

Title of Activity being Assessed	Safe operations- Activities
---	-----------------------------

Department		Division/School	Section	Date initial assessment undertaken	Ref number	
Preventative and Community Based Services		Leisure, Recreation and Participation	Sport and Recreation	23.07.20	HSC003	
Name & Job titles of Persons involved in assessment Jeanette Miller – Duty Officer (Headland Sports Centre) Phillip Storer – Duty Officer David Grainge - Assistant Manager			Name & Job title of Manager authorising assessment Craig Mitchelson- Facilities Manager	Date Risk assessment explained to employees	Number of pages in assessment 12	
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 information regarding the virus	Staff, Customers	COVID-19 Response Team established. Jeanette Miller – 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. Government advice regularly checked and followed by Phil Storer – Duty Officer - www.gov.uk			

			<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>HSE website will also be consulted on a regular basis.</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. Equipment and all areas are cleaned and sanitised by the general attendant. Corporate cleaning teams are available to clean the facility.</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 management.</p>			
3	Activities -	<p>Staff, Customers Visitors Contractors</p> <p>Possible COVID – 19.</p>	<p>Members book in advance (online or via telephone) for fitness classes/activities - Contact centre provided with all relevant information by Sarah Longstaff.</p> <p>Member's rules displayed in centre and through social media platforms.</p> <p>All equipment used are in a person's own marked space.</p> <p>Maximum capacity is reduced to Classes 5, gym area 7.</p> <p>Signs displayed to reminding of Social Distancing</p> <p>Sales tours are only conducted where a 2m distance can be observed or are conducted via a virtual platform</p> <p>Prominent signage is displayed reminding of social distancing and sanitisation guidelines</p> <p>Customers are encouraged not to bring belongings</p>			

			<p>into the centre and to change and shower at home</p> <p>Personal towels are permitted and clear signage is displayed instructing customers to keep them on their person 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.</p> <p>80% alcohol wipes provided and prominent signage is displayed encouraging customers to wipe equipment before and after use.</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</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>A one way system will be in place. Customers to enter building through main entrance and leave through fire exit leading to Union Street/car park. Prominent signage will be displayed and staff</p>			
--	--	--	--	--	--	--

			<p>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>Fans should only be used if ventilation can be supplied to ensure a good refresh of air is maintained.</p> <p>Classes are set up in such a way as to prevent face to face workouts.</p>			
4	Group exercise classes-	<p>Staff,</p> <p>Customers</p> <p>Visitors</p> <p>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>Following government guidelines.</p> <p>Maximum capacity of group exercise classes is reduced to 5 participants and 1 instructor to enable each participant to exercise in at least 3m2 area</p> <p>No face to face workouts will be carried out, it will be either back to back or side by side.</p>			

			<p>Maximum capacity is defined for each type of class, for example, fewer customers are permitted in high impact classes than in yoga</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. Starting on the hour and lasting 45mins, entering the class will be controlled by reception, customers are asked to queue outside on the floor markings and instructions are displayed on the door on when to enter</p> <p>Floors are 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 by the general attendant, 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 distancing guidelines</p> <p>Customers are encouraged not to bring belongings to the classes and to change and shower at home</p>			
--	--	--	--	--	--	--

			<p>Customers may only fill up their own bottles from water dispensers</p> <p>Hand sanitiser provided for customers and staff to use.</p> <p>Staff check sanitiser levels regularly.</p> <p>Instructors/assistants 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>			
5	Sports halls and courts-	<p>Staff, Customers Visitors Contractors</p> <p>Possible COVID – 19.</p>	<p>No sports activities take place in the sports hall other than Badminton, Short Tennis & Table Tennis (2 players only for each sport unless in same household (where max numbers would be 4)).</p> <p>A distance of a minimum of 2 metres kept between fitness suite area and Badminton/Table Tennis/Short Tennis.</p> <p>All activities must be pre-booked by either telephone or online before arriving to play at centre.</p>			

			<p>No team/contact sports, such as football, netball or basketball take place</p> <p>Prominent signage is displayed reminding of social distancing guidelines</p> <p>Equipment is set up by staff.</p> <p>Equipment is cleaned/sanitised before and after use by the general attendant.</p> <p>Customers encouraged to bring/use own equipment.</p> <p>Staff wash their hands before and after handling equipment. Gloves will be provided if staff would want to wear.</p> <p>Hand sanitiser stations are fitted at the entrance and exit to the sports hall</p> <p>Staff check sanitiser levels regularly</p> <p>Customers are encouraged not to bring belongings into the sports hall and to change and shower at home</p>			
6	Meeting rooms and community spaces-	<p>Staff,</p> <p>Customers</p> <p>Visitors</p> <p>Contractors</p> <p>Possible COVID</p>	<p>Only essential participants attend meetings face to face; virtual meetings are encouraged</p> <p>Prominent signage is displayed reminding of social distancing guidelines and hygiene</p>			

		– 19.	Seating area in reception to be put out of use and cordoned off to prevent usage for customers and staff.			
7	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 ready' Accessible toilet facilities available for use by everyone. 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			
8	Administration of first aid	Staff, Customers Visitors Contractors	Follow UK guidelines and ensure they are up to date and communicated to first aiders Staff are trained to UK FAW standards			

		Possible COVID – 19.	<p>CPR advice has changed regarding COVID and no mouth 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>			
9	CoSHH		<p>COSHH & Data Sheets readily available for cleaning chemicals used and communicated with staff before reopening.</p> <p>COSHH & Data Sheets readily available for all hand sanitiser user around the building by Staff & Customers.</p> <p>All contractors to provide COSHH & Data Sheets for chemicals used when carrying out maintenance work.</p>			
10	Fire		<p>Fire alarm is maintained and tested on a regular basis</p> <p>Fire doors and extinguishers are checked on a regular basis and inspections recorded in the fire log book</p> <p>Avoid build up of waste and other combustible materials</p> <p>Emergency lighting testing and maintenance is in place</p> <p>Staff trained as fire wardens</p>			

--	--	--	--	--	--	--

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
23.07.2020	Safe operation - Activities	Yes	No	Jeanette Miller – Duty Officer	23.07.20

Notes:

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