



Title of Activity being Assessed	COVID – 19 Safe operation- Building/ Facilities General (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 th July 2020	Building 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 David Taylor (Grad IOSH) Health and Safety Advisor		Phil Storer – Duty Officer  Steven Liddell - Facilities Manager 	29 th July 2020	14	
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, Members of	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	Covid-19 Champion appointed for the centre.	Continuous - PS 3.8.2020

		<p>the public</p> <p>Contracting COVID - 19</p>	<p>pandemic and feed this into the risk assessment process.</p> <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)</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	Uncontrolled access to the building	<p>Staff, Contractors, Visitors, Customers, Members of the public</p> <p>Contracting COVID - 19</p>	<p>Staff, Customers to access through main entrance of building and customers to leave through sports hall fire exit leading to courtyard/car park.</p> <p>Staff to leave through main entrance/exit but if staff leave with customers still on site, they will leave through hub garden.</p> <p>Suitable opening/closing mechanisms (identified by Kieron Bostock's Team) mechanisms available on entry/exit doors, to avoid high contact touch points.</p>			3.8.2020

			<p>Restricted entry/exit on some external doors (not compromising emergency exits)</p> <p>Signage is in Place</p> <p>All building entrances and exits will be cleared defined and signposted.</p>			
3	<p>Touch points- High touch points increasing the risk of transmission of virus</p>	<p>Staff, Contractors, Visitors, Customers, Members of the public</p> <p>Contracting COVID - 19</p>	<p>High touch points identified across all facility areas and will be under an additional cleaning/sanitising and cleaning regimes</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>Suitable opening/closing mechanisms (identified by Kieron Bostock's Team) mechanisms available on entry/exit doors, to avoid high contact touch points.</p> <p>Additional / enhanced cleaning regime in place</p>			3.8.2020
4	<p>Lack of handwashing facilities-Leading to increased risk of the spread of the virus</p>	<p>Staff, Contractors, Visitors, Customers, Members of the public</p> <p>Contracting COVID - 19</p>	<p>Hand soap dispensers checked regularly and refilled – this has been added as part of the cleaning regime rota</p> <p>Hot water system maintained to provide constant supply.</p> <p>Additional hand sanitiser points provided around the facility to complement existing hand washing facilities</p>	<p>Hand dryers to be put out of use and paper towel dispensers to be installed.</p>	<p>Phil Storer</p> <p>Before opening of building</p>	3.8.2020

			<p>and also on exit of toilet areas</p> <p>Hand washing, sanitising, toilet facilities and consumables checked and replenished regularly as part of the enhanced cleaning and inspection regime</p> <p>Sufficient planning with consumables suppliers in place</p> <p>Staff to ensure that only one person at a time uses the toilet facilities.</p>			
5	Lack of social distancing.	<p>Staff, Contractors, Visitors, Customers, Members of the public</p> <p>Contracting COVID - 19</p>	<p>Group exercise class capacity reduced to 1 instructor and 5 participants</p> <p>Classes will be undertaken outdoors initially within marked bays and no equipment used.</p> <p>Pre-booking is in place and no ad-hoc services are allowed.</p> <p>Fitness Suite occupancy reduced by 50%.</p> <p>Fitness suite to be re-housed in the sports hall to allow for social distancing.</p> <p>No unauthorised entry will be allowed, with access being controlled by a member of staff.</p> <p>Reception seating area to be out of use for customers/staff to use.</p> <p>Signage put up & Floor Markings to promote Government guidance on social distancing guidance.</p>			3.8.2020

			Member of staff to supervisor reception & toilets areas and promote social distancing when required.			
6	Customer unaware of good hygiene and social distancing practices	Staff, Contractors, Visitors, Customers, Members of the public Contracting COVID - 19	Signage in key facility areas (entrance, reception, toilets, activity areas, staff areas) promoting good hygiene practices and facility social distancing guidelines Government guidance followed and promoted. Water dispenser can be used but disinfected after use. (customer should use their own containers) Members rules also promoted on website and social media. Staff will reinforce the message to service users			3.8.2020
7	Covid 19 symptoms- Customers entering the facility with Covid 19 symptoms	Staff, Contractors, Visitors, Customers, Members of the public Contracting COVID - 19	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 Customers are tactfully refused entry and directed to stay home, self-isolate and call/email NHS 111 Government guidance is followed. Staff can refuse customer entry or ask customer to leave if symptoms are observed (i.e. continuous cough etc.) 10 min cleaning times built in to appointments	Staff briefing to be undertaken prior to opening	Phil Storer 3/8/2020	3.8.2020

8	Over Crowding	Staff, Contractors, Visitors, Customers, Members of the public Contracting COVID - 19	<p>Floor marking and arrows to direct customers in and around building and to any queuing system</p> <p>Directional signage & staff available in areas used to direct individuals</p> <p>Activity start times staggered to try to avoid pinch point times in car parks</p> <p>The queuing system is positioned close to the building to ensure segregation of pedestrians and vehicles</p> <p>The ground is marked at 2m intervals to encourage social distancing whilst queuing</p> <p>Bike racks to be cleaned and sanitised if/when used.</p> <p>Litter bins are emptied regularly by staff wearing PPE. All waste will be double bagged.</p> <p>High/frequent touch points such as door handles/handrails are cleaned frequently.</p> <p>Radio communication is in place between the staff member on the door and the manager on duty to not permit further customer admissions to the facility if it has reached maximum capacity</p>	HBC providing floor markings, signage.	Phil Storer	3.8.2020
9	Social distancing-	Staff, Contractors, Visitors,	The flooring is marked at 2m intervals to encourage social distancing			3.8.2020

		<p>Customers, Members of the public</p> <p>Contracting COVID - 19</p>	<p>Sanitiser station positioned in reception for customers</p> <p>Staff check sanitiser levels regularly</p> <p>Perspex screens are fitted to reception desks to help maintain social distancing</p> <p>1 reception staff member to work behind reception at any one time.</p> <p>Floor marking indicate where customers should stand at reception</p> <p>Hand sanitiser is available to receptionists to be used if having to handle cash</p> <p>Customers are encouraged to book online and over the phone</p> <p>Online payment when booking is strongly encouraged, contactless payments also encouraged in centre</p> <p>Card payment machines are sanitised frequently</p> <p>Desks, telephones, radios and PA controls are sanitised on staff changeover and immediately after another member of staff touches them</p> <p>Regular cleaning of the Perspex screen takes place</p> <p>Hire equipment is sanitised between use/reissue. Participants encouraged to bring own equipment.</p>			
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			<p>Staff receiving back hire equipment wash/sanitise their hands immediately after handling it.</p> <p>All contractors to call ahead and arrange time to visit site. Contractors are signed in/out by receptionists/Duty Officer</p> <p>Contractors are provided with guidelines and any rules related to Covid-19 arrangements in advance of their attendance and minor works form to be completed before arrival.</p> <p>Any keys that are handed out to contractors are sanitised upon return.</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 are positioned at the entrance door to control entry to reception and maintain 2m separation</p> <p>The staff member positioned at the entrance door keeps 2m away from persons queuing</p> <p>Hand sanitiser is available at the point of entrance and exit and throughout building to encourage good hand hygiene practice</p>			
10	Control of Contractors	Staff, Contractors,	Only essential tasks completed to maintain safety and quality standards			3.8.2020

		<p>Visitors, Customers, Members of the public</p> <p>Contracting COVID - 19</p>	<p>Contractors to be given time to complete work to avoid contact with customers and to call ahead with Duty Officer</p> <p>Specific risk assessment to be provided for any essential tasks (e.g. maintenance tasks) where social distancing is not possible and must cover COVID -19</p> <p>Contracted work kept to a minimum to maintain safety standards, compliance and essential quality / environmental standards</p> <p>Where possible, contractors given specific time to complete work. RAMS are requested and reviewed and include Covid-19 considerations</p> <p>Contractors are advised of facility standards on social distancing and hygiene in advance and when entering the facility</p> <p>Contractors are signed in by receptionist or receiving member of staff and taken through the minor work form</p> <p>Service/inspection sheets are sent electronically (when possible)</p>			
11	Legionella- water system and the potential for the release of Legionella bacteria	Staff, Contractors, Visitors, Customers, Members of the public	<p>Flushing regime maintained during closure and will continue when reopened.</p> <p>Temperature checks maintained during closure and will continue when re-opened.</p>			3.8.2020

		Contracting COVID - 19				
12	Cleaning and waste-	<p>Staff, Contractors, Visitors, Customers, Members of the public</p> <p>Contracting COVID - 19</p>	<p>Thorough cleaning schedule and rota in place and explained to all staff prior to reopening. .</p> <p>All cleaning tasks and rotas, are to be monitored by Duty Officer</p> <p>Additional cleaning programmed for high touch points, including door handles, switches, furniture, handrails, IT equipment, desks, phones, push plates, taps, dispensers.</p> <p>Waste will be double bagged and placed in an outside bin which has a lid.</p> <p>Government guidelines followed in the event of known or suspected Covid-19 contamination:</p> <p>https://www.gov.uk/government/publications/covid-19decontamination-in-non-healthcare-settings/covid-19 decontamination-in-non-healthcare-settings</p> <p>Personal protective equipment available, including gloves and aprons</p> <p>Staff wash hands following removal/transfer of waste</p> <p>Waste bins are emptied frequently</p> <p>Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal</p>			3.8.2020

			<p>receptacle</p> <p>Where additional cleaning and waste is required following a suspected case of someone with symptoms of Covid-19, the waste is double bagged and safely set aside for 72 hours prior to placing in general waste as per government guidelines</p>			
13	Deliveries-exposing staff and drivers to the transmission of the virus	<p>Staff, Contractors, Visitors, Customers, Members of the public</p> <p>Contracting COVID - 19</p>	<p>Bulk purchasing to reduce the number of deliveries required.</p> <p>Duty officer to carry mobile phone at all times.</p> <p>Driver/Supplier to contact Duty Officer before arriving and to arrange drop off point. All deliveries to go through Hub gate and to be stored in hub.</p> <p>Electronic delivery notes not used and staff verbally confirm name</p> <p>One person to handle the delivery, unless manual handling required two.</p> <p>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>			3.8.2020
14	Lost and found property-	<p>Staff, Contractors, Visitors, Customers, Members of the public</p>	<p>Found property, apart from valuables, is bagged up and secured.</p> <p>Personal clothing such as underwear is to be disposed of.</p>			3.8.2020

		Contracting COVID - 19	<p>Valuables are bagged up and placed in a safe.</p> <p>Staff will not access property other than valuables for at least 72 hours after finding.</p> <p>Staff handling lost property to wash or sanitise hands immediately after touching.</p> <p>All lost property kept to be logged as normal in folder by Duty Officer.</p>			
15	General Cleaning –	<p>Staff, Contractors, Visitors, Customers, Members of the public</p> <p>Contracting COVID - 19</p>	<p>Staff reminded to always wear Gloves provided to avoid contact with surfaces when undertaking cleaning duties.</p> <p>All staff to receive tool box talk before the start of the shift regarding cleaning procedures.</p> <p>Staff are reminded to avoid touching face when undertaking cleaning duties</p> <p>Infection control - Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Employees reminded to wash their hands after removing gloves at the end of the cleaning task.</p> <p>Posters are displayed within buildings reminding all users to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>			3.8.2020

16	Cleaning after known or suspected Covid 19 Case - Contact with infected surfaces where a virus may be evident	Staff, Contractors, Visitors, Customers, Members of the public Contracting COVID - 19	Area to be clinically sanitised using our ozone cleaning machines to kill all remaining virus trace Follow up with a normal disinfectant clean Staff wear gloves to avoid contact with surfaces when undertaking cleaning duties. Appropriate PPE is provide to wear. Anti-viral fogging Machine is held through HBC cleaning team.			3.8.2020
17	First Aid	Staff Visitors Members of the public	Staff trained in First aid First aid boxes now include disposable apron, face mask, eye protection and hand sanitiser. CPR is now just chest compressions unless it is a child when mouth to mouth can be given if the first aider has access to the CPR face shield mask. First aid supplies are maintained and all kits are checked on a regular basis.			3.8.2020

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
10.7.2020	Safe operation- building/ Facilities general	Yes	No	Phil Storer – Duty Officer	10.7.2020

Notes:

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