


Title of Activity being Assessed	COVID – 19 Safe operations- Activities (Brierton Sports Centre)
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Department	Division/School	Section	Date initial assessment undertaken	Ref number	
Preventative and Community Based Services	Leisure, Recreation and Participation	Sport and Recreation	10.07.20	Act 1	
Name & Job titles of Persons involved in assessment		Name & Job title of Manager authorising assessment	Date Risk assessment explained to employees	Number of pages in assessment	
Phil Storer – Duty Officer		Phil Storer – Duty Officer	28.7.20	11	
David Taylor (Grad IOSH) Health and Safety Advisor		 Steven Liddell - Facilities Manager			
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 up to date data regarding the virus	Staff, Customers	COVID-19 Response Team established. Phil Storer – Duty Officer to develop 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.			3.8.2020

			<p>Government advice regularly checked and followed by Phil Storer – Duty Officer - www.gov.uk</p> <p>NHS advice regularly checked and followed by Phil Storer – Duty Officer - 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</p> <p>Reviewing best practice examples from within the industry</p> <p>Reviewing other sectors where applicable</p>			
2	Activities general-	Staff, Contractors, Customers	<p>Phased re-opening are communicated to customers prior to opening so they know what activities are available and what to expect</p> <p>Communications regarding re-opening arrangements include the use of website, social media and email.</p> <p>Customers displaying Covid-19 symptoms are asked to leave and advised to stay home</p> <p>Activities can be booked 7 days in advanced through Telephone or Online.</p> <p>All staff undertook Frontline Staff Pandemic Awareness Training/Covid-19 - Training provided by centre</p>			3.8.2020

			management.			
3	Activities Gym-	Staff, Customers Visitors Contractors Possible COVID – 19.	Members book in advance (online or via telephone) to use the fitness suite - Contact centre provided with all relevant information by Sarah Longstaff. Member's rules displayed in centre and through social media platforms. Maximum capacity of fitness suite is 13. Functional area is restricted to 1 person and signs displayed to reminding of Social Distancing Fitness equipment moved with at least a 3m2 distance between each piece of equipment and floor markings present as a reminder for social distancing. Fans to be put in fitness suite facing away from windows to assist with air flow. (windows will also be open) Children aged 10-16 years are able to both gym facilities, however those 14 and under must be accompanied by an adult at all times. Sales tours/inductions are only conducted where a 2m distance and staff to wear face covering can be observed or are conducted via a virtual platform Prominent signage is displayed reminding of social distancing and sanitisation guidelines Customers are encouraged not to bring belongings into			3.8.2020

			<p>the gym and to change and shower at home</p> <p>Personal towels are not permitted and clear signage is displayed instructing customers of this and not to use them for sitting on or wiping down equipment</p> <p>Hand sanitiser stations are fitted at the entrance and exit to the sports hall/fitness suite.</p> <p>80% alcohol wipes provided at each fitness station and prominent signage is displayed encouraging customers to wipe equipment before and after use. Cleaning station to be provided in weights area.</p> <p>Staff check sanitiser levels and alcohol wipes regularly.</p> <p>Staff undertake cleaning of equipment throughout the day in accordance with an enhanced cleaning schedule. Floating member of staff will clean touch points and high risk areas within the weights room.</p> <p>Deep cleaning of centre and equipment took place before centre re-opening.</p> <p>Sessions last for 50mins to allow cleaning of equipment, before next session begins.</p> <p>Ventilation is increased to at least 20 l/s/p.</p> <p>CO2 monitor installed in fitness suite, displaying levels. If levels go into red, the room will be evacuated until safe parameters are met.</p>			
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			<p>A one way system will be in place. Prominent signage will be displayed and staff available to guide customers through and around the centre safely.</p> <p>A Perspex screen is in place at the reception desk and is cleaned regularly</p> <p>Customer may only fill up their own bottles from water dispensers</p> <p>Sanitiser and wipes is positioned adjacent to water dispensers</p> <p>Desks fans should only be used if ventilation can be supplied to ensure a good refresh of air is maintained.</p> <p>Equipment is set up in such a way as to prevent face to face workouts.</p>	Confirmation to be made by Andrew Dent in flow rate.		
4	Group exercise classes-	<p>Staff, Customers Visitors Contractors</p> <p>Possible COVID – 19.</p>	<p>Members and casual users book classes (online or via telephone) 7 days in advance.</p> <p>Contact centre provided with all relevant information by Sarah Longstaff regarding levels and numbers allowed.</p> <p>All indoor group exercise will commence on 17th May 2021.</p>			Dec 2020

			<p>Maximum capacity of group exercise classes is 15 participants & 1 instructor to enable each participant to exercise in at least 4m2 area. Classes to take place in the sports hall & dance studio.</p> <p>Customers to access down studio through corridors from reception and leave through door leading into courtyard. A staff member will be present when session finished to direct customers.</p> <p>Instructor will be given portable radio to remain in contact with centre staff and staff to spot check dance studio when session is in place.</p> <p>Instructor always maintains at least 2m distance from all class participants</p> <p>Classes are scheduled to turnaround customers to leave and arrive safely at classes/activities.</p> <p>Class will be fully set up or floor will be marked to designate where customers/participants would exercise.</p> <p>All equipment used is put out by staff prior to the start of the class and put away only by staff at the end of the class</p> <p>Equipment and mats are sanitised before and after use, wipes also provided for customers to use. Customers also encouraged to bring own equipment and mats if required.</p> <p>Prominent signage is displayed reminding of social</p>			
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			<p>distancing guidelines & QR code posters displayed for customers to scan.</p> <p>Customers are encouraged not to bring belongings to the classes and to change and shower at home</p> <p>Hand sanitiser provided for customers and staff to use.</p> <p>Staff check sanitiser levels regularly.</p> <p>Instructors/centre staff guide customers/participants to area where classes are taking place to ensure social distancing and allow participants to take their position</p> <p>Instructors do not share head mics and will be provided with own.</p> <p>Amp/music system is cleaned by the instructor after use using anti-bacterial wipes</p> <p>Interactive zoom classes are also included in the fitness timetable.</p>			
5	Sports halls and courts-	<p>Staff, Customers Visitors Contractors</p> <p>Possible COVID – 19.</p>	<p>Sports Clubs are allowed to book the sports hall to carry out training sessions and games where appropriate. (following National Governing bodies guidance for each sport). Clubs must state a designated person who will look after booking (i.e. social distancing, access, hygiene etc. and available to communicate with centre staff</p> <p>The participation team will also be allowed to book the sports hall for their classes. Risk Assessments must be provided before booking and must manage own social</p>			1.10.20

			<p>distancing, hygiene protocols.</p> <p>Participants will enter and exit the building using the fire door in courtyard leading from Car Park.</p> <p>Duty officers will ensure the doors are secured once all participants have left.</p> <p>Participants will be restricted to using the main toilets (reception corridor) in the sports hall foyer.</p> <p>Dryside changing facilities will remain closed for the time being.</p> <p>Ventilation is increased to at least 20/l/s/p in the sports hall to comply with government guidance.</p> <p>CO2 monitor installed in sports hall, displaying levels. If levels go into red, the room will be evacuated until safe parameters are met.</p> <p>Prominent signage is displayed reminding customers of social distancing guidelines.</p> <p>A Hand sanitiser station is fitted at the entrance to the sports hall.</p> <p>Staff check sanitiser levels regularly and carry out high touch point cleaning on a regular basis.</p>			
6	Outdoor (3G) pitches and courts-	Staff, Customers Visitors	3G pitches can be booked for club sessions and must be booked through booking form and invoiced for payment.			3.8.2020

		<p>Contractors Members of the public</p> <p>Possible COVID – 19.</p>	<p>All 3 pitches to be in use, as sufficient distance between pitches. Lead coaches to manage social distancing on pitches along with regular staff checks/monitoring.</p> <p>All bookings will be accepted once clubs provide relevant RAs, Insurance and follow NGB guidelines.</p> <p>All bookings would start on the Hour and will be 50mins, to allow for turnaround of clubs.</p> <p>Access to the 3G pitch would be through CETL car park. No access to sports centre. No changing facilities to be provided (as all bookings encouraged to arrive 'ready for activity'. Toilet access is through front main entrance of building.</p> <p>Hand sanitiser is available for use on entry and exit of the pitches.</p> <p>Prominent signage is displayed reminding of social distancing guidelines.</p> <p>Goals and other touch points to be cleaned/disinfected during booking turnaround. Pitch gate opening latches are cleaned regularly</p>			
7	Food and beverage-	<p>Staff, Customers Visitors Contractors</p> <p>Possible COVID – 19.</p>	<p>Vending machines are cleaned regularly after every use and during fitness suite turnover.</p> <p>Hand sanitiser available for use.</p> <p>Contactless payment on vending machines is encouraged</p> <p>Prominent signage is displayed reminding of social</p>			3.8.2020

			distancing guidelines and hygiene			
8	Meeting rooms and community spaces-	Staff, Customers Visitors Contractors Possible COVID – 19.	Meeting rooms unavailable for booking. Only essential participants attend meetings face to face; virtual meetings are encouraged Prominent signage is displayed reminding of social distancing guidelines and hygiene Seating area in reception to be put out of use and cordoned off to prevent usage for customers and staff.			3.8.2020
9	Changing rooms,	Staff, Customers Visitors Contractors Possible COVID – 19.	Changing rooms will not be available for use. Customers encouraged to arrive to the centre ‘gym, class ready’ Male/Female/Disabled toilet facilities available. 1 urinal closed off in male toilets to meet social distancing guidelines. Hand dryers are out of use. Paper towels provided. Paper towels to be disposed of in bins provide in toilet areas. Sanitiser is available on exit of toilet areas, Staff supervise access to facilities to ensure social distancing Signage promoting social distancing guidelines and handwashing requirements is displayed Cleaning schedule is followed to ensure all areas are cleaned and sanitised regularly			3.8.2020

10	Dance Studio -	<p>Staff, Customers Visitors Contractors</p> <p>Possible COVID – 19.</p>	<p>Access through Dance Studio would be through courtyard from main carpark.</p> <p>Participants using the dance studio would not access main building. Group lead would inform Duty Officer when entering and exiting the studio.</p> <p>No toilet facilities for Dance Studio use at back end of building but access to toilet available at reception.</p> <p>Signage regarding social distancing/sanitising displayed and sanitiser available within studio.</p> <p>Staff meetings also to be held in studio, adhering to social distancing guidelines. All meetings must be a maximum capacity of 16 persons.</p> <p>Refreshments are not provided for any meetings</p> <p>Side windows and door to be kept open to aid ventilation of the room.</p> <p>Studio to be cleaned/sanitised by Centre staff when finished with room use.</p> <p>Duty Officer to carry mobile phone at all times.</p>			3.8.2020
11	Administration of first aid	<p>Staff, Customers Visitors Contractors</p> <p>Possible COVID</p>	<p>Follow UK guidelines and ensure they are up to date and communicated to first aiders</p> <p>Staff are trained to UK FAW standards</p> <p>CPR advice has changed regarding COVID and no mouth</p>			3.8.2020

		<p>– 19.</p> <p>to mouth should be completed unless it is a child and a (first aid) face shield should be used.</p> <p>Disposable apron, gloves, FRS mask and eye protection should be included</p>			
12	<p>Badminton, Table Tennis, Short Tennis</p>	<p>Staff, Customers Visitors Contractors</p> <p>Possible COVID – 19.</p>	<p>Badminton, Short Tennis & Table Tennis to recommence from May 17th.</p> <p>All sessions would take place in the Sports hall.</p> <p>Singles & Doubles play are both permitted.</p> <p>Government guidance will be adhered to for indoor play, which is the rule of 6 or 2 households.</p> <p>Face coverings must be worn when not participating in badminton activity.</p> <p>Social distancing must be observed before & after play.</p> <p>All players must bring their own equipment they need for the session. Players cannot share equipment & must only use their own racket(s).</p> <p>Sharing of shuttles - players reminded to have thoroughly washed their hands (in accordance with Government guidance) or use hand sanitiser immediately before and after play.</p> <p>Players to only use shuttles from their designated playing group of 6</p>		13.5.2021

13	Footy Tots/Football Coaching	Staff, Customers Visitors Contractors Possible COVID – 19.	<p>Sessions take place in sports hall on Tuesday 4-4.45pm & 5-5.45pm and Saturday 9-9.45am & 10-10.45am.</p> <p>Maximum numbers of the sessions are 15 participants, 1 lead coach & 1 assistant coaches. Each participant to have 1 supervised adult maximum (unless childcare offering).</p> <p>Adults are able to spectate. Social distancing must be adhered to and face coverings must be worn (unless medically exempt – proof must be required.</p> <p>All parents', spectators must scan QR code or complete Test & Trace form upon entering the building and temperature is to be taken.</p> <p>All equipment to be cleaned/sanitised throughout & in between sessions.</p>			13.5.21

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
10.07.2020	Safe operation - Activities	Yes	No	Phil Storer – Duty Officer	10.07.20
19.10.20	Process Change	Yes	No	Phil Storer – Duty Officer	19.10.20
1.12.2020	Government Guidelines – Tier 3	Yes	No	Phil Storer – Duty Officer	1.12.2020
26.3.2021	Process Change	Yes	No	Phil Storer – Duty Officer	26.3.2021
13.5.2021	Process Change – Phased Reopening	Yes	No	Phil Storer – Duty Officer	13.5.2021

Notes:

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