

Title of Activity being Assessed	Activities (Mill House Leisure Centre) General Activities, Sports Hall, studio, Swimming pools, Food and Beverage, meeting rooms, changing village, showers and toilets
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Department Preventative and Community Based Services		Division/School Leisure, Recreation and Participation	Section Sport and Recreation	Date initial assessment undertaken 21.10.20	Ref number Activities 3	
Name & Job titles of Persons involved in assessment: David Smith Assistant Manager			Name & Job title of Manager authorising assessment; Craig Mitchelson Assistant Manager	Date Risk assessment explained to employees 21/10/20	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1	Information out of date	Staff, contractors, visitors, customers.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 NHS advice regularly checked and followed by David Smith - www.nhs.uk	Covid-19 champion Appointed for The centre	Ongoing DS	ongoing

			<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	Activities general-	<p>Staff, contractors, visitors, customers.</p> <p>Contracting COVID-19</p>	<p>Arrangements regarding re-opening are communicated to customers prior to opening so they know what activities are available and what to expect. The activities will be lane swimming and club bookings in the sports hall</p> <p>Communications regarding re-opening arrangements include the use of website, social media, email and text.</p> <p>Activities can be booked 7 days in advanced by members by telephoning 523338 to book a slot. Non-members can book 3 days in advance.</p> <p>We retain all of our members contact details on our customer database. Non-members will need to provide their name, telephone number and address prior to booking. Records will be kept</p>			

			<p>Posters are displayed in the Reception area and on websites/ social media reminding customers that they must not enter the facility if they have had any Covid 19 symptoms, if they are self-isolating, sharing a household or support bubble with somebody who has symptoms in the last 14 days or if they have been advised by the NHS test and trace service to self-isolate.</p> <p>Customers displaying Covid-19 symptoms are asked to leave and advised to stay at home and self-isolate for 14 days.</p> <p>All staff undertook Frontline Staff Pandemic Awareness Training/Covid-19 - Training provided by TA6 and Right directions (leisure industry training providers) Records are kept of all staff who have been trained.</p>			
3	<p>Sports hall/studio</p> <p>Not adhering to the 2m social distancing advice.</p> <p>Spread of virus as a result of touching contaminated touch</p>	<p>Staff, contractors, visitors, customers.</p> <p>Contracting COVID-19</p>	<p>Sports Clubs and HBC participation team are allowed to book the sports hall and studio to carry out training sessions and games where appropriate. (following National Governing bodies guidance for each sport)</p> <p>Participants using the sports hall will enter and exit the building using the fire doors on court 2 of the sports hall.</p> <p>Participants using the studio will enter and exit the building using the fire exit near the squash courts</p>			

	points/shared areas		<p>Participants will adhere to track and trace procedures on arrival. They will need to “check in” using the NHS COVID 19 app. They can do this by scanning the QR code which are displayed on the sports hall/squash court fire exit doors</p> <p>If they cannot use this method they will need to complete a test and trace details form or clubs can keep their own record of participants for track and trace purposes for a minimum of 21 days.</p> <p>Duty officers will ensure the doors are secured once all participants have left.</p> <p>Participants will be restricted to using the disabled toilets in the sports hall foyer.</p> <p>Dryside changing facilities will remain closed for the time being.</p> <p>Participants are encouraged not to bring belongings into the sports hall/studio and to change and shower at home.</p> <p>Ventilation is increased to at least 20/l/s/p in the sports hall to comply with government guidance.</p> <p>Prominent signage is displayed reminding customers of social distancing guidelines.</p> <p>Any Equipment or mats required are set up by staff, unless clubs have brought their own equipment.</p>	<p>Covid-19 ventilation compliance review carried out by DTA consulting engineers 19/8/20</p>		
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			<p>Equipment and mats are sanitised before and after use.</p> <p>Staff wash their hands before and after handling equipment.</p> <p>A Hand sanitiser station is fitted at the entrance to the sports hall/Studio</p> <p>Staff check sanitiser levels regularly and carry out high touch point cleaning on a regular basis.</p>			
4	<p>Swimming pools- Risk of transmission of COVID-19 due to not following 2m social distancing. Spread of virus as a result of touching contaminated touch points/shared areas</p>	<p>Staff and customers Contracting COVID-19</p>	<p>To comply with the minimum of 3sqm per person the Maximum bather loads are reduced to 30 swimmers across both the 20m and 25m pool combined when the school swimming sessions are not taking place</p> <p>The learner pool will have a maximum capacity of 10. Two families per session (max 2 adults and 3 children weekends only)</p> <p>School swimming lessons will have the following maximum numbers of children per pool:</p> <ul style="list-style-type: none"> • Learner pool 12 swimmers • 20m Pool 24 swimmers • Across both pools numbers do not exceed 30 children <p>There will be a maximum of 16 swimmers allowed in the 25m pool (8 in each double lane in the 25m pool only) when school swimming lessons are taking</p>			

		<p>place.</p> <p>We will be following The Pool Water Treatment Advisory Group (PWTAG) guidance on pool water chemical levels.</p> <p>They recommend that pools operate within the following parameters during the Covid 19 pandemic: Free chlorine levels – 1.5mg/l up to 3mg/l PH levels- 7.0 to 7.4</p> <p>Ventilation is increased to at least 20/l/s/p in the sports hall to comply with government guidance.</p> <p>The width of swim lanes has been reviewed and increased to 2 lane widths.</p> <p>A leisure Attendant ensures a 2m distance is maintained for customers queuing on poolside to enter the pool.</p> <p>Social distancing anti-slip floor signage is provided on poolside.</p> <p>Clubs are advised of maximum numbers and the need for coaches to follow social distancing guidelines as per Swim England guidelines.</p> <p>Swim Clubs provide the centre with an adequate risk assessment for their sessions that complies with Swim England Guidance. On completion the swim Coordinator will check these to ensure they are</p>	<p>Covid-19 ventilation compliance review carried out by DTA consulting engineers 19/8/20</p>		
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			<p>sufficient.</p> <p>Lifeguard numbers are defined for each session with the NOP updated accordingly.</p> <p>Lifeguards wear PPE (masks, apron, and gloves) when assisting individuals on and off the pool hoist and when administering first aid.</p> <p>Rescue equipment, lifeguard chairs and hoists are cleaned after use.</p> <p>Whistles are not shared, and radios are sanitised when handed from one lifeguard to another.</p> <p>Prominent signage is displayed reminding customers of social distancing guidelines whilst swimming in the pool.</p> <p>Customers will be encouraged to maintain social distancing while stopping/standing in the water.</p> <p>Customers/clubs will be encouraged via social media/ website etc. To arrive at the pool "Beach Ready" to minimise the amount of time spent in the changing village.</p> <p>To avoid exceeding maximum numbers in the pool customers will be required to book a swimming slot via the HBC contact centre.</p> <p>At reception they will be issued with a coloured band with a number on it denoting the cubicle they</p>			
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			<p>have been assigned to.</p> <p>Customers will bring their water bottles onto the poolside and store them on the tables provided, adjacent to the pools.</p> <p>Customer will have the choice to either leave their personal belongings in a locker or bring it onto the poolside where tables will be provided adjacent to the pools.</p> <p>Water bottles are not to be used in the pool.</p> <p>Child–Adult ratios. No under 14’s are allowed in the pools unless they are accompanied by an adult. One adult to supervise a maximum of 2 children.</p>			
5	Food and beverage	<p>Staff, contractors, visitors, customers.</p> <p>Contracting COVID 19</p>	<p>The hot drinks vending machine and the left-hand side confectionary machine will be placed out of order to allow for social distancing to be maintained.</p> <p>A hand sanitiser unit is located adjacent to the drinks machine</p> <p>Vending machines are cleaned regularly.</p> <p>Prominent signage is displayed reminding customers/staff of social distancing guidelines and hygiene.</p>			
6	Meeting rooms	Staff, visitors, and customers.	<p>Tables and chairs are set up to ensure at least a 2m distance.</p> <p>Only essential participants attend meetings face to</p>			

		<p>Contracting COVID-19</p>	<p>face; virtual meetings are encouraged.</p> <p>Hand sanitiser is available in meeting rooms Prominent signage is displayed reminding of social distancing guidelines and hygiene.</p> <p>All coffee cups, mugs, plates, water jugs, spoons etc. are washed at a high temperature >60oC.</p> <p>Staff wash hands before and after putting out / clearing up catering items.</p> <p>Windows/doors are opened where appropriate to promote air flow (without compromising air handling).</p>			
7	<p>Changing village, showers, and toilets</p>	<p>Staff, contractors, visitors, customers.</p> <p>Contracting COVID-19</p>	<p>Accessible changing is available in the changing places room located adjacent to reception for disabled customers who have been issued with a Radar key.</p> <p>The changing village is closed to the public every hour and a half for 30 minutes to allow for a deep clean to take place before reopening.</p> <p>The 2 disabled toilets will be used by customers. They have a lock inside to allow only one customer at a time to use them.</p> <p>Showers are spaced out 2m apart by closing off the numbers available.</p> <p>Paper towels are available for hand drying as hand dryers have been switched off.</p>			

			<p>Staff supervise access to facilities to ensure social distancing.</p> <p>Cleaning schedule is followed to ensure all areas are cleaned and sanitised regularly.</p> <p>Changing rooms and toilet areas are regularly checked throughout the day.</p>			
8	Fitness Suite and spectator's gallery	Staff, Contractors, Visitors, and members of the public	<p>These have been closed off until further notice.</p> <p>No access can be gained to these areas by unauthorised people.</p> <p>Review of the risk assessment will be undertaken should these are become opened back up in the future</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
21.10.20	Safe operation - Activities	Yes	No	David Smith Assistant Manager	21.10.20

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