

Title of Activity being Assessed	Safe Operation- Building/ Facilities General (Mill House Leisure Centre)
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Department Preventative and Community Based Services		Division/School Leisure, Recreation and Participation	Section Sport and Recreation	Date initial assessment undertaken 20/7/20	Ref number Building 1	
Name & Job titles of Persons involved in assessment: David Smith Assistant Manager			Name & Job title of Manager authorising assessment: Craig Mitchelson Facilities Manager	Date Risk assessment explained to employees 27/7/20	Number of pages in assessment 10	
What are the hazards		Who might be harmed & how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom by when	Date complete
1	Lack of to up to date Information regarding the virus	Staff, contractors, visitors, customers. Contracting COVID-19	COVID-19 Response Team established. The Management team have developed sources of information to keep up to date with the latest guidance available on managing response to the pandemic and feed this into the risk assessment process. Government advice regularly checked and followed by David smith - www.gov.uk	Covid -19 champion Appointed for the centre	Ongoing Dave Smith	10.8.20 then ongoing

			<p>NHS advice regularly checked and followed by David smith - www.nhs.uk</p> <p>Attendance at Covid-19 clinics, webinars and other CPD</p> <p>Regular review of NGB advice and guidance.</p> <p>Following advice and guidance from industry bodies such as CIMSPA, UKactive, RLSS, PWTAG. And HSE</p> <p>Reviewing best practice examples from within the industry.</p> <p>Reviewing other sectors where applicable.</p>			
2	Being directly exposed to respiratory droplets released by talking or coughing	<p>Staff, contractors, visitors, customers.</p> <p>Contracting COVID 19</p>	<p>All staff will wear a face visor/mask at all times, whilst at work.</p> <p>Staff are permitted not to wear one if they are:</p> <ul style="list-style-type: none"> • Teaching a class • Working alone behind reception • In the staff room • Working from a work station, away from public. • Lifeguarding (must wear one if they need to move from their lifeguard position) <p>All customers are required to wear a face covering when in communal areas of the building.</p> <p>Staff/ security guard will encourage customers to wear a face covering before entering the building. Any customer who attends without one will be offered one.</p>			

			<p>Signage is displayed at various locations requesting customers wear a face covering.</p> <p>Face coverings are NOT a replacement for social distancing and regular handwashing. Staff and customers will still be expected to follow coronavirus prevention procedures.</p>			
3	<p>Lack of control of persons entering / using the building and facilities</p>	<p>Staff, contractors, visitors, customers.</p> <p>Contracting COVID-19</p>	<p>Entry and exit points to the building are strictly controlled by staff members to comply with social distancing measures. This is done by ensuring entry and exit only points are identified and used.</p> <p>Entrance is through the automatic sliding entrance/exit doors at the top of the stairs leading directly into the reception area.</p> <p>The exit point is also through the sliding entrance/exit doors at the front of reception.</p> <p>The entry doors are automatic doors and do not require physical contact to be made, thus reducing exposure.</p> <p>Customers will adhere to track and trace procedures on arrival. They need to “check in” using the NHS COVID 19 app. They can do this by scanning any of the QR codes which are displayed at the entrance door and reception area</p> <p>If they cannot use this method they will need to complete a paper test and trace details form and hand to a receptionist.</p> <p>The above Test and trace procedures must be carried out on every visit.</p>			

4	High traffic / use touch points including doors and handrails	<p>Staff, contractors, visitors, customers.</p> <p>Contracting COVID-19</p>	<p>High touch points identified across all facility areas and increased cleaning regimes introduced to clean and disinfect these areas.</p> <p>Records kept of all increased cleaning to high touch points.</p> <p>Hand sanitiser is available and located around the building.</p> <p>Signage in place to remind people to wash their hands on a regular basis.</p> <p>Automatic locks have been fitted to both sets of double doors leading into the changing village to allow these to remain open. Once these are locked in position, they do not require physical contact to be made, therefore reducing exposure. These doors will automatically close in the event of the fire alarms being activated.</p> <p>The number of people using the facilities have been reduced and no spectators will be allowed in the building.</p>			
5	Lack of handwashing facilities	<p>Staff, contractors, visitors, customers.</p> <p>Contracting COVID-19</p>	<p>Hand soap dispensers checked regularly and refilled.</p> <p>Paper towels provided along with foot operated pedal bins.</p> <p>Hot water system maintained by HBC maintenance team to provide a constant supply.</p> <p>Additional hand sanitiser points provided around the facility to complement existing hand washing facilities</p> <p>Sanitiser is minimum 60% alcohol based.</p> <p>Hand washing, sanitising, toilet facilities and consumables</p>	Hand dryers to be put out of use and paper towel dispensers to be installed	David Smith	Prior to opening of building

			<p>checked and replenished regularly as part of the enhanced cleaning and inspection regime.</p> <p>Sufficient planning with consumables suppliers in place.</p>			
6	Lack of social distancing	<p>Staff, contractors, visitors, customers.</p> <p>Contracting COVID-19</p>	<p>Spectators are encouraged to wait in vehicles or outside if possible.</p> <p>Government guidance on social distancing guidance followed and promoted. Signage is in place around the building</p> <p>There is a booking system in place which allows a maximum of 15 swimmers per half hour to access the pool. Anyone who has not booked a place will not be able to enter the facility.</p> <p>Social separation queuing system in place from outside areas through to reception.</p> <p>The flooring is marked at 2m intervals to encourage social distancing.</p> <p>Staff/security guard are positioned at the automatic sliding doors to control entry to reception and maintain 2m separation.</p> <p>The staff member/security guard positioned at the entrance door keeps 2m away from persons queuing.</p> <p>Staff/security guard will monitor the flow of customers in/out of the building at all times. Floor signage is in place in reception to accommodate this.</p> <p>Perspex screens are fitted to reception desks to help</p>			

			<p>maintain social distancing.</p> <p>Floor marking indicate where customers should stand at reception.</p> <p>A one-way system is in operation in the changing village and when entering and exiting the pool area.</p> <p>Details of persons visiting / using the facilities are retained for a minimum of 21 days for track and trace purposes. This will be completed when persons book a time slot.</p>			
7	Customer not aware of symptoms or procedures	<p>Staff, contractors, visitors, customers.</p> <p>Contracting COVID-19</p>	<p>Signage in key facility areas (entrance, reception, changing rooms, toilets, activity areas, staff areas) promoting good hygiene practices and promoting social distancing guidelines as outlined by Government guidance.</p>			
8	Customers accessing areas which are not operational		<p>Restricted areas such as the fitness suite, health suite and studio which are not open during this phase because of social distancing requirements are kept locked to prevent unauthorised access.</p> <p>Existing access controls maintained for high risk areas, e.g. access to pool hall. One-way system in place in the changing village.</p>			
9	Customers entering the facility with Covid-19 symptoms	Staff, contractors, visitors, customers.	<p>Clear statement on website and at entrance for customers not to participate or attend if exhibiting any symptoms or been in contact with anyone exhibiting symptoms within the last 14 days.</p>	Staff briefings to be undertaken prior to opening	Duty Officers	

		Contracting COVID-19	Customers are tactfully refused entry and directed to stay home, self-isolate for 10 days and call NHS 119 if they are displaying any signs or symptoms of Covid 19			
10	Essential and / or repair work	Staff, contractors, visitors, customers. Contracting COVID-19	Only essential tasks completed to maintain safety and quality standards. Where practical, work is completed outside of opening hours to reduce potential for contact with customers. Specific risk assessment completed for any essential tasks (e.g. maintenance tasks) where social distancing is not possible. If workers are required to work within the 2m distance, then it should be back to back or side by side rather than face to face. Contracted work kept to a minimum to maintain safety standards, compliance, and essential quality/environmental standards. Where possible, contractors complete work outside of opening hours. RAMS are requested and reviewed and include Covid-19 considerations Visitors and contractors must complete a signing in form to declare that they have had no symptoms in the last 14 days/ no current diagnosis of Covid-19.			
11	Legionella- water system	Staff, contractors, visitors, customers.	Flushing regime maintained during closure. Water Temperature checks maintained during closure. Samples taken and tested for legionella, with results			

		Contracting COVID-19	satisfactory, prior to re-opening. Legionella risk assessment is in place and has been performed by a competent person			
12	Swimming pool- return to operation	Staff, contractors, visitors, customers. Contracting COVID-19	Pool water monitoring maintained during close down. Pool water sampling results recorded daily, and weekly back washes carried out throughout the lockdown period. PWTAG guidance followed throughout and on reopening. Bacteriological water tests taken with results satisfactory, prior to re-opening.			
13	Cleaning and waste	Staff, contractors, visitors, customers. Contracting COVID-19	Robust general cleaning schedule in place. Cleaning tasks monitored by Duty officers and task sheets are signed by attendants and then counter signed by Duty officers. Additional cleaning programmed for high touch points, including door handles, switches, furniture, handrails, IT equipment, desks, phones, push plates, taps, dispensers, lockers etc. Government guidelines followed in the event of known or suspected Covid-19 contamination: https://www.gov.uk/government/publications/covid-19decontamination-in-non-healthcare-settings/covid-19decontamination-in-non-healthcare-settings			
14	Contamination transfer from waste	Staff, contractors, visitors, customers.	Personal protective equipment available, including gloves, masks and aprons. Staff wash hands following removal/transfer of waste.			

		Contracting COVID-19	<p>Waste bins are emptied frequently.</p> <p>Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle. Where additional cleaning and waste is required following a suspected case of someone with symptoms of Covid-19, the waste is double bagged and stored in the squash courts for 72 hours prior to placing in general waste as per government guidelines.</p>			
15	Deliveries-exposing staff and drivers to the transmission of the virus	<p>Staff, contractors, visitors, customers.</p> <p>Contracting COVID-19</p>	<p>Bulk purchasing has been introduced to reduce the number of deliveries required.</p> <p>Electronic delivery notes used, and staff verbally confirm name.</p> <p>One person to handle the delivery unless manual handling requires two. If two persons required, the same pair to try and partner up.</p> <p>Hands to be washed or sanitised after opening and disposing of packaging.</p> <p>Delivery points are designated depending on the type of product.</p> <p>Delivery times agreed as far as possible with supplier.</p>			
16	Handling post, packages, and deliveries	<p>Staff, contractors, visitors, customers.</p> <p>Contracting</p>	<p>Gloves are provided to staff for handling any packages/post.</p> <p>Staff are instructed not to touch their face or mouth when handling deliveries.</p> <p>Hands are washed or sanitised after handling post or</p>			

		COVID-19	packages.			
17	Lost and found property.	Staff, contractors, visitors, customers. Contracting COVID-19	Found property, apart from valuables, is individually bagged up and secured. All lost property kept is logged as normal by receptionists Personal clothing such as underwear and swimwear is disposed of. Valuables are bagged up and placed in a safe. Staff will not access property other than valuables for at least 72 hours after finding. Staff handling lost property to wash or sanitise hands immediately after touching.			

Reviews must be undertaken annually or if anything happens which may indicate the controls are not working effectively. If significant changes are required a revised risk assessment must be produce

Review of Risk Assessment					
Date of review	Reason for review	Are the hazards and risks still being adequately controlled?	Do you need to do anything else to control the risks	Action by whom	Date complete
20.7.20	Safe Operation-Building/Facilities General	Yes	No	David Smith Assistant Manager	20.7.20

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Notes:

PPE requirements must be logged on the PPE assessment sheet & should be attached to this risk assessment.