


Risk Assessment Form – Covid-19 Pandemic Building General V12			RA 6.21
	Centre: All Facilities	Site Manager: All Managers	Implementation Date: 19th July 2021
	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

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

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				<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	Customers Presenting with Covid-19 Within the Facility.						
	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 10 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 PHE guidance on action to be taken in these circumstances, along with the PHE guidance on cleaning and waste</p>			Low

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				<p>Customers and staff advised to wear face masks. Although not compulsory in line with government guidance. Not required when they are exercising.</p> <p>Government guidance on LFT testing used in advertising.</p>			
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6.21.3	Car Parking and Entrance to the Building						
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	<p>Transmission of Covid-19 due to overcrowding in car park and building entrance.</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	Medium	<p>Where there is a risk of overcrowding in the reception area, customers are asked to queue outside.</p> <p>Activity starting times are staggered to try and avoid pinch points in reception</p> <p>Bike racks are cleaned and sanitised regularly.</p> <p>Litter Bins emptied regularly (where bins are Active's) by staff wearing appropriate PPE.</p> <p>External step/slope handrails are cleaned frequently</p>			Low
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6.21.4	Preventing the Spread of Covid -19 – Reception Area						
	<p>Possible transmission of Covid-19 from person to person.</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 and reception staff to monitor numbers in the reception area.</p> <p>Where there is a risk of overcrowding, customers are asked to queue outside and alternative exit routes identified from the building.</p> <p>Pre-booking and pre-payment is advised to allow for quick and easy access through the reception area.</p> <p>Doors and windows to be opened, where practical, to help ventilate the reception area.</p> <p>Customers and staff are advised to continue to wear face coverings, to protect themselves and others from the risk of transmission.</p> <p>Facility QR Code is displayed at the entrance to the building and all customers over the age of 16 are advised to check in via the NHS Covid App.</p> <p>Registers in place at Reception to take details of all visitors over the age of 16 who are unable to register with QR code, but wish to</p>	<p>Where practical, reception entrance doors should identify a split between entrance and exit.</p>	<p>General Managers 2nd Aug 21.</p>	Medium

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				<p>be contacted in the event of a positive notification.</p> <p>Further QR codes are in various areas to prevent crowding at reception.</p> <p>Hand sanitiser unit in place inside the entrance to the building.</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 advised to maintain a 1m distance between each other, when there are more than one receptionist behind the counter.</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>			

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				<p>Hand Sanitiser is available to receptionists.</p> <p>Desks, telephones, PA controls and radios are sanitised on staff changeover and immediately after 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, where possible.</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>Hire equipment sanitised upon return from customer and before it is re-issued.</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 or opened prior to an activity commencing.</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>			
6.21.5	Preventing the Spread of Covid -19 – Circulation and Seating Areas.						
	<p>Possible transmission of Covid-19 from person to person.</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>Prominent signage is displayed asking customers to respect other people's space.</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>			Low

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				<p>Fire doors to be opened where Magnetic door hold openers linked 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>Seats and tables are sanitised on a regular basis.</p> <p>Lifts are cleaned and sanitised on a regular basis, especially touch points.</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	Preventing the Spread of Covid -19 – Technical and Maintenance						
	<p>Possible transmission of Covid-19 from person to person.</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</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Internal:</p> <p>Access to plant rooms and workshops restricted to authorised personnel only.</p> <p>Staff trained in social distancing good practice.</p>			Low

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	arrangements on the use of shared tools and equipment.			<p>Where two people are required to complete a task, staff are advised to wear a face covering.</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>Contractors:</p> <p>Contractors are advised not to visit site if they have Covid-19, or any symptoms of Covid-19.</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>Service/inspection sheets are sent electronically, where possible.</p> <p>Tools and equipment not to be shared with external contractors.</p>			
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6.21.7	Statutory Inspections Past Expiry Date						
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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.			Low
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6.21.8	Legionella						
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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 closure to maintain service contract requirements of checking, cleaning and disinfection.</p> <p>Samples taken and tested for legionella with satisfactory results prior to opening.</p>			Low
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	Swimming and Spa pool return to operation.			<p>PWTAG guidance followed on closure and re-commissioning of boilers.</p> <p>Pool water monitoring completed during closure.</p> <p>Bacteriological sample taken and tested prior to opening.</p>			
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6.21.9	Cleaning and Waste						
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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>Poor cleaning practice increases risk of viral contamination.</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 are 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 - Putting on PPE, PHE - Taking off PPE</p> <p>Enhanced cleaning regime of high contact areas and touch points for all areas, including changing areas, toilets, circulation areas and activity areas.</p> <p>New cleaning plan highlights additional cleaning programmed for high touch points, including door handles, switches, furniture,</p>			
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	Contamination transferred from waste.			<p>handrails, IT equipment, desks, phones, push plates, taps, dispensers, lockers etc.</p> <p>Fogging machines at each site for a rapid and effective sanitisation of areas.</p> <p>Replacement chemical sourced for fogging machines that does not require type 3 face mask protection.</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>Government guidelines followed in the event of known or suspected Covid-19 contamination:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>			

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				<p>Increased number of waste bins throughout the facility.</p> <p>Open topped waste bins to remove contact risk.</p> <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>			
6.21.10	Handling Post, Packages and Deliveries						
	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>Electronic delivery notes where possible and staff verbally confirm name where signature required.</p> <p>One person to handle the delivery, unless manual handling requires</p>			Low

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	Handling Post, packages and Food			<p>two. If two required, staff are advised to wear a face covering.</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> <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	Lost and Found Property						
	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>			Low

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				<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>			
6.21.12	Building Ventilation						
	Possible transmission of Covid-19 due to not following ventilation guidelines	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Separate Risk Assessment undertaken for ventilation of facilities.</p> <p>Where achievable, all air handling units with recirculation option are switched to 100% outdoor air.</p> <p>Additional ventilation methods utilised through opening doors and windows.</p> <p>Where ventilation RA's conclude that ventilation is poor, Carbon Dioxide Monitors shall be installed.</p> <p>Ventilation requirements approved by a specialist contractor.</p> <p>Regular servicing of ventilation and air conditioning units.</p> <p>Ventilation switched to nominal speed 2 hours prior to opening and should continue to operate at</p>	<p>Identify poorly ventilated areas and install NDIR CO2 monitors.</p> <p>CO2 readings to be monitored and recorded – where readings are above 1500ppm, numbers shall be reduced, or the area closed.</p>	<p>KB/GM's 2nd Aug</p> <p>GM's ongoing.</p>	Low

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				<p>nominal speed for 2 hours after building closing times.</p> <p>Ventilation to operate at reduced speeds through the night.</p> <p>Toilet ventilation to operate 24/7, where this is feasible to operate.</p>			
6.21.13	Building Capacity						
	Possible transmission of Covid-19 due to not following ventilation guidelines	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>		<p>Building capacities and overcrowding to be monitored by General and Duty Managers.</p> <p>Ventilation requirements taken into account when activity area capacity is calculated.</p> <p>Maximum capacity is based on the net useable indoor facility space available for people to use, 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.

<p><u>Reason for review:</u> Government Control Measures for COVID-19 Pandemic 2021</p>	<p>Approved by: Head of Operations Name: PAUL METCALFE</p>	<p>Review Date: Ongoing</p>
<p><u>Changes From Last Review</u> All areas reviewed prior to reopening stage 4 of reopening roadmap.</p>	<p>Signature: <i>P A Metcalfe</i></p>	