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## Risk Assessment Form – Covid-19 Pandemic Building General

Reference:

**RA 6.21**

	Centre: <b>All Facilities</b>	Site Manager: <b>All Managers</b>	Implementation Date: <b>1<sup>st</sup> October 2020</b>
	Peron/s Carrying out RA: <b>Paul Metcalfe</b>	People at Risk: <b>Staff, Customers, Contractors</b>	Review Date: <b>Ongoing</b>

Additional Information: **This risk assessment is aimed at reducing the risk of contracting Covid-19 upon opening facilities post government lockdown.**

Existing task specific risk assessments and guidance provided by the government/Public Health England.

Government/Public Health England Advice: <https://www.gov.uk/coronavirus>

HSE Advice: [www.hse.gov.uk/news/coronavirus.htm](http://www.hse.gov.uk/news/coronavirus.htm)

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6.21.1	Keeping Up to Date with Official Guidance						
	Lack of up to date information regarding the virus.	Exposure to live virus resulting in contracting Coronavirus.  Exacerbation of existing medical conditions.	High	Attendance at Covid-19 clinics, webinars and other CPD by SMT.  Regular review of NGB Guidance  Following advice and guidance from the UK government.  Following advice and guidance from industry bodies such as CIMSPA, UK Active, RLSS, PWTAG.			Low

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				<p>Reviewing Best Practice examples</p> <p>Covid-19 response team established (SMT) and meet regularly to share information and feed into the risk assessment process.</p> <p>Head of Operations receives automatic updates from Gov.Uk for changes to relevant legislation.</p> <p>CEO member of NCC BIMT</p>			
6.21.2	<b>Customers Presenting with Covid-19 Within the Facility.</b>						
	Customers entering the premises with Covid-19	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Clear statement on website, social media platforms and entrance for customers not to participate or attend if exhibiting any symptoms or been in contact with anyone exhibiting symptoms in the last 14 days.</p> <p>Customers tactfully refused entry and advised to return home and contact 111.</p> <p>Customers presenting with symptoms once in the facility should be advised to leave immediately, contact 111 and facility team to follow <a href="#">PHE guidance</a> on action to be taken in these circumstances, along with the PHE guidance on '<a href="#">cleaning and waste</a>'</p> <p>Customers advised to wear face coverings when attending the</p>			Low

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				facility to protect staff. Not required when they are exercising.			
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6.21.3	<b>Car Parking and Entrance to the Building</b>						
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	Transmission of Covid-19 due to overcrowded parking and failure to maintain social distancing.	Exposure to live virus resulting in contracting Coronavirus.  Exacerbation of existing medical conditions.	Medium	<p>Cones, tapes or barriers used to direct individuals towards the entrance and any queuing system.</p> <p>Directional Signage used to direct individuals.</p> <p>Parking bays adjacent to any queuing system are cordoned off, without compromising disabled parking bays and bus drop off points.</p> <p>Any external queuing system is close to the building to ensure segregation of people and vehicles.</p> <p>Activity starting times staggered to try and avoid pinch points in the car park.</p> <p>Initial opening restricted to Members to reduce pinch points in the car park and excessive queuing.</p> <p>The ground is marked at 2m intervals to encourage social distancing when queuing.</p> <p>Bike racks are cleaned and sanitised regularly.</p>	<p>Bus drop off points for school children to be reviewed when school swimming commences.</p> <p>Review alternative secure storage for bikes to prevent overcrowding.</p>	<p>GM 31<sup>st</sup> August 2020</p> <p>GM's 4<sup>th</sup> July 2020</p>	Low
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				Litter Bins emptied regularly (where bins are Active's) by staff wearing appropriate PPE.  External step/slope handrails are cleaned frequently.			
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6.21.4	<b>Social Distancing and Preventing the Spread of Covid -19 – Reception Area</b>						
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	<p>Possible transmission of Covid-19 due to not following 2m social distancing guidelines</p> <p>Spread of virus due to insufficient cleaning and hygiene arrangements</p> <p>Spread of virus as a result of touching contaminated touch points / shared items</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions</p>	High	<p>Duty Manager or receptionist to invite queuing customers into the building at appropriate time.</p> <p>In inclement weather, and only where achievable, customers may be allowed to queue indoors, ensuring that they stand at the 2 metre marks and wear appropriate face coverings.</p> <p>Facility QR Code is to be displayed at the entrance to the building and customers are encouraged to check in upon entering.</p> <p>Further codes are to be located in various areas to prevent crowding.</p> <p>Staff to wear face covering when not behind Perspex screen.</p> <p>Hand sanitiser unit in place inside the entrance to the building.</p>			Medium
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				<p>The ground is marked at 2m intervals to encourage social distancing when queuing.</p> <p>Staff check sanitiser units regularly.</p> <p>Perspex screens are fitted to reception desks to protect reception staff.</p> <p>Regular cleaning of Perspex screens takes place in line with the cleaning plan.</p> <p>Reception staff to maintain 2m distancing through repositioning of PC units.</p> <p>Where 2m is not achieved, receptionists work back to back or only one receptionist works.</p> <p>Floor Markings indicate route to reception and where customers should stand.</p> <p>Customers are directed towards the self-serve kiosks as much as possible.</p> <p>Reception staff issued with tablets to provide a quick check in for all pre-paid activities.</p> <p>Hand Sanitiser is available to receptionists.</p> <p>Desks, telephones, PA controls and radios are sanitised on staff changeover and immediately after</p>			

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				<p>being touched by another member of staff.</p> <p>All payments should be in advance, where possible.</p> <p>Any payments at reception should be contactless.</p> <p>Membership card swipes are located beyond the Perspex screen to prevent staff contact.</p> <p>Card units to be sanitised frequently.</p> <p>No hire equipment to be given out.</p> <p>Returned retail stock is isolated for 72 hours prior to placing back on display.</p> <p>Contractors/visitors are advised to sign in and out using their own pens.</p> <p>Contractors to be issued with guidelines and any rules prior to visiting but laminated copies are made available.</p> <p>Any visitor passes and keys handed out to contractors are sanitised upon their return.</p> <p>Turnstiles and gates to be kept open.</p> <p>Prominent signage in place to request that customers are to</p>			

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				<p>clean self-serve kiosks before and after use.</p> <p>Sanitising products are available next to the kiosks.</p>			
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6.21.5	<b>Social Distancing and Preventing the Spread of Covid -19 – Circulation and Seating Areas.</b>						
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	<p>Possible transmission of Covid-19 due to not following 2m social distancing guidelines</p> <p>Spread of virus due to insufficient cleaning and hygiene arrangements</p> <p>Spread of virus as a result of touching contaminated touch points / shared items</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Where practical, flooring is marked to indicate direction of travel through the building.</p> <p>Prominent signage is displayed reminding of social distancing guidelines.</p> <p>Prominent signage is displayed encouraging the use of hand sanitiser.</p> <p>Hand sanitiser units are fitted throughout the building, especially at entrances to each activity area, by key touch points and in areas of potential high traffic.</p> <p>Staff check sanitiser levels regularly.</p> <p>Contract is in place to ensure the sanitiser is frequently filled up.</p> <p>Where possible internal doors (excluding fire doors) are kept open throughout the building, ensuring air handling is not compromised or any building plant or fabric is not adversely affected.</p> <p>Fire doors to be opened where Magnetic door hold openers linked</p>			Low
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				<p>to fire alarms are fitted, ensuring that doors close upon activation of alarm.</p> <p>Door handles, push plates and door edges are frequently sanitised during opening hours.</p> <p>Where practical, seats and tables are removed or taped over to prevent customers congregating.</p> <p>Lifts are restricted to a maximum of one person or more if from one household at a time.</p> <p>Drinks fountains, other than dispensers which can only be used to dispense into water bottles, are removed or isolated.</p>			
6.21.6	<b>Social Distancing and Preventing the Spread of Covid -19 – Technical and Maintenance</b>						
	<p>Possible transmission of Covid-19 due to not following 2m social distancing guidelines</p> <p>Spread of virus due to insufficient cleaning and hygiene arrangements in plant rooms and technical areas and through the completion of maintenance tasks.</p> <p>Spread of virus due to insufficient hygiene arrangements on the use of shared tools and equipment.</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p><b>Internal:</b></p> <p>Access to plant rooms and workshops restricted to authorised personnel only.</p> <p>Staff trained in social distancing good practice.</p> <p>Where two people are required to complete a task, only essential tasks to maintain safety and quality standards to be undertaken.</p> <p>Specific risk assessments to be undertaken for any essential</p>			Low



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				<p>maintenance tasks where social distancing is not possible.</p> <p>Manual handling tasks that require more than one person are reviewed.</p> <p>Sharing of tools and equipment to be minimized and sanitised by staff at the start of shift or handover.</p> <p>Hand sanitiser and wipes are available.</p> <p><b>Contractors:</b></p> <p>Contracted work is kept to a minimum to maintain safety standards, compliance and essential quality/environmental standards.</p> <p>Contractors to advise, in advance, of areas in which they will be working.</p> <p>Where possible, contractors complete work outside of opening hours.</p> <p>RAMS are requested and reviewed and include Covid-19 considerations.</p> <p>Contractors are advised of the facility standards on social distancing and hygiene in advance.</p>			

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				<p>Laminated copies also available within the facility.</p> <p>Contractors advised to bring their own pens to sign the visitor's book.</p> <p>Quotation work completed remotely if possible.</p> <p>Service/inspection sheets are sent electronically.</p> <p>Tools and equipment not to be shared with external contractors</p>			
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6.21.7	<b>Statutory Inspections Past Expiry Date</b>						
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	Unsafe building due to statutory inspections not being undertaken.	Possible injury or death through unsafe equipment or machinery not picked up through statutory inspection regime.	High	All statutory inspections and servicing of equipment have been undertaken in line with due dates, whilst building has been closed to the public.			Low
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6.21.8	<b>Legionella</b>						
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	Restarting of water system and potential for the release of legionella bacteria.	Possible legionella infection/outbreak.	High	<p>Flushing regime maintained during closure and fully documented.</p> <p>Water temperature checks maintained during closure.</p> <p>Contractor had access to the building during close down to maintain service contract</p>			Low
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	Swimming and Spa pool return to operation.			<p>requirements of checking, cleaning and disinfection.</p> <p>Samples taken and tested for legionella with satisfactory results prior to opening.</p> <p>PWTAG guidance followed on close down and re-commissioning of boilers.</p> <p>Pool water monitoring completed during close down.</p> <p>Bacteriological sample taken and tested prior to opening.</p>			
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6.21.9	<b>Cleaning and Waste</b>						
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	<p>Reduced levels of cleaning staff available, increasing the risk of being able to provide adequate cleaning services.</p> <p>Untrained staff using new cleaning substances and equipment introduced as part of the revised Covid-19 cleaning regime.</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p> <p>Mixing of cleaning chemicals</p> <p>Virus not killed through incorrect use of chemicals.</p>	High	<p>All staff who complete cleaning duties are trained in the use of new substances and tasks as part of their return to work training</p> <p>Staff to be trained to wash their hands prior to placing PPE on and wash their hands again after removing their PPE</p> <p>Staff provided with instruction on using PPE; PHE - <a href="#">Putting on PPE</a>, PHE - <a href="#">Taking off PPE</a></p> <p>Restricted opening of facilities available to reduce the cleaning requirements.</p> <p>Fogging machines at each site for a rapid and effective sanitisation of areas.</p>			
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	<p>Poor cleaning practice increases risk of viral contamination.</p> <p>Contamination transferred from waste.</p>			<p>Business Continuity Plan in place.</p> <p>COSHH assessments for new chemicals in place.</p> <p>Work instructions included in new cleaning plan.</p> <p>Robust general cleaning schedule in place.</p> <p>Cleaning tasks monitored by Duty Manager.</p> <p>New cleaning plan highlights additional cleaning programmed for high touch points, including door handles, switches, furniture, handrails, IT equipment, desks, phones, push plates, taps, dispensers, lockers etc.</p> <p>Government guidelines followed in the event of known or suspected Covid-19 contamination:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Increased number of waste bins throughout the facility.</p> <p>Open topped waste bins to remove contact risk.</p>			

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				<p>PPE available, including disposable gloves or gauntlets and disposable aprons. Where gauntlets are used these can be washed as if washing hands prior to removal</p> <p>Staff wash hands following removal/transfer of waste.</p> <p>Waste bins are emptied frequently.</p> <p>Waste bags tied, when removed and placed immediately in the normal secured waste disposal receptacle.</p>			
<b>6.21.10</b>	<b>Handling Post, Packages and Deliveries</b>						
	Deliveries exposing staff and drivers to the transmission of the virus.	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Bulk purchasing to reduce the number of deliveries required.</p> <p>Electronically delivery notes where possible and staff verbally confirm name where signature required.</p> <p>One person to handle the delivery, unless manual handling requires two. If two required, PPE (basic face mask) to be used where social distancing cannot be maintained.</p> <p>Hands to be washed or sanitised after opening and disposing of the package.</p> <p>Delivery Points designated depending on type of product.</p>			Low

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	Handling Post, packages and Food			<p>Where possible, delivery times to be agreed with suppliers.</p> <p>Work instructions in place</p> <p>PPE provided for handling equipment if required.</p> <p>Hands are washed or sanitised after handling post or packages.</p>			
6.21.11	<b>Lost and Found Property</b>						
	Spread of virus due to insufficient hygiene arrangements.	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Found property, apart from valuables, is bagged up and secured.</p> <p>Staff will not access bagged valuables, apart from valuables, for at least 72 hours after finding.</p> <p>Personal clothing, such as underwear and swimwear is disposed of.</p> <p>Valuables are bagged up and placed in a safe.</p> <p>Staff handling lost property to wash or sanitise hands immediately after touching.</p>			Low
6.21.12	<b>Building Ventilation</b>						

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	Possible transmission of Covid-19 due to not following ventilation guidelines	Exposure to live virus resulting in contracting Coronavirus.  Exacerbation of existing medical conditions.	High	Outdoor air should be used to ventilate spaces.  Air handling units with recirculation options should be switched to 100% outdoor air.  Ventilation to be switched to nominal speed 2 hours prior to opening and should continue to operate at nominal speed for 2 hours after building closing times.  Ventilation to operate at reduced speeds through the night.  Toilet ventilation to operate 24/7, where this is feasible to operate.  Reduced building capacity based upon 100 feet <sup>2</sup> per person, whilst sustaining ventilation flows, will increase the typical current 10l/s/p flow rate of ventilation to at least 20l/s/p, as fewer people are being served by the ventilation system			Low
6.21.13	<b>Building Capacity</b>						
	Possible transmission of Covid-19 due to not following ventilation guidelines	Exposure to live virus resulting in contracting Coronavirus.  Exacerbation of existing medical conditions.		Maximum numbers within the facilities at any one time will be based on government guidance of 100 square feet per person (9.29m <sup>2</sup> ).  Maximum capacity is based on the net useable indoor facility space available for people to use,			

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				<p>including changing rooms, toilet and wash facilities.</p> <p>Capacity for each area within the facility is calculated according to guidance for specific areas and recorded in order that maximum capacity is not breached.</p> <p>Maximum building capacity is recorded on facility NOP.</p>			
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Risk Assessment Review – General Building Areas During COVID-19 Pandemic.		
<u>Reason for review:</u> Government Control Measures for COVID-19 Pandemic 2020	Approved by: Head of Operations Name: PAUL METCALFE	Review Date: Ongoing
<u>Changes From Last Review</u> Use of face coverings added	Signature: <i>P. A. Metcalfe</i>	