

Date:	01/12/2021
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Assessors Name:	Jan Stock	Reference Number:	V11: Phase 8 (Schools returned)	Review Date:	Weekly (or as per government guidance updates)
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Endorsed By:	Trustees	Signature:		Position:	CEO	Date:	01/12/2021
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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>Everyone entering the building asked to wear a facemask. Masks freely available on reception.</p> <p>Social distancing actively encouraged.</p> <p>Indoor and outdoor activities permitted in accordance with Government advice and sports NGB guidance.</p> <p>Ventilation is increased where practicable to allow flow of fresh air.</p> <p>Pre-booking for activities required.</p> <p>All hirers required to provide risk assessments and confirm compliance with Wodson Park protocols.</p> <p>Gym users, class participants and ad-hoc hirers must provide contact details. Contact details held for 21 days for track and trace.</p>	<p>Government/PHE guidance and sport National Governing Bodies information reviewed weekly for updates.</p>	<p>JS</p>	<p>Daily</p>	5	1	5	H

					<p>Customers advised to bring their own mats.</p> <p>Gym layout ensures 1m distance between each piece of equipment.</p> <p>Maximum of 18 people in the gym at any time.</p> <p>Gym sessions to be pre-booked.</p> <p>Gym closed for cleaning/sanitising of all hard surfaces twice a day.</p> <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>Visible cleaning schedules in all toilet facilities.</p> <p>Customers required to provide their own towels.</p> <p>Sports hall bookings staggered with 15 minutes between each booking for cleaning/sanitising.</p> <p>Mandatory training for all staff.</p> <p>Weekly review to refine and refresh protocols and procedures.</p>							
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<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>One-way flows around the site remain in place. Access and egress to/between areas is managed via signage and barriers.</p> <p>DM and Reception staff explain the social distancing requirements to users upon booking.</p> <p>All noticeboards and public displays remain cleared to prevent people congregating and minimise congestion.</p> <p>Any person(s) entering the premises are advised:</p> <ul style="list-style-type: none"> • They should not use the facility if they need to self-isolate, for example because they have been asked to self-isolate by NHS Test and Trace; are required to isolate after travel; or because they are displaying any COVID-19 symptoms (a high temperature, new and persistent cough, or a loss of/change in sense of taste or smell), even if these symptoms are mild. • They do so at their own risk. • To arrive in the clothes they intend to use for exercise 	<p>DM's to report any issues with members of the public failing to comply with social distancing.</p> <p>Procedures reviewed weekly y to identify improvement opportunities.</p> <p>Check sheets amended/ updated as required</p>	Operations Managers	Daily	5	1	5	H

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		<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>Employees Public</p>	5	5					25	H	<p>No persons are permitted on site for any activity if they:</p> <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. 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>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> <p>Unnecessary displays removed to reduce the need for cleaning / browsing / crowding etc. and allow more space to social distance.</p> <p>Any member of staff that has helped someone who displays any of the known symptoms must self-isolate for a minimum of 14-days.</p>

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		<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>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.</p> <p>Shared areas such as the office and kitchen are restricted to minimum numbers.</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 outside of the UK.</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.</p>

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Vulnerable groups, 'Increased Risk' There are some clinical conditions which put people at even higher risk of severe illness from COVID-19	Employees	5	4	30	VH	Medical questionnaires are issued upon employment. Employees known to be at an increased risk of severe illness from coronavirus (COVID-19) are particularly stringent in following social distancing measures.	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)	Operation Managers	On return to work	5	1	5	M
COVID-19 spread to employees from members of public including the spread to employees from the public <i>Continued</i> Health, safety and welfare of employees, clients, and the public. Infection control measures.	Public	5	5	25	H	Screens provided in Reception areas and other public areas. 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. Cash payments minimised. Electronic payments / invoices to be used where possible. Regular announcements are issued to remind everyone on the premises to follow the Government issued hygiene and social distancing advice. Timed and documented cleaning and sanitising regime for all common/shared surfaces such as toilets, handrails, and door handles.	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.	Duty Managers		5	1	5	H

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<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 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 occur, testing for growth and biofilm formation, chlorine levels (where applicable) etc.</p>	<p>Regular water system chlorination</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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Unsafe workplaces after extended shut down periods	Employees Public	3	4	12	H	<p>Regular workplace inspections undertaken. This includes, but not limited to, safety checks and testing on water supplies, electrical systems, fire safety systems and all mechanical installations and equipment.</p> <p>Air conditioning serviced and new filters fitted before being returned to service</p> <p>Monthly pest control inspections.</p> <p>All staff trained on revised 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>Inspection logbooks maintained.</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 in place.</p>	<p>Operations Manager</p> <p>Cleaning Supervisor</p>		5	1	5	M

Guidance Notes

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
<p>Continue with existing controls. However, monitor for changes. Implement any additional control measures required within the timescales given in the risk assessment.</p>	<p>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.</p>	<p>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.</p>	<p>Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.</p>

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

Assessor 1 name:	Jan Stock	Signature:	JS	Date:	01/12/2021
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Assessor 2 name:	Liam Archer	Signature:	LM	Date:	01/12/2021
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