use shared showers, consider cleaning more frequently.</li> <li><input type="checkbox"/> For additional reassurance, provide cleaning materials and hand sanitiser for customer use at touch points.</li> <li><input type="checkbox"/> Provide additional signposting in these areas to maintain social distancing.</li> <li><input type="checkbox"/> Consider changes in policies to ensure limited time is taken in changing areas, especially during the changeover of group activity to maintain social distancing.</li> <li><input type="checkbox"/> Maintain use of lockers use where social distancing can be maintained.</li> <li><input type="checkbox"/> Wherever possible, cleaning staff should have their own equipment. Where not possible, ensure this is cleaned between use.</li> <li><input type="checkbox"/> Cleaning teams in larger premises may not be able to meet/congregate in their usual office/store – regularly used equipment/materials may need to be dispersed to other locations (or one location/cupboard for each member of the team) to avoid all requiring access to one office/store.</li> <li><input type="checkbox"/> Cleaning should also be scheduled around zones.</li> </ul> <p><b>Cleaning after an individual with symptoms of, or confirmed COVID-19 has left the setting or area</b></p> <p><b>Personal protective equipment (PPE)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The minimum PPE to be worn for cleaning an area after a person with symptoms of or confirmed COVID-19 has left the setting is disposable gloves and an apron.</li> <li><input type="checkbox"/> Wash hands with soap and water for 20 seconds after all PPE has been removed.</li> <li><input type="checkbox"/> If a risk assessment of the setting indicates that a higher level of virus may be present (e.g. where someone unwell has spent the night such as in a hotel room or boarding school dormitory) then additional PPE to protect the cleaner’s eyes, mouth and nose may be necessary. The local Public Health England (PHE) <a href="#">Health Protection Team</a> can advise on this.</li> </ul>	<p>No lockers being provided.</p>	

			<p><b>Cleaning and disinfection</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</li> <li><input type="checkbox"/> All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated <b>and frequently touched</b> areas such as bathrooms, door handles, door push plates, work surfaces, computer keyboards/mice, telephones, grab rails in corridors/bannisters, stairwells.</li> <li><input type="checkbox"/> Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – <b>think one site, one wipe, in one direction</b>. Use one of the options below: <ul style="list-style-type: none"> <li>- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (<b>ppm av.cl.</b>);</li> <li>or</li> <li>- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants;</li> <li>or</li> <li>- if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses.</li> </ul> </li> <li><input type="checkbox"/> <b>Avoid mixing cleaning products together as this can create toxic fumes.</b></li> <li><input type="checkbox"/> Avoid creating splashes and spray when cleaning.</li> <li><input type="checkbox"/> Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</li> <li><input type="checkbox"/> When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</li> </ul> <p><b>Waste</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Personal</b> waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including <b>PPE</b>, disposable cloths and used tissues): <ul style="list-style-type: none"> <li>- should be put in a plastic rubbish bag and tied when full</li> <li>- the plastic bag should then be placed in a second bin bag and tied</li> <li>- this should be put in a suitable and secure place and marked for storage until the individual’s test results are known</li> </ul> </li> <li><input type="checkbox"/> This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If possible keep an area closed off and secure for 72 hours.</li> <li><input type="checkbox"/> If the individual tests negative, this can be disposed of immediately with the normal waste.</li> </ul>	
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Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
				<input type="checkbox"/> If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. <input type="checkbox"/> If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ul style="list-style-type: none"> <li>- keep it separate from your other waste</li> <li>- arrange for collection by a specialist contractor as hazardous waste</li> </ul> <input type="checkbox"/> There will be a charge for this service. <input type="checkbox"/> Other household waste can be disposed of as normal. <input type="checkbox"/> Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of. <input type="checkbox"/> Safe systems of work to be developed locally to ensure appropriate measures are in place for laundering, cleaning and decontamination of soiled items/equipment in line with national guidance.	<p>Refer to PHE <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Refer to <a href="#">Covid-19: Personal Protective Equipment (PPE)</a></p> <p>Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2m, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.</p>	
Inadequate communications with and training of staff	Staff do not understand safety procedures	All staff & volunteers	High	<b>Returning to work</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> We will ensure all workers understand coronavirus related safety procedures.</li> <li><input type="checkbox"/> We will provide clear, consistent and regular communication to improve understanding and consistency of ways of working amongst workers.</li> <li><input type="checkbox"/> We will engage with workers through existing communication routes and worker representatives to explain and agree any changes in working arrangements.</li> </ul>		

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				<input type="checkbox"/> We will develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.  <b>Ongoing communications</b> <input type="checkbox"/> We will ensure all workers are kept up to date with how safety measures are being implemented or updated. <input type="checkbox"/> We will ensure ongoing engagement with workers, (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments. <input type="checkbox"/> We will promote awareness and focus on the importance of mental health at times of uncertainty (see below). <input type="checkbox"/> We will use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments. <input type="checkbox"/> We will communicate approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.  <b>Volunteers</b> Refer to 'Clubs, community sports organisations and deployers of volunteers' above.		
Lack of wellbeing management	Mental ill health	All staff & volunteers	High	<input type="checkbox"/> The General Manager/Director will be conscious of the wellbeing of all staff and the need to implement flexible working practices in a way that promotes good work-life balance and supports staff. <input type="checkbox"/> We will consider how to support the mental wellbeing of our staff who are returning after a significant period of either home working, shielding or furlough. Where work-related issues present themselves, the HSE's published stress Management Standards will be followed. We will also review how we can support employees on broader issues, such as bereavement support and general anxiety about the ongoing situation.  <b>Volunteers</b> Refer to 'Clubs, community sports organisations and deployers of volunteers' above.	The government has published <a href="#">Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</a> .	
Accidents, security and other emergencies	Inability to operate emergency	Staff & customers	High	<input type="checkbox"/> Prioritise safety during incidents. <input type="checkbox"/> Review incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.		

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including local lockdown	systems or procedures  Security threats to individuals or groups			<input type="checkbox"/> Consider whether there are enough appropriately trained staff to keep people safe e.g. having staff dedicated to encourage social distancing or manage security. <input type="checkbox"/> Consider the security implications of any changes to operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations. <input type="checkbox"/> For organisations who conduct physical searches of people, consider how to ensure safety of those conducting searches while maintaining security standards. <input type="checkbox"/> We will ensure we have an up to date plan in case there is a COVID-19 outbreak and a subsequent local lockdown. <input type="checkbox"/> Review the fire risk assessment and the fire management arrangements contained within it – especially considering where spaces have been repurposed. Not only should this review consider any changes to fire safety systems and equipment, but also issues such as adequate provision of fire wardens and the suitability of Personal Emergency Evacuation Plans (PEEPs) – especially if working hours are elongated and/or previous role holders are no longer available to continue. <input type="checkbox"/> Consider whether assembly points need to be reviewed (or more points created to allow for social distancing) – how will the person in charge at each assembly point communicate with the others? How will people line up – is marking required? You may also need to make adjustments to your fire drill and practise it in the first week when staff return. <input type="checkbox"/> Regular fire updates provided to staff, particularly where staff are not working in their usual areas so that they can familiarise themselves with the nearest fire route and ultimate exit. <input type="checkbox"/> We will consider the layout of muster points and whether the existing system works appropriately in relation to social distancing. <input type="checkbox"/> Review staff cover to ensure the site is safe – including the operation of intruder and fire alarms. <input type="checkbox"/> Ensure staff are inducted/ familiarised with key emergency/ management information – e.g. security / access procedures, emergency and fire risk etc. <input type="checkbox"/> Clarify means of summoning emergency assistance, particularly when operating social distancing. <input type="checkbox"/> In an emergency, e.g. an accident, fire, break-in or trespass, people do not have to follow social distancing guidelines if it would be unsafe. <input type="checkbox"/> Make available any instruction on the use of any relevant equipment – e.g. emergency controls for fire panels, lifts, automatic doors etc.	<p>Following <a href="#">Staying Secure During Covid-19</a> guidance on managing security risks.</p> <p>Brief rota staff on operation of fire and intruder alarms.</p> <p>Make available the codes on and off site and ensure all know how to access should it be required.</p>	



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				<input type="checkbox"/> Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior member of staff and that details of emergency contacts for utilities are readily available. <input type="checkbox"/> Review the first aid 'assessment of need' to ensure that it is still sufficient. Based on this, more first aiders may need to be trained to ensure that there is adequate coverage. Review levels of first aid equipment to ensure that these are still adequate. In particular, consideration will be given to the purchase of additional resuscitation face shields, disposable gloves and aprons. <input type="checkbox"/> People involved in the provision of assistance to others such as first aid for example should pay particular attention to sanitation measures immediately afterwards including washing hands. <input type="checkbox"/> Where necessary, staff to undergo induction in the fire and emergency routines and accident/first aid procedures. This may not be the usual routes and normal nominated fire wardens may not be in attendance. Repeat as necessary. <input type="checkbox"/> Fire doors must not be propped open to discourage touching of door handles (unless held open using proprietary hold open devices triggered by the fire alarm). Encourage regular handwashing and keep fire doors closed to keep the premises, customers and staff safe. <input type="checkbox"/> We will consider the closing of windows should the fire alarm activate. Because of the need for increased ventilation in the building during the COVID-19 pandemic, there may not be time to close all windows prior to evacuation. This situation is only permissible where to close all the windows would result in increased risk to staff.	<p>Ensure key staff know gas, water &amp; electric cut-off points and how to operate them.</p> <p>Train staff in the correct procedures in the event of fire emergency – repeat as necessary – monitor via fire drills</p>	
Lack of building/ property maintenance	Faulty equipment services leading to injury or death	All building users, contractors/ maintenance personnel	High	<p><b>Health &amp; Safety Inspection:</b></p> <input type="checkbox"/> If the whole venue has been closed for many weeks, or if parts of the building have been out of use for a long period, undertake a health and safety check of the buildings, grounds and equipment concerned. <p><b>Fire Safety Systems:</b></p> <input type="checkbox"/> In terms of reoccupation, all relevant fire safety equipment and systems must be tested <b>before</b> employees and others are allowed back on site. This would typically include: <ul style="list-style-type: none"> <li>- a full functional test of the fire detection and alarm system (using multiple call points across the site and involving the call receiving centre if appropriate);</li> <li>- a full discharge test of the emergency lighting system across the site;</li> <li>- a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged;</li> <li>- checking that fire escape routes are clear of any obstructions;</li> <li>- checking that final fire escape doors are unlocked and operational;</li> </ul>		

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				<ul style="list-style-type: none"> <li>- checking the operation of internal fire doors to ensure that they close properly;</li> <li>- checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.</li> </ul> <p><b>Water management – control of Legionella bacteria:</b></p> <p><input type="checkbox"/> <b>Water systems</b></p> <ul style="list-style-type: none"> <li>- Premises increasing operational capacity or re-opening should follow their usual water system building management procedures.</li> <li>- Chlorinating and flushing water systems may not be necessary if the system has remained operational through routine flushing as advised in the cold water systems and domestic hot water services sections above.</li> <li>- You should contact your legionella competent person who will advise on the action required. If a full system flush is required but not immediately available, seek advice from your competent person on alternative options.</li> </ul> <p><input type="checkbox"/> <b>Drinking water</b></p> <ul style="list-style-type: none"> <li>- If it has not been possible to maintain system throughput of water from routine flushing to all outlets or a competent person has not tested the water and provided satisfactory bacterial test results, the water may not be safe to drink. In these circumstances, you should supply bottled drinking water until a thorough flushing and chlorination can be undertaken by a water treatment specialist.</li> </ul> <p><input type="checkbox"/> <b>Hot water services</b></p> <ul style="list-style-type: none"> <li>- Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.</li> <li>- Regularly check hot water generation for functionality and if required, temperature recording.</li> <li>- If the hot water system has been left operational the hot water should be circulating as normal and regular checks should be carried out.</li> </ul> <p><b>Ventilation of indoor gym and leisure facilities</b></p> <p><b>Air extraction and ventilation measures:</b></p> <p><input type="checkbox"/> Ventilation is an important part of mitigating against the transmission of COVID-19. Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible. Particular attention should be given to</p>	<p><b>Full site super chlorination carried out June 2020. Weekly run down off all water outlets.</b></p> <p>Refer to <a href="#">HSE: Legionella Risks during the Coronavirus Outbreak</a></p> <p>Contact the competent organisation that carried out the last Legionella Risk Assessment for advice and/or to carry out any necessary recommissioning work.</p> <p>Air con and AHU serviced 20.07.20</p>	

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				<p>areas where high intensity exercise activity takes place. To achieve this, specific measures should be implemented:</p> <ul style="list-style-type: none"> <li>- the maximum occupancy of each indoor facility should be limited by providing a minimum of 100sqft per person. For this figure, the area is the net useable indoor facility space available to members to use, including changing rooms, toilet and wash facilities. Reducing capacity in this way whilst sustaining ventilation flows, will increase the typical current 10l/s/p flow rate of ventilation to at least 20l/s/p, as fewer people are being served by the ventilation system.</li> <li>- Ventilation systems should provide 100% fresh air and not recirculate air from one space to another.</li> </ul> <p><input type="checkbox"/> Consider:</p> <ul style="list-style-type: none"> <li>- Increasing the existing ventilation rate by fully opening dampers and running fans on full speed</li> <li>- Operate the ventilation system 24 hours a day</li> <li>- Increase the frequency of filter changes</li> <li>- In the absence of known ventilation rates, a carbon dioxide sensor shall be used as a surrogate indicator to switch on additional mechanical ventilation or open windows.</li> <li>- Further guidance is provided in the <a href="#">CIBSE: Emerging from Lockdown</a> guidance.</li> <li>- Check whether ventilation systems need serviced or adjusted, e.g. so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</li> <li>- Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.</li> </ul> <p><input type="checkbox"/> Check whether ventilation systems need serviced or adjusted, e.g. so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</p> <p><input type="checkbox"/> Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.</p> <p><input type="checkbox"/> Maintain good ventilation in the sport or gym/leisure facility e.g. opening windows and doors frequently, where possible.</p> <p><b>Restarting plant and equipment:</b></p> <p><input type="checkbox"/> Recommission all systems before re-opening, including:</p>		

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				<ul style="list-style-type: none"> <li>- gas</li> <li>- heating</li> <li>- water supply</li> <li>- mechanical and electrical systems</li> <li>- catering equipment</li> </ul> <p><input type="checkbox"/> Establish a clear plan for restarting any equipment that has been taken out of service during lockdown to ensure the safety of those who are undertaking the maintenance as well as protecting the equipment from damage. The restart process may require electrical and mechanical isolations to be reconnected, fluids to be refilled and plant and equipment to be reenergised in a specific sequence or order. Planning should therefore be based on manufacturers' instructions, commonly accepted technical guidance and by making reference to specialist contractors (where required). Ensure that those who are carrying out the work are competent to do so and the work is correctly coordinated between them to avoid risks.</p> <p><b>Statutory inspections:</b></p> <p><input type="checkbox"/> Whilst the HSE 'recognises the potential challenges when carrying out legal requirements for thorough examination and testing (TE&amp;T) of plant and equipment as a result of additional precautions people need to take to help reduce risk of transmission of coronavirus (Covid-19)' they have stated that 'the law for Lifting Operations and Lifting Equipment Regulations (LOLER) and Pressure Systems Safety Regulations (PSSR)' remain in place. As such, employers must ensure that statutory inspections on lifting equipment (including passenger lifts and stair lifts), pressure systems, fixed electrical systems, PAT, gas appliances, gym equipment etc. are 'in date' prior to the reoccupation of buildings.</p> <p><input type="checkbox"/> Consider whether equipment which has not been used for an extended period of time needs a personal statutory inspection even if one is not due. For example, where lifting equipment has been left in a condition which may have compromised its structural integrity or where a lift needs servicing to ensure it is going to be operated normally and safely.</p> <p><b>Cleaning:</b></p> <p><input type="checkbox"/> New cleaning arrangements in line with coronavirus preparations should also include regular systematic checks on drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building, e.g. hygiene rooms, showers.</p>		

Further Action Required	Date Action Completed	Date RA Reviewed	Significant Changes Y/N	Shared with Staff Date or N/A
<p>This risk assessment must be read and followed in conjunction with other applicable risk assessments for the business and:</p> <ul style="list-style-type: none"> <li>• <a href="#">Stay at home guidance for households with possible Covid-19 infection</a></li> <li>• <a href="#">Guidance on shielding &amp; protecting extremely vulnerable persons from Covid-19</a></li> <li>• <a href="#">Staying alert &amp; social distancing</a></li> <li>• <a href="#">Meeting people from outside your-household - making a support bubble with another household</a></li> <li>• <a href="#">Staying safe outside your home</a></li> <li>• <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• <a href="#">Coronavirus Covid-19 safer travel guidance for passengers</a></li> <li>• <a href="#">How to wear &amp; make a cloth face covering</a></li> <li>• <a href="#">Covid-19 Guidance for the public on the phased return of sport &amp; recreation.</a></li> <li>• <a href="#">Working safely during coronavirus (Covid-19): Providers of grassroots sport &amp; gym/leisure facilities</a></li> <li>• <a href="#">Working safely during COVID-19: Restaurants, pubs, bars and takeaway services.</a></li> <li>• <a href="#">Working safely during Covid-19: Shops &amp; Branches</a></li> <li>• <a href="#">DfE guidance on Protective measures for out-of-school settings</a></li> <li>• <a href="#">UK Active: Coronavirus (Covid-19) Advice &amp; guidance for the physical activity sector</a></li> <li>• <a href="#">Chartered Institute of Management in Sport &amp; Physical Activity (CIMSPA)</a></li> <li>• <a href="#">HSE: Choosing hand sanitisers and surface disinfectants to use during the coronavirus outbreak</a></li> <li>• <a href="#">Staying Secure During Covid-19</a></li> </ul>				