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| Date: | 18/12/2020 |
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| Assessors Name: | Jan Stock | Reference Number: | V4 Activities returning & revised GovUK guidelines | Review Date: | Daily (or as per government guidance updates) |
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| Endorsed By: | Trustees | Signature: |  | Position: | CEO | Date: | 18/12/2020 |
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| Description of assessment | Coronavirus (COVID-19) |
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| Location Details | Wodson Park - All Facilities |
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| Identified Hazards | Who may be affected | Risk Level before control measures S x L = R | | | | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level S x L = R | | | |
|--|--------------------------------|---|---|----|----|---|--|-------------------|-----------------|-------------------------------|---|---|----|
| | | S | L | R | RR | | | | | S | L | R | RR |
| <p>COVID-19 spread to employees from members of public including the spread to the public from employees</p> <p>Health, safety and welfare of employees, clients, and the public. Infection control measures.</p> | <p>Employees</p> <p>Public</p> | 5 | 5 | 25 | H | <p>Only those activities permitted indoors allowed to take place.</p> <p>All exercise classes cancelled, in accordance with Tier 3 Guidance.</p> <p>Ventilation is increased where practicable to allow flow of fresh air.</p> <p>Only pre-booking accepted, and customers asked for their address to ensure government guidance ref family bubbles is adhered to.</p> <p>Gym equipment moved to ensure 2m distance between each piece of equipment.</p> <p>Maximum of 12 people in the gym at any time.</p> <p>Pre-booked, timed gym sessions with 15 minutes between sessions for cleaning/sanitising of all hard surfaces.</p> | <p>Government/PHE guidance and sport National Governing Bodies information reviewed daily for updates.</p> | <p>JS</p> | <p>Daily</p> | 5 | 1 | 5 | H |

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| | | | | | <p>Additional signage to remind customers of social distancing requirements and to wipe down equipment before and after use.</p> <p>Antibacterial spray and paper towels for customers to use are freely available and well signed throughout the building.</p> <p>Toilet facilities adapted to allow for social distancing.</p> <p>Visible cleaning schedules in all toilet facilities.</p> <p>Changing rooms and showers closed.</p> <p>No towels provided.</p> <p>Sports hall bookings staggered with 15 minutes between each booking for cleaning/sanitising.</p> <p>No equipment hires.</p> <p>Mandatory training for all instructors and coaches.</p> <p>Weekly review to refine and refresh protocols and procedures.</p> <p>Outdoor activities permitted with appropriate social distancing rules and in accordance with sports NGB guidance.</p> | | | | | | | | |
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| | | S | L | R | RR | | | | | S | L | R | RR |
| <p>COVID-19 spread to employees from members of public including the spread to the public from employees</p> <p><i>Continued</i> Health, safety and welfare of employees, clients, and the public. Infection control measures.</p> | Public | 5 | 5 | 25 | H | <p>Signage displayed around the site reinforcing one-way flows.</p> <p>Access and egress to/between areas is managed via signage and barriers.</p> <p>2m spacing markings on the floor in reception and outside the entrance.</p> <p>DM and Reception staff explain the social distancing requirements to users upon booking.</p> <p>All noticeboards and public displays cleared to prevent people congregating and minimise congestion.</p> <p>Any person(s) entering the premises are advised to:</p> <ul style="list-style-type: none"> • Do so at their own risk. • Partake in the venue's activities alone, with members of their household, or with one other person from outside their household, while practising social distancing and limiting touch. • To cough or sneeze into a tissue and put it in a bin. If the person(s) do not have tissues, they are advised to cough and sneeze into the crook of their elbow and wash hands as soon as possible. • To wash their hands thoroughly for 20 seconds regularly. | <p>DM's to report any issues with members of the public failing to comply with social distancing.</p> <p>Procedures reviewed daily to identify improvement opportunities.</p> <p>Check sheets amended/ updated as required</p> | Operations Managers | Daily | 5 | 1 | 5 | H |

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| | | S | L | R | RR | | | | | S | L | R | RR |
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| | | | | | <ul style="list-style-type: none"> Only to attend the centre at the designated time to avoid congestion in public area To arrive in the clothes they intend to use as there are no changing rooms available. | | | | | | | | |
| COVID-19 spread to employees from members of public including the spread to the public from employees <i>Continued</i> Health, safety and welfare of employees, clients, and the public. Infection control measures. | Employees Public | 5 | 5 | 25 | H | No persons are permitted on site for any activity if they: <ul style="list-style-type: none"> Have been diagnosed with COVID-19, or advised to self-isolate or are at higher risk due to existing medical conditions. If any employee feels unsafe or the person(s) taking part in the activity are not adhering to social distancing guidelines, they are encouraged stop the activity and politely ask the person(s) to leave. In an emergency, employees will dial 999 and ask for the relevant service. Customer numbers are limited by activity/sport. Start and finish times are staggered to minimise the number of people using the facilities. Employees and the public are | Posters displayed around site advising of 'regular hand washing', 'social distancing' and no entry for those at 'high risk, those that should self-isolate and those who display symptoms etc. Unnecessary displays removed to reduce the need for cleaning / browsing / crowding etc. and allow more space to social distance. Any member of staff that has helped someone who displays any of the known symptoms must self-isolate for a minimum of 14-days. | Duty Managers | Daily | 5 | 1 | 5 | H |

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| | | S | L | R | RR | | | | | S | L | R | RR | |
| | | | | | H | <p>advised to avoid touching eyes, nose or mouth to reduce transmission.</p> <ul style="list-style-type: none"> Any person feeling unwell or showing signs / symptoms of COVID-19 will be sent home and told to follow the Government's stay at home guidance. | | | | | | | | |
| <p>COVID-19 spread to employees from members of public including the spread to the public from employees</p> <p><i>Continued</i> Health, safety and welfare of employees, clients, and the public. Infection control measures.</p> <p>Shared vehicles / public transport increasing risk of transmission.</p> | Employees | 5 | 5 | 25 | H | <p>Where possible, all employees travel alone using their own vehicle.</p> <p>All employees sanitise their hands before and after leaving their vehicle.</p> <p>Employees avoid public transport where practicable.</p> <p>All employees should wash / disinfect hands and face before eating, drinking, smoking etc.</p> <p>Employees where practicable should bring / consume their own food and drink from home and in a safe, clean area whilst adhering the current social distancing guidelines.</p> <p>Any personal rubbish created will be removed by the person it was generated by to reduce cross contamination.</p> <p>Ventilation is increased where practicable to allow flow of fresh air. Aircon and fans will not be used as this may increase risk of spread / transmission of COVID-19.</p> | <p>If employees must work in 'teams', they should work side by side or facing away from each other rather than face to face where practicable.</p> <p>Any member of staff who displays any of the known symptoms must self-isolate for a minimum of 14-days.</p> <p>Employees will be required to comply with GovUK advice, including screening or quarantine if returning from abroad or areas of the UK with local restrictions.</p> | Duty Managers | Daily | 5 | 1 | 5 | H | |

| | | | | | <p>Shared areas such as the office and kitchen are restricted to minimum numbers, preferably one person at any one time.</p> <p>Antibacterial cleaning of kettle/microwave handles etc. to be undertaken prior to employee leaving area.</p> <p>Common/shared surfaces such as desks/computers/phones are regularly cleaned with antibacterial spray.</p> <p>The number of staff using the rest room at any time limited to 2 people.</p> <p>Employee must provide information in advance of travel to areas in the UK subject to local restrictions, and all travel outside of the UK.</p> | | | | | | | |
|---|---------------------|---|----------|-----------|---|--|---------------------------|--------------------------|-------------------------------|----------|----------|----------|
| Identified Hazards | Who may be affected | Risk Level before control measures S x L = R | | | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level S x L = R | | | |
| <p>Vulnerable groups, 'Increased Risk' There are some clinical conditions which put people at even higher risk of severe illness from COVID-19</p> | <p>Employees</p> | <p>5</p> | <p>4</p> | <p>30</p> | <p>VH</p> <p>Medical questionnaires are issued upon employment.</p> <p>Employees known to be at an increased risk of severe illness from coronavirus (COVID-19) are particularly stringent in following social distancing measures.</p> | <p>Reissue medical questionnaires to all employees and review.</p> <p>Some staff temporary redeployment to an alternative role or complete a documented risk assessment to identify any additional steps that are required (e.g. reallocating some duties, providing additional PPE)</p> | <p>Operation Managers</p> | <p>On return to work</p> | <p>5</p> | <p>1</p> | <p>5</p> | <p>M</p> |

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| | | S | L | R | RR | | | | | S | L | R | RR |
| <p>COVID-19 spread to employees from members of public including the spread to employees from the public</p> <p><i>Continued</i> Health, safety and welfare of employees, clients, and the public. Infection control measures.</p> | Public | 5 | 5 | 25 | H | <p>Suitable face coverings to be worn in all public areas (can be removed for exercise).</p> <p>Spare disposable masks available for members of the public who do not have their own mask</p> <p>NHS QR Codes clearly displayed</p> <p>Screens provided in Reception areas and other public areas.</p> <p>Provision of a sufficient amount of waste bags used for disposable hand towels, wipes etc. Disposable bags to be tied off to reduce the spread of COVID-19.</p> <p>Cash payments minimised. Electronic payments / invoices to be used where possible.</p> <p>Regular announcements are issued to remind everyone on the premises to follow the Government issued hygiene and social distancing advice.</p> <p>Timed and documented cleaning and sanitising regime for all common/shared surfaces such as toilets, handrails, and door handles.</p> | <p>Customers, staff and visitors asked to wear face coverings while in the building. Anyone who persistently refuses to comply will be asked to leave the building</p> <p>Customers reminded to scan the QR code on entering the building</p> <p>Posters displayed around site advising of 'regular hand washing', 'social distancing' and no entry for those at 'high risk, those that should self-isolate and those who display symptoms etc.</p> | Duty Managers | | 5 | 1 | 5 | H |

| Identified Hazards | Who may be affected | Risk Level before control measures S x L = R | | | | Existing control measures | Additional Control measures required | To be actioned by | Completion date | Final Risk level S x L = R | | | |
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| | | S | L | R | RR | | | | | S | L | R | RR |
| Issuing First Aid Catching / Spreading | Employees Public | 5 | 3 | 15 | H | <p>Access to first aid provisions limited to trained first aid personnel.</p> <p>Up to date first aid kit and eye wash are available and easily accessible.</p> <p>PPE to be used by all aiders. This will include disposable sterile aprons, gloves and face masks.</p> <p>First aiders advised to use the defibrillator and chest compressions only in the event of a cardiac arrest.</p> <p>First aiders wash / disinfect hands before and after using first aid facilities or applying first aid.</p> <p>All PPE and first aid waste to be double bagged in yellow waste sacks and placed in the yellow medical waste bin.</p> | Consider potential delays of emergency services response due to the current pressure on resources Emergency plans including contact details kept up to date | Operations Managers | | 5 | 1 | 5 | M |

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| | | S | L | R | RR | | | | | S | L | R | RR |
| <p>Increased risk of Legionella and other waterborne pathogens after an extended period of shut down.</p> <p>Management of water systems to be considered as there is an increased risk of waterborne pathogens in a premise that has stood idle / unused i.e. staff changing rooms not in use leaving a build-up of stagnant water in the shower heads, hoses, cold-water tanks etc.</p> | Employees Public | 4 | 4 | 16 | VH | <p>Employees maintain awareness of the risks from infections due to waterborne pathogens, including legionellosis, during the COVID-19 pandemic.</p> <p>All routine control measures and monitoring (cleaning and testing) to be continued by Ops Manager whilst showers and changing rooms are not in use. This includes, but is not limited to, running of cold-water taps, flushing of cold-water tanks, flushing of infrequently used water outlets, cleaning / treating any faucets / shower heads / hoses where inhalable droplets such as the aerosols occurs, testing for growth and biofilm formation, chlorine levels (where applicable) etc.</p> | <p>Chlorination completed June 2020</p> <p>All showers, taps and toilets flushed at least three times per week.</p> | Operations Managers | Weekly | 5 | 1 | 5 | M |

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| | | S | L | R | RR | | | | | S | L | R | RR |
| Unsafe workplaces after extended shut down periods | Employees Public | 3 | 4 | 12 | H | <p>A workplace inspection has been completed and documented before the facilities reopen to the public. This includes, but is not limited to, safety checks and testing on water supplies, electrical systems, and fire safety systems.</p> <p>Monthly pest control inspections.</p> <p>One-way routes, staggered work times, access and egress etc. discussed and documented with staff.</p> <p>All staff trained on new working methods.</p> <p>A deep clean of all areas and surfaces is completed at the end of each day.</p> <p>Cleaning of common / shared areas is also completed at regular points throughout the day and details recorded and retained.</p> | <p>Fire safety inspection completed 19/07/2020</p> <p>Latest fire equipment check completed 20/08/2020 (next due Nov 20)</p> <p>Plant equipment, gas and electrical supplies inspected 09/07/2020</p> <p>Lift Inspection 10/09/2020</p> <p>Latest pest control inspection carried out 08/11/2020</p> <p>Ensure any sanitiser, cleaning facilities etc. are stored in the way as described by the manufacturer.</p> <p>Ensure any substances used on the premise have a site specific and up to date COSHH assessment.</p> <p>SOP's for all scheduled activities in place.</p> | <p>Operations Manager</p> <p>Cleaning Supervisor</p> | | 5 | 1 | 5 | M |

Guidance Notes

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|-----------------|-------------------|---|----|----|----|----|
| SEVERITY | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 1 | 1 | 2 | 3 | 4 | 5 |
| | | 1 | 2 | 3 | 4 | 5 |
| | LIKELIHOOD | | | | | |

| L = LIKELIHOOD | |
|-----------------------|---------------------------------|
| 5 | Almost Certain – Very High Risk |
| 4 | Probable – High Risk |
| 3 | 50/50 – Medium Risk |
| 2 | Improbable – Low Risk |
| 1 | Almost impossible – Low Risk |

| S = SEVERITY | |
|---------------------|-----------------------------------|
| 5 | Fatality – Very High Risk |
| 4 | Severe incapacity – High Risk |
| 3 | Absent 3 weeks – Medium Risk |
| 2 | Absent less than 1 day – Low Risk |
| 1 | Insignificant – Low Risk |

S (SEVERITY) Multiplied by (x) L (LIKELIHOOD) = RR (RELATIVE RISK)

| 1–4 LOW | 5–9 MEDIUM | 10–15 HIGH | 16–25 VERY HIGH |
|---|---|---|---|
| Continue with existing controls. However, monitor for changes. Implement any additional control measures required within the timescales given in the risk assessment. | Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required within the timescales given in the risk assessment. | Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required within the timescales given in the risk assessment. Continue to review working practices to reduce the probability of an accident to the lowest possible level. | Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible. |

Additional comments:

1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

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| Assessor 1 name: | Jan Stock | Signature: | JS | Date: | 20/08/2020 |
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| Assessor 2 name: | Chloe Gilbert | Signature: | CG | Date: | 20/08/2020 |
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