

# Risk Assessment Form – Covid-19 Pandemic Safe Operation of Activities

Reference:

## RA 6.22



Centre: **All Facilities**

Site Manager: **All Managers**

Implementation Date: **14<sup>th</sup> July 2020**

Peron/s Carrying out RA: **Paul Metcalfe**

People at Risk: **Staff, Customers, Contractors**

Review Date: **Ongoing**

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)

Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
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6.22.1	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.  Reviewing Best Practice examples  Covid-19 response team established (SMT) and meet regularly to share information and			Low

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				<p>feed into the risk assessment process.</p> <p>Government and NHS website regularly checked for updates by members of ELT.</p>			
<b>6.22.2</b>	<b>Activities - General</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</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>	<b>High</b>	<p>Deep Clean of Floor and all equipment undertaken prior to opening.</p> <p>Where practical, hard to clean equipment is removed.</p> <p>Chemicals used to sanitise hard surfaces and floors meet EN1276.</p> <p>Cleaning plan updated to ensure an increased cleaning regime, both in between sessions and at the end of the day.</p> <p>Activities regarding reopening are communicated to customers prior to opening so they know which activities are available and new control measures that are in place.</p> <p>Communications regarding reopening arrangements include the use of website, social media and email.</p> <p>Customers displaying Covid-19 symptoms are asked to leave and advised to stay at home.</p> <p>In the initial opening phase, activities are to be pre-booked and</p>			<b>Low</b>

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				<p>paid for in advance, either online or over the phone.</p> <p>Customers are encouraged to arrive at the facility activity ready and where possible to travel home to change/shower.</p> <p>Frontline staff Pandemic Awareness Training is to be delivered prior to re-opening.</p> <p>Details of all visitors to sites are recorded for the purpose of track and trace, including name, contact number, time in and time out.</p> <p>Details for customers are recorded on booking sheets and visitors in the visitor book.</p>			
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<b>6.22.3</b>	<b>Activities – Gym</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>Gym entrance door to be held open to allow for easy access at the start and end of each session.</p> <p>Exit route from the gym may be via an alternative door, or even a fire door, where the exit is onto a well-lit pathway leading to the car park. Sessions to be bookable only with a 30 minute break in between each session.</p> <p>Member only access in the opening phase and members book in advance either online, on the App or over the phone.</p> <p>Personal Training is only carried out where a 2m distance can be</p>	Virtual inductions online?		Low
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				<p>observed between the PT and the customer.</p> <p>Inductions are only carried out where a 2m distance between the instructor and the customer(s) can be observed.</p> <p>Sales Tours are only conducted where social distancing can be maintained or are conducted via a virtual platform.</p> <p>Prominent signage is displayed reminding of social distancing and sanitisation guidelines.</p> <p>Customers are encouraged not to bring belongings into the gym and to change and shower at home.</p> <p>Dry changing rooms unavailable.</p> <p>Personal towels may be permitted and clear signage is displayed instructing customers to keep them on their person and not to use them for sitting on or for wiping down equipment.</p> <p>Hand sanitiser is available at the entrance to the gym and throughout the building.</p> <p>Sanitiser and paper toweling/sanitiser wipes are provided on a sanitisation station and prominent signage is displayed requesting customers to wipe equipment before and after use.</p>			
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				<p>Open topped bins located within the gym for disposal of wipes/roll.</p> <p>Staff check sanitiser levels frequently.</p> <p>Sessions are staggered to allow cleaning to take place in between customer use, depending upon usage.</p> <p>Staff undertake cleaning of equipment throughout the day.</p> <p>Deep Cleaning takes place at the end of the day.</p> <p>Where possible, windows are opened to provide fresh air (where this does not compromise air handling)</p> <p>Where practical, a one way system is applied to the gym.</p> <p>Assessment rooms are closed to customers.</p> <p>Customers are not permitted into the gym office.</p> <p>Gym desk has social distancing markings in place.</p> <p>Workout cards are not issued and members are encouraged to use an app to manage their workout.</p> <p>Water Fountains that can be drunk from are taken out of use.</p>			

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				<p>Customers may only fill up their own water bottles from water dispensers.</p> <p>Pieces of gym equipment are an appropriate distance apart so as to comply with social distancing guidelines and with a suitable margin for adequate circulation or one-way routes.</p> <p>Where practical, 2m social distancing is implemented.</p> <p>Where equipment cannot be moved, it is switched off or corporate notices placed on it advising not to be used.</p> <p>Floor markings are placed around the gym equipment to identify social distance requirements.</p> <p>Modular pieces of equipment can be used where seating is facing in opposite directions.</p> <p>Ventilation air exchanges per hour is increased.</p> <p>Maximum Gym capacity is based upon 100 square foot per person or number of machines available to ensure social distancing can be implemented.</p> <p>Background music is kept to a minimum to prevent customers from shouting.</p>			
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				<p><b>Gym Capacity</b></p> <p>Maximum Capacity in the Gym is reduced to and recorded</p> <p>Warm Up/Cool down areas are restricted to reduced users and signage is displayed advising of the maximum.</p> <p>Free weights area is restricted to reduced users and signage is displayed advising of the maximum.</p>			
<b>6.22.4</b>	<b>Studios and Group Exercise Classes</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</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>Studio entrance door to be held open to allow for easy access at the start and end of each session.</p> <p>Where a door is held open during a class, the instructor ensures that they are closed following the activity.</p> <p>Exit route from the studio may be via an alternative door, or even a fire door, where the exit is onto a well-lit pathway leading to the car park.</p> <p>Sessions to be bookable only, with a 30 minute break in between each session to allow for cleaning.</p> <p>Members only access in the opening phase and members book in advance either online, on the App or over the phone.</p>			Low

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				<p>Instructor always maintains at least 2m distance from all class participants.</p> <p>This distance may be increased when teaching higher intensity classes and screens cannot be placed between instructor and the closest participant.</p> <p>Virtual classes to be provided wherever possible.</p> <p>Where practical, floors are marked to designate where customers can exercise/ where mats and cycling bikes are to be positioned.</p> <p>All equipment used is put out by staff at the start of the class and put away only by staff at the end of the class.</p> <p>Equipment is sanitised before and after use.</p> <p>Customers are encouraged to bring their own mats as mats will not be provided by facilities for customer use.</p> <p>Fitness instructors are to supply their own mats.</p> <p>Mats can be purchased from reception, using contactless payment only.</p> <p>Prominent signage is displayed reminding of social distancing and sanitisation guidelines.</p>			
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				<p>Customers are encouraged not to bring belongings into the studio and to change and shower at home.</p> <p>Dry changing rooms unavailable.</p> <p>Personal towels may be permitted and clear signage is displayed instructing customers to keep them on their person and not to use them for sitting on or for wiping down equipment.</p> <p>Hand sanitiser is available at the entrance to the studio and throughout the building.</p> <p>Sanitiser and paper toweling/sanitiser wipes are provided on a sanitisation station and prominent signage is displayed requesting customers to wipe equipment before and after use.</p> <p>Open topped bins located within theStudio for disposal of wipes/roll.</p> <p>Staff check sanitiser levels frequently.</p> <p>Deep Cleaning takes place at the end of the day.</p> <p>Where possible, sports halls and outdoor spaces are utilized to allow for increased capacity and social distancing.</p>			

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				<p>Instructors guide participants into the studio (or sports hall/outdoor area) to ensure social distancing and allow participants to take their position.</p> <p>Participants allowed entry once equipment has been sanitised to avoid congregation.</p> <p>Where possible, windows are opened to provide fresh air (where this does not compromise air handling).</p> <p>Ventilation air exchange per hour is increased.</p> <p>Instructors do not share head mics.</p> <p>Amp/Music system is cleaned by the instructor after use, using anti-bacterial wipes.</p> <p>Studio Stores are closed to the public.</p> <p>Water fountains are taken out of use.</p> <p>Customers may only fill up their own water bottles from water dispensers.</p> <p>Class music should be kept to a minimum to prevent customers from shouting during classes and instructors should refrain from shouting above the music.</p>			

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				<p>Instructors that work across multi sites are to be restricted to 2 sites only and the number of classes taught is limited, where feasible.</p> <p>Instructors are required to provide details of other companies they instruct for to allow for track and trace.</p> <p><b>Class Capacity</b></p> <p>Overall maximum capacity of group exercise classes is reduced to enable each participant to exercise in at least 4m2 area.</p> <p>Maximum Class Capacity is defined and recorded for each type of class, depending upon the area and the type of class.</p>			
6.22.5	<b>Sports Halls and Courts</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</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>No sports activities take place in the sports hall other than those approved by NGB's such as Badminton, tennis, table tennis and cricket.</p> <p>Maximum of 2 players allowed for each sport, unless they are from the same household.</p> <p>No team/ contact sports, such as football, netball or basketball take place.</p> <p>No trampoline sessions unless a harness is available.</p>			Low

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				<p>Dance sessions must have at least 2m social distancing taking place.</p> <p>No club activities unless risk assessment is approved that highlights no contact sessions and how 2m distancing can be implemented.</p> <p>Equipment and mats are set up by staff.</p> <p>Equipment and mats are sanitised before and after each use.</p> <p>Staff wash their hands before and after handling equipment.</p> <p>Staff to wear PPE (basic face mask) where two people are required to set up a piece of equipment and social distancing cannot be maintained.</p> <p>Hand sanitiser stations are fitted at the entrance to the sports hall/courts</p> <p>Prominent signage is displayed reminding of social distancing guidelines.</p> <p>Customers are encouraged not to bring belongings into the sports hall and to change and shower at home.</p> <p>Dryside changing rooms remain closed.</p>			

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				<p>Where classes take place in sports hall, refer to 6.21.4</p> <p>Where activities take place in adjacent sports halls, separate entrance and exit routes are identified, or a safe circulation corridor is created to maintain social distancing.</p> <p>Ventilation air exchange per hour is increased.</p> <p><b>Squash Courts</b></p> <p>Squash is not permitted due to the current social distancing guidelines and the inability to maintain 2m distance.</p>			
<b>6.22.6</b>	<b>Swimming Pools and Changing Rooms</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</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>Cleaning plan updated to ensure an increased cleaning regime, both in between sessions and at the end of the day.</p> <p>All public sessions are to be bookable only, with a 30 minute break in between each session to allow for cleaning.</p> <p>Members only access in the opening phase and members book in advance either online, on the App or over the phone.</p> <p>Maximum bather load per session will be based on maximum number of cubicles available and</p>			Low

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				<p>maximum capacity of pool based upon 6m2 area per person.</p> <p>Maximum bather load to be recorded and NOP updated.</p> <p>Access to swimming during the initial opening stage will be restricted to members aged 14 years or over.</p> <p>Hand sanitiser unit is available at the entrance to the building and at the entrance to the pool changing rooms.</p> <p>Communal changing rooms are closed and only cubicle changing available.</p> <p>Accessible and Family change is available.</p> <p>Urinals spaced out 2m apart by closing off the number available.</p> <p>Electric hand dryers or paper towels are available for hand drying.</p> <p>Swimming Pool Changing room entrance door to be held open to allow for easy access at the start and end of each session.</p> <p>Members of the lifeguard team to be present in the changing area pre and post swim to encourage social distancing is maintained.</p>			

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				<p>Door to be closed once participants enter to maintain heat within the changing area.</p> <p>Exit route from the changing rooms may be via an alternative door, or even a fire door, where the exit is onto a well-lit pathway leading to the car park.</p> <p>Where practical, one way system is implemented around the changing rooms.</p> <p>Cubicles and lockers are numbered and customers are advised to use locker number that corresponds with cubicle number, to maintain social distancing and reduce risk of cross contamination.</p> <p>Customers are advised to arrive ready to swim and to shower at home after their session.</p> <p>Social distancing to be maintained in shower areas through turning off every other shower and placing signage indicating which showers not to use.</p> <p>Signage is clearly displayed advising the maximum capacity in shower areas.</p> <p>Signage is displayed asking customers to shower before entering the pool.</p>			

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				<p>Water fountains are taken out of use.</p> <p>Customers may only fill up their own water bottles from water dispensers.</p> <p>Hair Dryers are removed from use.</p> <p>Costume dryers are not available for use.</p> <p>Lifeguard zone visibility tests are undertaken as necessary and when positions are changed due to Covid-19 measures.</p> <p>Fun sessions, including inflatable and float sessions, are not permitted due to the inability to maintain and control 2m distance.</p> <p>Wave machines are not operated due to the inability to maintain and control 2m distance.</p> <p>One person at a time is permitted to use a flume/slide providing access can be safely controlled by a lifeguard maintaining 2m distance.</p> <p>2m distance to also be maintained for any queue to access the flume/slide.</p> <p>Social distancing signage is provided on the poolside and the flume/slide steps to indicate where people should stand/queue.</p>			



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				<p>Lifeguard numbers are defined for each session with the NOP updated accordingly.</p> <p>Lifeguards or spotters ensure 2m distance is observed both in the pool and on the poolside.</p> <p>Lifeguards wear PPE (basic face masks and disposable gloves) when assisting individuals on and off pool hoists. Staff wash hands following the removal of gloves.</p> <p>Pool equipment, including lifeguard chairs and hoists, are to be cleaned after every use.</p> <p>Pool water is maintained in accordance with PWTAG guidance.</p> <p>Prominent signage is displayed reminding of social distancing guidelines whilst swimming in the pool.</p> <p>Lifeguard training to include advice that they do not help customers with putting on hats or adjusting goggles.</p> <p>Staff provided with training in relation to new protocols</p> <p><b>Traditional Main Pool</b></p> <p>All sessions shall be a laned session in order to promote safe social distancing.</p>			

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				<p>Lane width shall be in line with Swim England guidance of 4m (15th June).</p> <p>Maximum occupancy per lane set by Swim England guidance.</p> <p>Independent sauna/steam cabins located on the poolside shall remain closed.</p> <p><b>Teaching Pools</b></p> <p>No public sessions will take place during the initial opening period.</p> <p>Aquafit sessions can take place, with a restriction of 6m<sup>2</sup> per user.</p> <p><b>Leisure Pools</b></p> <p>As social distancing guidelines cannot be safely managed, leisure pools will only operate sessions with laned swimming, as above.</p> <p><b>Wave Pools</b></p> <p>Wave sessions shall not operate due to the inability to retain social distancing.</p> <p><b>Swimming Lessons</b></p> <p>Swimming lessons will not operate during the initial opening phase.</p> <p><b>Club Hire</b></p> <p>Clubs will only be able to access areas once a suitable risk assessment has been approved</p>			
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				<p>by Senior Management and they agree to control measures as contained within site Risk assessments.</p> <p>Risk assessments to follow full NGB guidance.</p> <p><b>Aqua Based Fitness</b></p> <p>Maximum capacity for aqua classes has been reviewed and updated based upon a minimum area of 6m<sup>2</sup> per person.</p> <p>Aqua sessions will run either in place of laned swimming or at the same time in an alternative pool, so long as cubicle capacity is not exceeded.</p> <p><b>Lifeguard Rescue</b></p> <p>Rescue procedures revised in conjunction with RLSS guidance to minimise contact with casualties.</p> <p>All lifeguards shall be fully trained in new procedures prior to opening.</p> <p>All training shall be recorded</p> <p><b>Lifeguard Equipment</b></p> <p>Handrails and seats to be disinfected every rotation.</p>			

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				<p>No rescue equipment to be hand held, but is located next to lifeguard positions.</p> <p>Lifesaving equipment disinfected after use.</p> <p>Two Way Radios disinfected between users and at the start and of each shift using anti-bacterial wipes.</p> <p><b>Spectators</b></p> <p>Only one adult is permitted to accompany a junior to swim (aged 14 years or over).</p> <p>Where practical, seats shall be identified on pool balconies to designate where spectators can sit.</p> <p>Where it is unsafe to provide balcony viewing, then the balcony shall remain closed and safe seating areas provided elsewhere in the building for spectators.</p> <p>Prominent signage displayed to advise of the maximum number of people able to spectate and if the capacity is full to wait in the alternative area (named).</p> <p>Information strategy to inform staff and customers of new procedures/protocols.</p>			

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6.22.7	<b>Health Suites and Spas</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>	<b>High</b>	<p>Health Suites and Spas to remain closed due to government guidance.</p>			<b>Low</b>
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6.22.8	<b>Soft Play 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>	<b>High</b>	<p>Soft Play facilities are not open due to the current social distancing measures and the inability to maintain 2m distance.</p>			<b>Low</b>
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6.22.9	<b>Clip and Climb</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>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	<b>High</b>	<p>Auto billet installed to minimise contact between staff and climbers.</p> <p>SSOW updated to reflect auto billet installation.</p> <p>Staff to wear PPE where social distancing cannot be maintained</p>			<b>Low</b>
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	Spread of virus as a result of touching contaminated touch points/shared items			<p>(basic face mask and disposable gloves).</p> <p>Staff to wear PPE when undertaking a rescue from a wall (basic face mask &amp; disposable gloves).</p> <p>Briefings take place where social distancing can be maintained.</p> <p>Customers arrive pre-changed.</p> <p>No changing rooms available.</p> <p>One spectator per climber/family.</p> <p>Entry and exit routes reviewed, in line with any one way system and where there is only one access door.</p> <p>Exit routes after a session may be via a fire exit, providing that route is onto a path and well lit.</p> <p>Where practical, a one way system around the walls is implemented.</p> <p>Number of climbs available is reduced to ensure that social distance guidelines are maintained.</p> <p>All sessions will be prepaid and booked via the app or website only to manage the number of customers in the building.</p>			
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				<p>NOP updated to reflect the revised maximum number of climbers in the area.</p> <p>Where practical, walls to be used will be rotated on a daily basis.</p> <p>Spectating seating is arranged to meet social distancing guidelines.</p> <p>Minimum thirty minute break in between each session to allow egress, cleaning and access to the next session.</p> <p>Information strategy and signage required to inform customers of new protocols.</p> <p>Staff provided with training in relation to new protocols</p> <p>Where practical, equipment is sanitised after each use.</p> <p>Entrance and exit doors to be wedged open before and after sessions to reduce touch points.</p> <p>Hand sanitiser is available on entry to the building and at the entrance door to the area..</p> <p>At least one sanitisation station is within the climbing area, consisting of antibacterial wipes, anti virucidal cleaner and cloths</p> <p>Prominent signs request that climbers sanitise hands after every climb.</p>			
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				Open topped bins available for disposal of used wipes.  Equipment to be sanitised after every session.			
<b>6.22.10</b>	<b>Ten Pin Bowling</b>						
	Possible transmission of Covid-19 due to not following 2m social distancing guidelines  Spread of virus due to insufficient cleaning and hygiene arrangements  Spread of virus as a result of touching contaminated touch points/shared items.	Exposure to live virus resulting in contracting Coronavirus.  Exacerbation of existing medical conditions.	High	Ten Pin Bowling is unable to open due to government guidelines.			Low
<b>6.22.11</b>	<b>Bouldering Walls</b>						
	Possible transmission of Covid-19 due to not following 2m social distancing guidelines  Spread of virus due to insufficient cleaning and hygiene arrangements  Spread of virus as a result of touching contaminated touch points/shared items	Exposure to live virus resulting in contracting Coronavirus.  Exacerbation of existing medical conditions.	High	Bouldering Walls are not open due to the current social distancing measures and the inability to maintain 2m distance and maintain sanitised surfaces.			Low
<b>6.22.12</b>	<b>Indoor Carpet Bowls</b>						
	Possible transmission of Covid-19 due to not following 2m social distancing guidelines	Exposure to live virus resulting in contracting Coronavirus.	High	No more than two players from different households or a family of four are allowed to participate.			Low



Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
	<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>Exacerbation of existing medical conditions.</p>		<p>All 4 rinks are more than 2 metres apart to allow for safe social distancing.</p> <p>Seats arranged in line with rink segregation.</p> <p>Prominent signage displayed asking customers to maintain safe social distancing.</p> <p>Entrance door to be held open to allow for easy access at the start and end of each session.</p> <p>Exit routes after a session may be via a fire exit, providing that route is onto a path and well lit.</p> <p>Where practical, one way system should be implemented around the bowling area and walkways identified between the rinks.</p> <p>All bookings for 60 minutes and start at the same time.</p> <p>Minimum thirty minute break in between each session to allow egress, cleaning and access to the next session.</p> <p>No bowls are to be hired out.</p> <p>Marks are placed on the carpet to identify where customers have to wait for their turn.</p> <p>Existing locker holders may continue to keep their balls stored,</p>			

Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
				<p>providing that the balls are sanitised after every use.</p> <p>Social distancing guidance and is displayed around the locker area, with floor markings.</p> <p>Information strategy and signage required to inform customers of new protocols.</p> <p>Staff provided with training in relation to new protocols</p> <p>Entrance and exit doors to be wedged open before and after sessions to reduce touch points.</p> <p>Hand sanitiser is available on entry to the building and at the entrance door to the bowling hall.</p> <p>No league games to be played by the bowling club.</p> <p><b>Club Hire</b></p> <p>Clubs will only be able to access areas once a suitable risk assessment has been approved by Senior Management and they agree to control measures as contained within site Risk assessments.</p> <p>Risk assessments to follow full NGB guidance.</p>			
6.21.13	<b>3G Pitches</b>						

Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
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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>3G areas shall remain closed to encourage clubs to use alternative outdoor spaces whilst they can.</p>			Low
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6.22.14	<b>Athletic Tracks and 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>No races are permitted on athletics tracks.</p> <p>High Jump, Pole Vault and Pits are not to be used in public sessions</p> <p>Athletics training sessions are paid in advance and bookable online and by telephone.</p> <p>Where practical, entrance to an athletics track is via an outdoor entrance.</p> <p>Hand sanitiser is available on entrance to athletics areas where entrance is through a building.</p> <p>Prominent signage is displayed reminding of social distancing guidelines and hygiene.</p> <p>Sanitising station is available for customers to wipe down athletics equipment and notices are displayed encouraging use.</p>			Low
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Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
				<p>Only staff to set up and put away equipment for public use.</p> <p>Equipment requiring a two person lift shall not be used in the initial opening phase.</p> <p>Equipment is sanitised pre and post use by staff.</p> <p>Staff wash their hands after handling athletics equipment.</p> <p>Risk assessments required by clubs requesting access to the facility as sole user.</p>			
<b>6.22.15</b>	<b>Meeting Rooms</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</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>Meeting rooms to remain closed to external bodies/agencies.</p> <p>All internal meetings to be held virtually in the first instance.</p> <p>Where practical, meetings are conducted in a room where windows provide additional ventilation.</p> <p>Meeting room capacity and layout revised to maintain social distancing.</p> <p>Prominent signage is displayed to inform of maximum room occupancy.</p>			Low

Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
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			High	<p>Prominent signage is displayed asking attendees to maintain safe social distancing.</p> <p>Alternative spaces, such as studios to be used to allow for greater spacing.</p> <p>Mobile fans removed from meeting rooms.</p> <p>Entrance and exit doors to be wedged open before and after sessions to reduce touch points.</p> <p>Hand sanitiser is available on entry to the building and at key areas.</p> <p>Where projection equipment is to be used, sanitisation wipes should be made available and only used by one person.</p> <p>Open topped bins to be available for disposal of used wipes.</p> <p>All waste bins to have bin bag inserts and bagged at the end of every shift and placed in collection bins.</p>			Low
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<b>6.22.16</b>	<b>Shared Services and Spaces</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>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Shared service areas identified and facility risk assessments shared with Service Managers.</p> <p>Access routes to shared service areas reviewed to take into</p>			Low
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Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
	Spread of virus as a result of touching contaminated touch points/shared items			<p>account one way systems and alternative entry doors.</p> <p>Appropriate waiting areas identified and chairs placed to ensure social distancing is maintained.</p> <p>Facility Managers presented with Risk Assessments and opening plans from the Service Manager.</p> <p>Share AN risk assessment with Service Managers in order that they adhere to our requirements.</p> <p>Shared services adhere to the operating plan of the facility.</p> <p>Shared Service Managers ensure that areas are frequently cleaned.</p>			
<b>6.22.17</b>	<b>Food and Beverage</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</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	Food and Beverage Outlets will not open until it is deemed safe to do so.			Low
<b>6.22.18</b>	<b>Commercial Kitchen Areas</b>						

Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
	<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	Commercial kitchens are not open due to the current social distancing measures and the inability to maintain 2m distance.			Low
6.22.19	<b>Changing Rooms, Showers and Toilets</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</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>Dryside changing rooms remain closed due to the inability to maintain social distancing.</p> <p>All Communal changing rooms closed and cubicles only changing available.</p> <p>Accessible and family change is available.</p> <p>Cubicles, showers and toilets only to be used.</p> <p>Urinals spaced out to 2m apart by closing off the numbers available.</p> <p>Showers spaced out to 2m apart by closing off the numbers available.</p>			Low

Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
				<p>Electric hand dryers or paper towels are available for hand drying.</p> <p>Hair dryers are closed off.</p> <p>Prominent signage is displayed stating maximum capacity in toilet and shower areas and asking customers to wait if capacity is reached.</p> <p>Access doors to be wedged open, where practical.</p> <p>Signage promoting social distancing and hygiene requirements is displayed.</p> <p>Cleaning schedule is followed to ensure all areas are cleaned and sanitised regularly.</p> <p>Changing rooms and toilets are regularly checked throughout the day.</p> <p>Hand sanitiser is available at the entrance to the changing rooms.</p>			
<b>6.22.20</b>	<b>Horse Riding Arenas (Pegasus)</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</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	<b>High</b>	<p>Outdoor arena is always used as the first option.</p> <p>Maximum capacity of five riders plus one instructor in the arena, as recommended by BHS.</p>	.		<b>Low</b>



Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
	Spread of virus as a result of touching contaminated touch points/shared items			<p>Where practical, customers are to use their own equipment wherever possible.</p> <p>Where shared equipment is used, equipment to be cleaned and sterilised after use using equine friendly products.</p> <p>All sessions in the arena are to be pre-booked and paid in advance by telephone..</p> <p>Only one spectator per rider is permitted within the Arena.</p> <p>Social distancing marks in the spectator area are visible.</p> <p>Prominent signage is displayed reminding of social distancing guidelines and hygiene.</p> <p>A record of all visitors is maintained.</p> <p>Prominent signage is displayed to prevent access to store areas.</p> <p>Hand sanitiser is available at the entry to the Arena.</p> <p><b>Riding Lessons</b></p> <p>Only able bodied lessons to be taught in the initial opening phase.</p> <p>Only individual lessons to be taught.</p>			

Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
				<p>All Customers must bring their own equipment e.g. Hat and gloves.</p> <p>Horses will be in the Arena in advance of the customer arriving.</p> <p>When customer mounts and dismounts, the Instructor will turn away additionally when any adjustments are made to girth, stirrups, holding reins or balance strap.</p> <p>PPE issued to staff in line with BHS guidance.</p> <p>Instructor to sanitise hands after handling any equipment.</p> <p>Minimum Thirty minute break in between each class to allow egress, cleaning and access to the next class.</p> <p>Information strategy and signage required to inform customers of new protocols.</p>			
6.22.21	<b>Tranquility Spa Treatments</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</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Entry door to the spa area to be locked open when in use.</p> <p>Only 2 spa therapists work in the area at any one time.</p> <p>Spa therapists to work in one room for the duration of their shift.</p>			Low

Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
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	<p>Spread of virus as a result of touching contaminated touch points/shared items</p> <p>Spread of virus as a result of using shared equipment.</p>			<p>Spa therapist to undertake clean of room and equipment used after each session and a deep clean of the room and equipment at the end of each shift.</p> <p>Workspaces to be cleared at the end of each shift and belongings removed.</p> <p>Reusable equipment, including client chairs, treatment beds, and equipment, are sanitised after each appointment, and at the start and end of shifts.</p> <p>Nail treatments to be undertaken in a separate area and protective screen placed on the table between therapist and client.</p> <p>Sinks are available in treatment rooms to allow staff to wash their hands frequently.</p> <p>Chairs and tables removed from the waiting area.</p> <p>Customers screened prior to arrival for Covid-19 symptoms</p> <p>All bookings to be made via Gladstone, ensuring that contact details are taken for non-members to allow for track and trace.</p> <p>15 Minutes cleaning time to be added to each booking, to allow for cleaning and sanitisation of area and equipment after each treatment.</p>			
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Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
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				<p>Staff ensure that they wear clean uniform every day, ensuring that it is appropriately washed between use.</p> <p>Clients to be met at the entrance of the building and brought into the spa area by the therapist.</p> <p>Hand sanitiser to be used on the way into the building,</p> <p>Hand sanitiser available in each treatment room.</p> <p>Treatments to be kept to a maximum of 60 minutes to reduce contact time with clients.</p> <p>Only water to be consumed by clients during treatments in a disposable cup or bottle.</p> <p>Clients are to be issued with tissues at the start of each appointment and advised to cough or sneeze into the tissue should they need to.</p> <p>Client to dispose of the tissue in the waste bin provided and to wash or sanitise their hands.</p> <p>Blue roll provided in each room for clients to dry hands as opposed to using towels.</p> <p>Appropriate signage is in place to remind customers of good hand hygiene and social distancing requirements.</p>			
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Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
				<p>Unless crucial for the treatment, skin to skin contact to be avoided and gloves used where practical.</p> <p>Staff wear full face visors when delivering treatments, where protective screens cannot be used.</p> <p>Face Visors are reusable and sanitised after every treatment.</p> <p>Face visors appropriately stored.</p> <p>No treatments are provided to the face of the client.</p> <p>Where towels are used as part of a treatment, they are replaced after every treatment.</p> <p>Towels are washed as soon as possible after use, on a daily basis as a minimum and washed at 60C.</p> <p>Where practical, disposable equipment is used to assist with treatments.</p>			
6.22.22	<b>Blyth Beach Huts</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</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Beach Huts only open to long term lets.</p> <p>Daily rentals to remain closed and customers are unable to book.</p> <p>Information sent to long term rental customers stating that they are responsible for providing their</p>			Low

Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
	Spread of virus as a result of touching contaminated touch points/shared items			<p>own hand sanitiser and face masks.</p> <p>Face coverings are to be worn where social distancing of 2 metres cannot be maintained.</p> <p>Face coverings should be worn on the outside decking when neighbouring hut customers are also on their decking and 2 metres cannot be maintained.</p> <p>Customers are advised that government restrictions for meeting people in outdoor spaces and indoor spaces apply.</p> <p>Customers advised that toilet and washing facilities at Dave Stephens are closed.</p> <p>Customers advised that any queries or issues should be directed to Blyth Sports Centre, with Dave Stephens Centre remaining closed.</p>			
<b>6.22.23</b>	<b>Dave Stephens Centre</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</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	<b>High</b>	<p>Kiosk and internal cafe to remain closed.</p> <p>Deep Clean of Floor and all hard surfaces undertaken prior to opening.</p> <p>Chemicals used to sanitise hard surfaces and floors meet EN1276.</p>			<b>Low</b>

Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
	Spread of virus as a result of touching contaminated touch points/shared items			<p>Increased cleaning of public toilets to a minimum of three deep cleans a day.</p> <p>Staff shifts reorganised to ensure sufficient cleans are undertaken during opening hours.</p> <p>Legionella tests undertaken prior to opening.</p> <p>Hand sanitiser unit is available at the entrance to the toilet block.</p> <p>Queuing marks are sprayed onto the pavement to ensure that users maintain social distancing.</p> <p>Maximum capacity for female toilets is based upon the number of cubicles available.</p> <p>Maximum capacity for male toilet block is based upon one person accessing the trough and the number of cubicles.</p> <p>Notices are displayed on the entrance to the toilet blocks advising of maximum capacity in the area at any one time.</p> <p>Doors to the toilet block remain open at all times during opening hours.</p> <p>Appropriate sinks and hand dryers are removed from use to ensure that social distancing can be maintained in this area.</p>			

Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
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				<p>Water fountains are taken out of use.</p> <p>Prominent signage is displayed within the toilet block advising of social distancing and good hygiene requirements,</p> <p>Attendant to undertake cleaning in line with revised cleaning requirements and wearing of PPE, particularly when using a hosepipe.</p> <p>PPE provided for attendant and training given as to how and when it should be worn</p>			
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Risk Assessment Review – Safe Operation of Activities During COVID-19 Pandemic.		
<p><u>Reason for review:</u></p> <p>Government Control Measures for COVID-19 Pandemic 2020</p>	<p>Approved by: Paul Metcalfe</p>	<p>Review Date: Ongoing</p>
<p><u>Changes From Last Review</u></p> <p>Government guidance released 9th July.  Updated control measures for gym, ten pin bowling and food and beverage.  Spa treatments added.  Beach Huts added  Dave Stephens Centre added</p>	<p>Signature: <i>P A Metcalfe</i></p>	