

Risk Assessment Form – Covid-19 Pandemic Safe Operation of Activities V12

Reference:
RA 6.22



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

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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 Regulations and Guidance from UK Government implemented. 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>Head of Operations receives automatic updates from Gov.uk for changes to relevant legislation.</p> <p>CEO member of NCC BIMT.</p>			
6.22.2	Activities - General						
	<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>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 who are unable to register with QR code.</p> <p>Further QR codes are in various areas to prevent crowding at reception.</p> <p>Deep Clean of Floor, fixtures and fittings and all equipment undertaken prior to facilities re-opening.</p> <p>Where practical, hard to clean equipment has been removed.</p> <p>Chemicals used to sanitise hard surfaces and floors meet EN1276.</p>			Low

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				<p>Cleaning plan updated to ensure an increased cleaning regime in line with demand and footfall.</p> <p>Deep Clean and sanitisation of all areas at the end of the day.</p> <p>Control Measures that are in place to keep staff and customers safe are displayed on social media channels and website.</p> <p>Control measures updated in line with legislative or NGB requirements.</p> <p>Customers displaying Covid-19 symptoms are asked to stay at home.</p> <p>Customers displaying symptoms in the facilities politely asked to isolate and return home.</p> <p>Majority of activities are to be pre-booked and paid for in advance, either online, via the app 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 delivered prior to re-opening.</p> <p>Individual booking details are held on Gladstone, including name,</p>	<p>Rolling booking sheets for gym and swim activities to be implemented to manage numbers and prevent overcrowding.</p>	<p>JF/AM/GM's 2nd Aug</p>	

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				<p>contact number, activity booked and time of booking.</p> <p>All visitors over 16 years of age are encouraged to scan the NHS QR code displayed within Facilities.</p> <p>Staff are encouraged to scan the NHS QR code when attending work and to sign into each venue they attend.</p> <p>Registration forms are available for users who are unable to scan the NHS QR code but wish to leave contact details.</p> <p>Details of customers who have pre-booked their activity are also recorded on booking sheets, to assist with test and trace.</p> <p>Staff and Customers are encouraged to wear face coverings when they enter the building and when they are in public and circulation areas, such as reception, corridors, changing areas and spectating areas.</p> <p>Customers are asked to wear face coverings for any close contact treatments (i.e. spa treatments on a face).</p> <p>Activities are withdrawn or modified in relation to restrictions imposed by government legislation or NGB guidance.</p>	<p>Training to be delivered for any staff who have not returned to work since March 2020</p>		
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				No children's parties at present due to the high rate of infection in the County.			
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6.22.3	Activities – Gym						
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	<p>Possible transmission of Covid-19 due 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>	Medium	<p>Customers are encouraged to prebook and pay for their activity in advance.</p> <p>Bookings may be made either online, via the app, or by phone.</p> <p>Customers may walk in and book and pay but can only enter a session if there is space available.</p> <p>Contactless payment is encouraged.</p> <p>Customers over the age of 16 are encouraged to register their visit by scanning the NHS QR code.</p> <p>All participant details are held on Gladstone.</p> <p>Customers are encouraged to wear a face covering whilst moving through the facility to attend or leave the gym but are not required to wear a covering whilst exercising.</p> <p>Gym instructors are encouraged to take a LFT test twice a week.</p>			Low
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				<p>Gym instructors are encouraged to wear a face mask on the gym floor when customers are present.</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.</p> <p>From 2nd August, sessions shall be on a rolling booking basis to allow for staggered access and exit.</p> <p>Both Members and Non-Members are required to be registered on the database for test and trace purposes.</p> <p>Prominent signage is displayed advising of cleaning requirements by customers before and after using any equipment.</p> <p>Signage is displayed asking customers to respect social distancing.</p> <p>Customers are encouraged to arrive gym ready and to change and shower at home.</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>			
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				<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 the gym for disposal of wipes/roll.</p> <p>Staff check sanitiser levels frequently.</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>Water Fountains that can be drank from are taken out of use.</p> <p>Customers may only fill up their own water bottles from water dispensers.</p> <p>Pieces of gym equipment are an appropriate distance apart to assist with maintaining social distancing.</p> <p>Modular pieces of equipment can be used where seating is facing in opposite directions.</p>	<p>Duty Manager and Fitness Manager to monitor cleaning sheets,</p>	<p>DM & FM – ongoing.</p>	
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				<p>Ventilation air exchanges per hour is increased.</p> <p>Maximum Gym capacity is based upon the number of machines available and a ventilation RA</p> <p>Background music is kept to a minimum to prevent customers from shouting.</p> <p>Gym Capacity</p> <p>Maximum Capacity in the Gym is recorded.</p> <p>Personal Consultations</p> <p>Where practical, programmes and Assessments should take place in a well-ventilated room.</p> <p>Where possible, windows are opened to provide fresh air (where this does not compromise air handling).</p> <p>Hand sanitiser should be available in the assessment room.</p> <p>Assessor and participant are both required to wash/ sanitise their hands before and after the assessment.</p> <p>Assessments offered virtually or completed over the phone where possible.</p>			

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				<p>Tablets used for data collection will be cleaned and sanitised before and after use.</p> <p>Where close contact interaction between participant and instructor occurs (i.e. waist to hip measurement, blood pressure measurement, height, weight) we advise face coverings should be worn by participant and instructor.</p> <p>Where assessment measures include contact with equipment (i.e. blood pressure, weight), measurement tools will be sanitised before and after use.</p>			
6.22.4	Studios and Group Exercise Classes						
	<p>Possible transmission of Covid-19 due 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>Customers are encouraged to prebook and pay for their activity in advance.</p> <p>Bookings may be made either online, via the app, or by phone.</p> <p>Customers may walk in and book and pay but can only enter a session if there is space available.</p> <p>Contactless payment is encouraged.</p> <p>Customers over the age of 16 are encouraged to register their visit by scanning the NHS QR code.</p>			Medium

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				<p>All participant details are held on Gladstone.</p> <p>Customers are encouraged to wear a face covering whilst moving through the facility to attend or leave the gym but are not required to wear a covering whilst exercising.</p> <p>Instructors are encouraged to take a LFT test twice a week.</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>Where practical, cleaning is undertaken between classes.</p> <p>Both Members and Non-Members are required to be registered on the database for test and trace purposes.</p> <p>Prominent signage is displayed advising of cleaning requirements by customers before and after using any equipment.</p> <p>Signage is displayed asking customers to respect social distancing.</p> <p>Customers are encouraged to arrive class ready and to change and shower at home, however showers are available</p>			
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				<p>Hand sanitiser is available at the entrance to the studio and throughout the building.</p> <p>Virtual class sessions shall be programmed, where practical.</p> <p>Capacity of each class is calculated based upon a ventilation risk assessment, square area of the space and the type of class delivered.</p> <p>Sports Halls and outdoor areas are considered for delivering exercise to music classes, due to the increased space available to safely increase numbers and increased ventilation.</p> <p>Fitness etiquette signs are updated to include new Covid-19 etiquette.</p> <p>Personal towels are allowed but that these must be kept on their person and not to be used for sitting on mats or for wiping down mats or equipment. Prominent signage within the studio to reinforce this message.</p> <p>Exit routes may be via a fire exit or back through a facility.</p> <p>Where equipment needs to be collected by the customer (weights etc.) these are, where practical, be placed around the studio in an area that is easily accessible to</p>			

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				<p>customers whilst maintaining social distancing.</p> <p>Customers are encouraged to bring their own mats.</p> <p>Items such as hand weights remain on racks for customer collection and sanitised after each use.</p> <p>Where practical, windows are open to aid with ventilation of the studios, providing that it does not interfere with the operation of air handling units.</p> <p>Sufficient sanitising stations are available within studios (1 station to 15 customers), consisting of anti-virucidal spray bottles and blue roll or disposable antibacterial wipes.</p> <p>Open topped bins are located next to each sanitisation station, containing black bin bags, that are emptied frequently, at the end of each day as a minimum.</p> <p>Fitness Instructor to arrange for cleaning equipment to be topped up when required.</p> <p>Drinks fountains, other than dispensers which can only be used to dispense into water bottles, are removed or isolated.</p>			

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				<p>Area is cleaned at the end of each day, in line with the cleaning plan (CLP1).</p> <p>Instructors advised not to share headsets.</p> <p>Individual headsets provided to contracted instructors.</p> <p>Casual Fitness instructors to provide their own headsets.</p> <p>Fitness Instructor cleans the music system after use, using antibacterial wipes..</p>			
6.22.5	Sports Halls and Courts						
	<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>Sports Hall and court activities are open in line with stage 4 guidance from the government.</p> <p>Customers are encouraged to prebook and pay for their activity in advance.</p> <p>Bookings may be made either online, via the app, or by phone.</p> <p>Customers may walk in and book and pay but can only enter a session if there is space available.</p> <p>Contactless payment is encouraged.</p>			Low

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				<p>Customers over the age of 16 are encouraged to register their visit by scanning the NHS QR code.</p> <p>All bookee details are held on Gladstone.</p> <p>Customers are encouraged to wear a face covering whilst moving through the facility to attend or leave the halls and courts but are not required to wear a covering whilst exercising.</p> <p>NGB guidance is followed where Government guidance is generic.</p> <p>Clubs are able to return to full training but are required to provide an up to date risk assessment.</p> <p>Sports Hall to be used to deliver group exercise classes, given the larger space and increased ventilation in the area.</p> <p>Equipment and mats to be sanitised before each use.</p> <p>Staff to wash their hands before and after handling equipment.</p> <p>Staff encourage to wear a face covering where two people are required to set up a piece of equipment.</p> <p>Hand sanitiser is available at the entrance to the sports hall.</p>			

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				<p>Customers are advised to arrive activity ready and to change and shower at home.</p> <p>Where Group Exercise classes take place in sports hall, refer to RA 6.22.4.</p> <p>Where practical, touch points are cleaned between session and a deep clean is undertaken at the end of each day, in line with the cleaning plan (CLP1)</p> <p>Clubs to operate within NGB guidance and AN Procedures.</p> <p>Ventilation air exchange per hour is increased.</p>			
6.22.6	Swimming Pools and Changing Rooms						
	<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>Customers are encouraged to prebook and pay for their activity in advance.</p> <p>Bookings may be made either online, via the app, or by phone.</p> <p>Customers may walk in and book and pay but can only enter a session if there is space available.</p> <p>Contactless payment is encouraged.</p> <p>Customers over the age of 16 are encouraged to register their visit by scanning the NHS QR code.</p>			Low

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				<p>Customers are encouraged to wear a face covering whilst moving through the facility.</p> <p>Lifeguards are encouraged to take a LFD test twice a week.</p> <p>From 2nd August, sessions shall be on a rolling booking basis to allow for staggered access and exit.</p> <p>All Swim for All sessions shall be for 60 minutes, on a rolling basis to prevent overcrowding in changing areas.</p> <p>Signage is displayed asking customers to respect social distancing in changing areas.</p> <p>The changing rooms are open for changing although customers are encouraged to arrive ready to swim.</p> <p>Showers are open for pre and post swim use.</p> <p>Hand sanitiser is available at the entrance to the pool changing rooms and throughout the building.</p> <p>Parents of children in swimming lessons are encouraged to wear a face covering in the changing rooms.</p>			

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				<p>Cleaning plan updated to ensure an increased cleaning regime throughout the day and at the end of the day.</p> <p>Maximum bather load is based upon capacity of 3m² per person and number of cubicles available, allowing for a tolerance of families changing in one cubicle and lifeguard ratios.</p> <p>Maximum bather load to be recorded and NOP updated.</p> <p>General Manager to programme swimming pool sessions around demand and the nature of the swimming pool.</p> <p>Laned sessions can still be scheduled as part of the programme and are encouraged to remain in place at traditional swimming pools.</p> <p>Lanes may be inserted into open sessions, at the request of customers, depending upon the numbers and type of swimmers in the pool at the time.</p> <p>Where lane sessions are operating, families or recreational swimmers shall not enter the lanes, unless a lane is completely free.</p> <p>Studio and teaching pools can be opened for public use but are to be</p>			

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				<p>included in the overall maximum bather load of each session.</p> <p>Due to the nature of lane swimming, access shall be to children aged 14 and over only, unless accompanied by a responsible adult in the same swim lane.</p> <p>Hand sanitiser unit is available at the entrance to the building and at the entrance to the pool changing rooms.</p> <p>Accessible and Family change is available.</p> <p>Electric hand dryers or paper towels are available for hand drying.</p> <p>Exit route from the changing rooms may be via an alternative door or back through the main facility.</p> <p>The changing rooms are open for changing although customers are encouraged to arrive ready to swim.</p> <p>Showers are open for pre and post swim use.</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 continue to be removed from use to minimise the risk of transmission from aerosols and droplets.</p> <p>Inflatable and fun sessions shall not commence until transmission rate drops.</p> <p>Flumes may operate where social distancing can be maintained when queuing and enhanced cleaning implemented on key touch points.</p> <p>Water features may operate where social distancing can be managed and enhanced cleaning implemented on key touch points.</p> <p>Lifeguard numbers are defined for each session with the NOP updated accordingly.</p> <p>Lifeguards are advised to wear PPE (basic face masks and disposable gloves) when assisting individuals on and off pool hoists.</p> <p>Staff wash hands following the removal of gloves.</p> <p>Pool equipment, including flumes, play equipment, lifeguard chairs</p>			
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				<p>and hoists, are to be cleaned after every use.</p> <p>Pool water is maintained in accordance with PWTAG guidance.</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>Lane Swim Sessions</p> <p>Lane width shall be in line with Swim England guidance.</p> <p>Maximum occupancy per lane is based upon capacity of 9m² per person.</p> <p>Studio / Teaching Pools</p> <p>Can be open during public sessions depending upon lifeguard numbers but overall capacity of the pool hall cannot be increased.</p> <p>Aquafit sessions can operate in line with guidance of 3m² per person and changing room capacity.</p> <p>Leisure Pools</p> <p>Leisure Pools can open with no lane restrictions in place and</p>			

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				<p>capacity based upon maximum bather load as above.</p> <p>Sauna and Steam Rooms</p> <p>Independent sauna/steam cabins located on the poolside shall remain closed.</p> <p>Swimming Lessons</p> <p>See Separate RA</p> <p>Club Hire</p> <p>Clubs can book areas once a suitable risk assessment has been approved by Executive Management and they agree to control measures as contained within site Risk assessments.</p> <p>Risk assessments to follow full NGB guidance.</p> <p>Aqua Based Fitness</p> <p>Aquafit sessions can operate in line with guidance of 3m2 per person and changing room capacity.</p> <p>Lifeguard Rescue</p> <p>Rescue procedures revised in conjunction with RLSS guidance to minimise contact with casualties.</p>			

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			High	<p>All lifeguards shall be fully trained in new procedures prior to opening.</p> <p>All training shall be recorded</p> <p>Lifeguard Equipment</p> <p>Handrails and seats to be disinfected every rotation.</p> <p>No rescue equipment to be handheld 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>Spectators</p> <p>Spectating areas open, all Spectators are encouraged to wear a face covering in crowded areas.</p>			Low
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6.22.7	Health Suites and Spas						
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	Possible transmission of Covid-19 from person to person.	Exposure to live virus resulting in contracting Coronavirus.	High	Customers are encouraged to prebook and pay for their activity in advance.			Low
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	<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>	Exacerbation of existing medical conditions.		<p>Bookings may be made either online, via the app, or by phone.</p> <p>Customers may walk in and book and pay but can only enter a session if there is space available.</p> <p>Contactless payment is encouraged.</p> <p>Customers over the age of 16 are encouraged to register their visit by scanning the NHS QR code.</p> <p>From 2nd August, sessions shall be on a rolling booking basis to allow for staggered access and exit.</p> <p>All public sessions shall be for 60 minutes, on a rolling basis to prevent overcrowding in changing areas.</p> <p>Signage is displayed asking customers to respect social distancing in changing areas.</p> <p>Only dedicated spa areas to open.</p> <p>Poolside saunas remain closed.</p> <p>Customers encouraged to wear a face covering when moving through the facility.</p> <p>Capacity in the whole area will be dictated by the capacity allowed in the changing rooms at any one time.</p>			
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				<p>Sessions shall be for both members and non-members.</p> <p>All key touch points are sanitised on a regular basis in line with cleaning plan, using an anti-virucidal chemical.</p> <p>Pre-visit communications advise that customers should arrive "beach" ready, to shower at home after their spa and that hair drying facilities are not available.</p> <p>Prominent signage should be placed to identify services that are not available.</p> <p>Non cubicle showers are spaced out 2 metres apart by closing off the number available.</p> <p>Closed off sinks, urinals and showers are flushed on a weekly basis, in line with flushing regime to protect against legionella.</p> <p>Hair dryers are removed from service and appropriate corporate signage is displayed stating such.</p> <p>Hand sanitiser unit is available at the entrance to the building and at the entrance to the spa changing rooms.</p> <p>Prominent signage is displayed encouraging customers to pre-shower before entering the spa.</p> <p>Drinks fountains, other than dispensers which can only be</p>			
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				<p>used to dispense into water bottles, are removed or isolated.</p> <p>Area is deep cleaned at the end of every day in line with cleaning policy CLP1</p>			
6.22.8	Soft Play Areas						
	<p>Possible transmission of Covid-19 from person to person contact.</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>Customers are encouraged to prebook and pay for their activity in advance.</p> <p>Bookings may be made either online, via the app, or by phone.</p> <p>Customers may walk in and book and pay but can only enter a session if there is space available.</p> <p>Contactless payment is encouraged.</p> <p>Customers over the age of 16 are encouraged to register their visit by scanning the NHS QR code.</p> <p>All public sessions shall be for 60 minutes, with a break in between each session to allow for cleaning of the play frame and tables and chairs.</p>			Low

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				<p>Ball Ponds are to remain closed.</p> <p>Difficult to clean items to be removed, such as soft punch bags and other easily removable items. - Any loose soft play items should be removed.</p> <p>Play props removed.</p> <p>High contact surfaces identified and sanitised after every session.</p> <p>Cleaning methods identified within the cleaning plan.</p> <p>Tables and chairs to be sanitised after each session.</p> <p>Soft Play Frame to be sanitised using the fogging machine at the end of each day.</p> <p>The whole area is to be deep cleaned after the last session of the day.</p> <p>Capacity of the play frame identified based upon an operating level of 40% of the maximum capacity. NOP updated to reflect this.</p> <p>Maximum of 2 adults permitted with one child.</p> <p>Tables shall have a maximum of 3 chairs to serve the table.</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>Area to be always supervised by a member of staff.</p> <p>Customers are encouraged to wear face coverings at all times, except when eating or drinking at a table.</p> <p>Hand sanitisers shall be available on entrance to the facility and prior to entering the soft play area.</p> <p>All shoes are to be removed and hands sanitised before entering the structure.</p> <p>Adults should be discouraged from entering the structure, unless their child is in distress.</p> <p>Where practical, food and drink should be ordered from tables and should be served on a tray by a member of staff.</p> <p>Staff to wash hands prior to delivering and after delivering the food.</p> <p>Food should be served on washable plates.</p> <p>Staff should advise customers to leave any used dishes in situ and staff will collect once customers vacate the table/area.</p> <p>All cutlery and crockery to be placed immediately in the</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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				dishwasher and staff to wash hands afterwards.			
6.22.9	Clip and Climb						
	<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>Customers are encouraged to prebook and pay for their activity in advance.</p> <p>Bookings may be made either online, via the app, or by phone.</p> <p>Customers may walk in and book and pay but can only enter a session if there is space available.</p> <p>Contactless payment is encouraged.</p> <p>Customers over the age of 16 are encouraged to register their visit by scanning the NHS QR code.</p> <p>Customers are required to wear a face covering whilst moving through the facility and when spectating.</p> <p>Sessions shall be for 60 minutes, with a break in between to allow for cleaning and sanitizing of equipment.</p> <p>Auto billet installed to minimise contact between staff and climbers.</p> <p>SSOW updated to reflect auto billet installation.</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>Staff are encouraged to undertake LFT twice a week.</p> <p>Staff are encouraged to wear a face covering when supervising the activity.</p> <p>Staff to wear PPE when undertaking a rescue from a wall (basic face mask & disposable gloves).</p> <p>Customers advised to arrive activity ready, where possible.</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> <p>Open topped bins available for disposal of used wipes.</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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				Equipment is sanitised after every session.			
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6.22.10	Ten Pin Bowling						
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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>Customers are encouraged to prebook and pay for their activity in advance.</p> <p>Bookings may be made either online, or by phone.</p> <p>Customers may walk in and book and pay but can only enter a session if there is space available.</p> <p>Contactless payment is encouraged.</p> <p>Customers over the age of 16 are encouraged to register their visit by scanning the NHS QR code.</p> <p>All public sessions shall be for 60 minutes, with a break in between to allow for cleaning and sanitisation.</p> <p>Customers encouraged to wear a face covering whilst moving through the facility and when bowling.</p> <p>Maximum of 6 participants per lane.</p> <p>Disposable gloves are available for any customers feeling safer using these.</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>Each lane is allocated it's own selection of balls.</p> <p>Each lane has its own sanitisation pack, to consist of either disposable anti-bacterial wipes or anti-virucidal spray and blue roll and hand gel.</p> <p>Bookings are for a duration of 60 minutes only.</p> <p>Balls and tables are cleaned and sanitised between sessions.</p> <p>QR code is displayed on entry to the Bowling Alley and that registers are available to record all visitors, should they not be able to scan the QR code.</p> <p>Hand sanitiser is available on entry to the bowling hall.</p> <p>Participants are encouraged to bring their own non-marking footwear, but bowling shoes are available for those who don't.</p> <p>Hire shoes are sanitised after use.</p> <p>Where practical, the entrance door should be held open.</p> <p>Exit routes after a session may be via a fire exit, providing that route is onto a path and well lit.</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>Bowling staff behind the counter are protected by a Perspex screen.</p> <p>Sufficient open topped bins are available for disposal of used wipes and that bins are to have bin bag inserts and emptied, at the latest, at the end of every shift and placed in collection bins.</p> <p>Staff undertaking maintenance are advised to wear a face covering and maintain social distancing practices.</p> <p>Staff to wash hands after undertaking maintenance.</p> <p>Where possible, food and drink should be ordered from tables or bowling lanes.</p> <p>Food and drinks should be served at tables on a tray.</p> <p>Food and drink can be purchased at the bar, but customers are encouraged to order from tables and should be advised that food and drinks will be served to their table.</p> <p>Customers are encouraged to return to their table after ordering at the bar.</p> <p>Payment shall be made at the lane/table via Card only and staff shall take the PDQ machine to the customer.</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>When moving away from the protective Perspex screen, staff are encouraged to wear a face covering.</p> <p>Where practical, tables should be sited with a 1m gap between chairs.</p> <p>Staff to wash hands prior to delivering and after delivering the food.</p> <p>Food should be served on washable plates.</p> <p>All cutlery and crockery to be placed immediately in the dishwasher and staff to wash hands afterwards.</p>			
6.22.11	Bouldering Walls						
	<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>Customers are encouraged to prebook and pay for their activity in advance.</p> <p>Bookings may be made either online, or by phone.</p> <p>Customers may walk in and book and pay but can only enter a session if there is space available.</p> <p>Contactless payment is encouraged.</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>Customers over the age of 16 are encouraged to register their visit by scanning the NHS QR code.</p> <p>Customers encouraged to wear a face covering whilst moving through the facility.</p>			
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6.22.12	Indoor Carpet Bowls						
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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>Customers over the age of 16 are required to register their visit by scanning the NHS QR code.</p> <p>Customers are required to wear a face covering whilst moving through the facility to attend or leave the rinks but are not required to wear a covering whilst bowling.</p> <p>Maximum of 4 participants per rink.</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>			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>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 fifteen-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 must wait for their turn.</p> <p>Existing locker holders may continue to keep their balls stored, 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>			

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>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>Club Hire</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>			
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6.21.13	3G Pitches						
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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>Customers are required to prebook and pay for their activity in advance.</p> <p>Bookings may be made either online, via the app, or by phone.</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>Customers over the age of 16 are required to register their visit by scanning the NHS QR code.</p> <p>Where visitor details (over 16 years of age) are not held on Gladstone, and customers are unable to use the QR code, contact details are provided on a visitor register.</p> <p>Register includes the time of arrival and name of booking.</p> <p>3G Pitches shall only operate with permission of schools where they are based on school sites.</p> <p>Clubs will only be able to access areas once a risk assessment has been submitted.</p> <p>Clubs to enforce NFA guidance in relation to social distancing, spectators, sanitising balls and the wearing of face coverings.</p> <p>Staff to open entrance gates at the start of each session and close at the end of the day.</p> <p>Access gates and locks to be sanitised before and at the end of each session.</p> <p>Team dugouts should not be used and should be placed out of order.</p> <p>Goal Posts and corner flags sanitised before and after each</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>session and in between each club booking.</p> <p>Changing rooms remain closed.</p> <p>All participants to arrive game ready and leave immediately after session.</p> <p>Toilets to be made available in line with separate risk assessment for numbers allowed in at any one time.</p>			
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6.22.14	Athletic Tracks and Areas						
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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>England Athletics advise that there is no size limit to groups participating in outdoor athletics.</p> <p>However, it is recommended that coach / leader to athlete / runner ratio is 1:12 for all settings for all age groups. To be clear for coaches and leader activity, for every 12 runners or athletes in a group at any age group there needs to be at least one coach or leader in place.</p> <p>Pole vault and High Jump areas shall remain closed due to the frequency of cleaning required after each use and the onus placed upon the operator by England Athletics to clean the beds.</p> <p>The landing pit for the long and triple jump is fully cleaned by</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)
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				<p>turning and raking of the sand before and after each group, and rake between individual athlete/user.</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> <p>Only staff to set up and put away equipment.</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>			
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6.22.15	Meeting Rooms						
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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>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> <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</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>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>			
6.22.16	Shared Services and Spaces						
	<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>Shared service areas identified, and facility risk assessments shared with Service Managers.</p> <p>Access routes to shared service areas reviewed to consider 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>			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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				Shared Service Managers ensure that areas are frequently cleaned.			
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6.22.17	Food and Beverage						
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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>Maximum of 6 customers per group or two households (with social bubbles) allowed to socialise at one table.</p> <p>Tables are placed to ensure a minimum of 1 metre distance is maintained between chairs from different tables.</p> <p>All service shall be table service.</p> <p>Greeting sign is placed at the entrance to the area asking customers to wait to be seated.</p> <p>Areas that are linked to an activity will have a pre-booked table/seat.</p> <p>Bar and Café areas not linked to an activity will be taken on a first come first served basis and customers should be directed to an empty table by the concierge greeting customers.</p> <p>If there are no tables, for turn up areas, customers will be asked to wait outside until a table becomes available.</p> <p>Prominent signs are displayed advising customers that all service will be at tables only.</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)
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				<p>Prominent signage is displayed asking customers to maintain social distance with other groups of customers.</p> <p>Counters have protective screens to protect staff from any customer approaching the counter, against the regulations.</p> <p>All customers aged over 16 to use the NHS QR code on entry to the food and beverage area.</p> <p>Where visitor details (over 16 years of age) are not held on Gladstone, and customers are unable to use the QR code, contact details are provided on a visitors register.</p> <p>Register include the time of arrival if the area is not bookable.</p> <p>Hand sanitiser is available on entry to the food and beverage area.</p> <p>Where practical, a one-way system is implemented within the area using corporate arrows and signage.</p> <p>Where practical, the entrance door should be held open.</p> <p>Exit routes may be via a fire exit, providing that route is onto a path and well lit.</p> <p>Where exit routes are back into the building, two-way systems</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>shall be implemented asking customers to keep left in corridors.</p> <p>Upon arrival, staff should show customers to a table and explain that food and drink is to be ordered and served via table service only.</p> <p>Member of staff to take orders at point of arrival or should return to table at a time agreed with the customers at the table.</p> <p>Staff should continue to observe tables for customers trying to catch their attention for orders.</p> <p>Food and drinks are to be served on a tray and placed in an area that minimises close contact with the customers.</p> <p>Staff to wear a face covering when not behind protective screen.</p> <p>Cutlery and condiments to be taken at the same time.</p> <p>Staff to wash hands prior to delivering and after delivering the food.</p> <p>Food should be served on washable plates.</p> <p>Staff should advise customers to leave any used dishes in situ and staff will collect once customers vacate the table/area.</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>Payment shall be made at the table via Card only and staff shall take the PDQ machine to the customer.</p> <p>All cutlery and crockery to be placed immediately in the dishwasher and staff to wash hands afterwards.</p> <p>Tables and chairs to be cleaned and sanitised upon customers leaving.</p> <p>Area to be given a deep clean at the end of the day.</p>			
6.22.18	Commercial Kitchen Areas						
	<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>Area to be deep cleaned prior to opening.</p> <p>Legionella checks to be undertaken prior to opening.</p> <p>Only one person should prepare and cook food in the kitchen at a time.</p> <p>When collecting food for serving, more than one person may enter the kitchen, but social distancing must be maintained.</p> <p>Only one person in storage areas at a time.</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>Social distancing to be always maintained at serving points and behind counters.</p> <p>Kitchens continue to be cleaned on a regular basis, as per normal cleaning requirements. but should be subject to an extra clean at the end of each day.</p> <p>Additional cleaning of critical touch points take place on an enhanced basis.</p> <p>Kitchen equipment and utensils are not to be shared and should be placed in the dishwasher once an individual has finished with it.</p> <p>Dishwashers operate at a minimum of 60C</p>			
6.22.19	Changing Rooms, Showers and Toilets						
	<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>Dry side changing rooms remain closed due to the inability to maintain social distancing and poor ventilation of areas, with exception of teen gym and accessible changing requirements.</p> <p>All dry side communal changing rooms closed and cubicle only changing available.</p> <p>Accessible and family change is 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>Changing areas made available for customers with a disability.</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> <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>			

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)
				Hand sanitiser is available at the entrance to the changing rooms.			
6.22.20	Horse Riding Arenas (Pegasus)						
	<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>Lessons available for both able bodies and disabled clients.</p> <p>All lessons to be pre-booked in advance to manage the number of clients on site.</p> <p>Prominent signage is displayed reminding of social distancing guidelines and hygiene.</p> <p>QR code displayed to record visits for test and trace purposes.</p> <p>Prominent signage is displayed to prevent access to store areas.</p> <p>Hand sanitiser is available at the entry to the stable.</p> <p>Emergency Action Plan in place for customers attending liveries and hurting themselves.</p> <p>Information strategy and signage required to inform customers of new protocols.</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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6.22.21	Tranquility Spa Treatments						
	<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>Spread of virus as a result of using shared equipment.</p>	<p>Exposure to live virus resulting in contracting Coronavirus.</p> <p>Exacerbation of existing medical conditions.</p>	High	<p>Customers are required to prebook and pay for their activity in advance.</p> <p>Bookings may be made either online, or by phone.</p> <p>Customers over the age of 16 are required to register their visit by scanning the NHS QR code.</p> <p>Contact details of all participants are held on Gladstone as a registered user.</p> <p>Entry door to the spa area to be locked open when in use.</p> <p>Therapists are encouraged to take two LFT a week.</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> <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>			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>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 record user details, 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> <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>			
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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>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 wear a face covering when moving through the building and when receiving treatment.</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> <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 and type 2 face mask 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>			
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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>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, daily as a minimum and washed at 60C.</p> <p>Where practical, disposable equipment is used to assist with treatments.</p>			
6.22.22	Blyth Beach Huts						
	<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>Beach huts available to access for long term lets only.</p> <p>Information provided to users to inform them of rule of six regulations.</p> <p>Face Coverings to be worn on balcony areas where 2 metre social distancing cannot be maintained between huts.</p> <p>Rentals to provide own hand sanitiser and are responsible for disinfecting their hut.</p>			Low
6.22.23	Dave Stephens Centre						

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>Kiosk allowed to reopen under current guidance.</p> <p>Internal cafe to remain closed.</p> <p>Kiosk operator to provide updated Risk Assessment prior to reopening.</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> <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</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>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 always remain open 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> <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>			
6.22.24	Learn 2 Swim Scheme						

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	<p>Spectators may attend with under 18's for safeguarding requirements.</p> <p>Spectators over the age of 16 scan the NHS QR code or are registered at reception where they are unable to.</p> <p>Spectators are limited to one adult per child/family.</p> <p>Spectators are required to wear a face covering at all times when in the building, unless exempt.</p> <p>This includes changing villages and whilst spectating.</p> <p>Any external queuing system is close to the building to ensure segregation of people and vehicles.</p> <p>Activity starting times are staggered to try and avoid pinch points at reception.</p> <p>External queuing points are marked at 2m intervals to encourage social distancing.</p> <p>Exit point may be different from entry point to minimise cross over of customers and to maintain one-way systems, where practical.</p> <p>Hand sanitising stations are located at the entrance to the</p>			Low

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				<p>facility and all customers should sanitise their hands on entry.</p> <p>Customers should not arrive at the facility more than 10 minutes before the start time of their lesson.</p> <p>Information sent to customers in advance of their arrival at the facility in relation to safety protocols and the safe operation of the learn 2 swim scheme.</p> <p>Participants will be met by swimming instructors and taken to the relevant changing point on the poolside.</p> <p>Registers are taken on the poolside on the learn 2 portal, which contains contact information for test and trace.</p> <p>Changing and Toilets</p> <p>Changing rooms are not to be used for pre-lesson changing.</p> <p>Swimmers arrive swim ready and to change on the poolside.</p> <p>Showers and changing cubicles will be available post swimming.</p> <p>Swimmers advised in advance not to bring shampoo and toiletries.</p> <p>Fifteen-minute stagger between lesson finish times to allow for a clean of the changing rooms in line</p>			
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				<p>with revised cleaning protocols, using appropriate antiviral chemicals.</p> <p>Learn 2 Swim Participants shall be able to access toilets in line with current protocols.</p> <p>Spectating</p> <p>Spectators may attend with under 18's for safeguarding requirements.</p> <p>One adult is permitted per child/family.</p> <p>Parents/carers are encouraged not to bring siblings to the lesson, but provision is made for those who do so.</p> <p>Where practical, seats shall be identified on pool balconies to designate where spectators can sit.</p> <p>All spectators on pool balconies are to wear face coverings in order to provide seating at 1m intervals.</p> <p>Seating is staggered between rows.</p> <p>Family seating is identified for those who bring siblings.</p> <p>Where practical, seating is grouped by stages and is appropriately identified.</p>			
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				<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>Information strategy to inform staff and customers of new procedures/protocols.</p> <p>Prominent signage on balconies advising that masks are to be worn in the area.</p> <p>Entry to Pool Hall</p> <p>All swimmers and parents remove outdoor footwear before entering the changing rooms / pool hall.</p> <p>Flip Flops may be worn and are encouraged.</p> <p>Users are to enter the poolside by following the directional signage.</p> <p>Additional signage is displayed for stage positions in the pool and drop off points.</p> <p>Each swimmer is allocated a space within the pool hall to remove all outdoor clothing.</p> <p>Clothing to be placed in bags which have been brought to the lesson by the parents.</p> <p>Parents take the bag with them when they exit the pool hall.</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>Parents to sanitise hands when exiting the pool hall.</p> <p>Parents/carers to follow directional signs around the pool hall to designated waiting/viewing areas.</p> <p>At the end of the session, swimmers and parents will be directed to changing facilities and exit routes by the swimming teacher.</p> <p>Pool Capacity and Teaching Ratios</p> <p>The scheme will operate for 4-year old's and older.</p> <p>No public sessions take place when swimming lessons are taking place.</p> <p>Capacity of each stage is reduced in line with Swim England guidance.</p> <p>Stage 1 – maximum of 6 swimmers.</p> <p>Stage 2 – Maximum of 7 swimmers.</p> <p>Stage 3 to 8 – Maximum of 8 swimmers.</p> <p>Stages 9 & 10 – Maximum of 8 swimmers.</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>Maintaining Social Distance During Lessons</p> <p>Zones are clearly identified for pool briefings with clear markings of where swimmers and coaches should stand to maintain social distancing.</p> <p>One-way system around the pool hall is enforced.</p> <p>Space is identified for swimmers to rest.</p> <p>Drinking bottles/water bottles will need to be named (full name) and pre-filled before the start of the session.</p> <p>Anti-wave lane ropes used to dissipate the energy and prevent a build-up of turbulence on the surface, as additional turbulence could contribute to a need for amending bather loads.</p> <p>All lanes to swim in the same direction.</p> <p>Alternative lanes for stages 9 & 10 in deep end and shallow end.</p> <p>Equipment</p> <p>Swimming Instructors are encouraged to undertake a LFT twice per week.</p>			

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				<p>The pool will be set up prior to the Learn to Swim session taking place.</p> <p>Swimming teachers to place teaching equipment at their allocated area before the sessions begin.</p> <p>Teaching equipment should be submerged for a minimum of 30 seconds in the pool water after every session.</p> <p>No equipment will be shared or borrowed.</p> <p>Social distancing measures identified in advance of the first session taking place.</p> <p>Teachers</p> <p>All teachers undertake specific Covid-19 training prior to being allowed to teach.</p> <p>All teachers encouraged to take a LFD test twice a week.</p> <p>All teachers trained in specific Covid-19 NGB guidance from IOS and Swim England.</p> <p>Teachers always maintain social distancing on the poolside.</p>			
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				<p>Teachers wash / sanitise hands before and after sessions.</p> <p>No physical contact between teachers and children should take place when making corrections. Instructions are to be given verbally making sure social distancing is taking place.</p> <p>Teachers encourage participants to exhale in the water when passing if that is practicable.</p> <p>All teaching is from the poolside as per Swim England guidance.</p>			
6.22.25	Exercise on Referral						
	<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>Public Health approval agreed prior to commencing the scheme.</p> <p>Risk Assessment approved by Public Health due to the nature of health conditions of participants and health assessments required to be undertaken.</p> <p>Before returning to the facility each participant will receive a screening call to highlight how much activity they have been doing and any changes in the circumstances (i.e. medical conditions)</p> <p>All Exercise Referral participants will complete an updated PARQ to</p>			Low

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				<p>highlight any changes or additional medical conditions.</p> <p>Any changes in medical conditions that may impact the participants ability to exercise safely will be fed back to their GP to seek guidance.</p> <p>Exercise Referral participants will be provided with an exercise programme based on their medical conditions by a Level 3 Exercise Referral qualified member of staff.</p> <p>A level 3 Exercise referral qualified member of staff will be present for all sessions.</p> <p>Instructors are encouraged to undertake a LFT twice a week.</p> <p>Emergency alarms located where Exercise Referral sessions are taking place in case of emergency.</p> <p>Where feasible, Customers are required to prebook and pay for their activity in advance.</p> <p>Bookings may be made either online, via the app, or by phone.</p> <p>Exercise on Referral may pay for their session in cash at time of arrival.</p> <p>Customers over the age of 16 are required to register their visit by scanning the NHS QR code.</p>			

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				<p>Contact details of all participants are held on Gladstone as a registered user.</p> <p>All sessions restricted to 60 minutes duration in the first instance.</p> <p>Exercise on Referral sessions will be restricted to a maximum of 2 sessions per week as there will be restricted numbers able to attend depending upon facility.</p> <p>Access to buildings and activity areas is in line with above risk assessment and revised NOP.</p> <p>Assessments can only take place in assessment rooms where 2m social distancing guidelines can be adhered to.</p> <p>If current assessment rooms are unsuitable as 2m social distancing is not possible, alternative locations will be provided where social distancing is possible.</p> <p>Where possible, windows are opened to provide fresh air (where this does not compromise air handling).</p> <p>Hand sanitiser should be available the assessment room,</p> <p>Assessor and participant are both required to wash/sanitise their hands before and after the assessment.</p>			
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				<p>Assessments offered virtually or completed over the phone where possible.</p> <p>Tablets used for data collection will be cleaned and sanitised before and after use.</p> <p>Where close contact interaction between participant and instructor occurs (i.e. waist to hip measurement, blood pressure measurement, height, weight) face coverings must be worn by participant and instructor.</p> <p>Where assessment measures include contact with equipment (i.e. blood pressure, weight), measurement tools will be sanitised before and after use.</p> <p>Equipment that cannot be sanitised should not be used.</p>			
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6.22.25	Spectators						
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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>For activities delivered by Active Northumberland, Spectators may attend with under 18's for safeguarding requirements.</p> <p>One adult is permitted per child/family.</p> <p>All spectators over the age of 16 years old are required to check in via the displayed NHS QR code.</p>			
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				<p>Where spectators over the age of 16 are unable to use the QR code, details should be provided to allow visit to be recorded on the visitors register.</p> <p>Contact details will be also be via the child's details on booking systems</p> <p>Club spectating is in line with NGB guidance and approval of club risk assessment.</p> <p>Spectators will be required to wear a face covering at all times, apart from those who are exempt.</p> <p>Parents/carers are encouraged not to bring siblings to spectate but provision is made for those who do so.</p> <p>Where practical, seating is spaced at 2m. Seats can be spaced at 1m as face coverings are required to be worn.</p> <p>Where practical, seats shall be identified on pool balconies to designate where spectators can sit.</p> <p>Seating is staggered between rows.</p> <p>Family seating is identified for those who bring siblings.</p> <p>Where it is unsafe to provide balcony viewing, then the balcony</p>			
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				<p>shall remain closed and spectators will not be permitted.</p> <p>General Manager to ensure that prominent signage is displayed advising that masks are to be worn in public and spectating areas.</p>			
6.22.26	School Swimming Lessons						
	<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>School 'bubble' provision can be replicated in a swimming lesson environment and has been shared for replication.</p> <p>School covid officer identified, and site visit completed.</p> <p>Social distancing implemented by using separate entry & exit points which are clearly marked.</p> <p>Face coverings to be worn by school staff and pupils in year 7 and over when in a public space, including changing areas.</p> <p>Face coverings to be worn by school staff on poolside.</p> <p>Schools provided with operating instructions and expectations prior to first visit.</p> <p>Hands to be sanitised upon entry to the facility.</p> <p>Drop off and pick up controlled by School staff.</p>	<p>Changes to arrangements to be communicated to schools.</p>	<p>Coordinators, ongoing</p>	Low

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				<p>Facility staff have access to the school's emergency contact details in the case of an emergency.</p> <p>Allocated changing areas, utilising group changing areas where possible.</p> <p>No public swimming available where communal changing villages are used by schools.</p> <p>Access to changing areas restricted to 10 mins pre lesson and 15 minutes post lesson.</p> <p>Changing areas to be disinfected prior to use and in between sessions.</p> <p>Schools to have sole use of swimming pool during initial return period.</p> <p>Directional signage to show one-way system to poolside and around pool to waiting areas.</p> <p>Each swimmer is allocated a space to wait for the lesson to begin.</p> <p>Instructors advise on where to enter and exit the water.</p> <p>No parent spectating.</p> <p>Swimming Instructors complete signing in form stating that they are symptom free.</p> <p>Instructors encouraged to take two LFT per week.</p>			
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				<p>Swimming Instructors to always maintain social distancing on the poolside.</p> <p>Swimming Instructor to wash/ sanitise hands before and after sessions.</p> <p>Swimming Instructor to wash/sanitise equipment before and after sessions.</p> <p>No physical contact between Swimming Instructors and pupils should take place when making corrections, only verbal communication, keeping the required distance.</p> <p>Active Northumberland Staff to administer First Aid as per RLSS guidance during the COVID-19 Pandemic.</p> <p>Pupils unable to continue in sessions will leave their lesson. School staff will take them to get changed and wait for the rest of the class to leave the building.</p> <p>Where possible anti wave lanes ropes will be used to divide areas of the pool.</p> <p>Where this is not possible areas will be clearly identified using standard ropes.</p> <p>Each class / bubble will be allocated an area for the lesson to take place.</p>			

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				<p>This will be based on the standard of the children.</p> <p>Minimum 15-minute change over time between schools. New cleaning regime introduced to clean and sanitise changing rooms and touch point areas.</p> <p>Maximum of 1 member of school staff per class.</p> <p>Additional staff considered where school risk assessment dictates.</p> <p>A maximum of 3 school staff allowed on poolside during the lesson.</p> <p>All sessions delivered from poolside</p> <p>Poolside surrounds to identify (visually) the social distancing measures put in place.</p> <p>Schools identify bubbles and ability split for children, without limiting the quality of the lesson.</p> <p>Class or year bubbles are to remain socially distant from external personnel of their bubble.</p> <p>Changing Rooms Toilets available prior to the lesson where possible.</p> <p>Single use Toilet to be identified prior to the lessons taking place.</p> <p>Swimmers encouraged to take a quick pre swim shower.</p>			
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				<p>A quick rinse post swim is acceptable as long the is does not exceed the overall 15-minute changing time. Children with any skin conditions who may need a thorough shower will have to leave the lesson early to shower. So not exceed the 15-minute changing time</p> <p>Swimming Instructors will have an allocated set of equipment to use throughout the duration of the lesson</p> <p>Equipment should be cleaned before and after use.</p> <p>Equipment is submerged for 30 seconds in adequately disinfected pool water before and after use.</p> <p>Equipment that cannot be sanitised in the pool is appropriately cleaned between lessons.</p> <p>This includes high traffic areas such as handrails.</p> <p>Swimming Instructors deliver the climb out over the side exit rather than using the steps where possible to reduce the amount of contact.</p> <p>Swimming Instructors will have access to equipment to disinfect their area</p> <p>Pupils are allocated equipment for their use during the lesson and avoid handling other people's.</p>			
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				No equipment is shared.			
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6.22.27	Outdoor Group Exercise						
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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>Customers are required to prebook and pay for their activity in advance.</p> <p>Bookings may be made either online, via the app, or by phone.</p> <p>Customers over the age of 16 are required to register their visit by scanning the NHS QR code.</p> <p>Contact details of all participants are held on Gladstone as a registered user.</p> <p>Instructors are encouraged to take an LFD test twice a week</p> <p>Appropriate area identified in which to deliver class and same area used for each session.</p> <p>Area sectioned off to prevent any vehicular movement.</p> <p>Area is checked by the instructor prior to each class commencing and any debris removed.</p> <p>Class not to take place where surface is damaged, or risk of injury is identified.</p> <p>Any uneven surfaces will be highlighted to the participants.</p>	<p>Risk Assessment to be shared with Instructors.</p> <p>Instructors to check safety prior to each class</p>	<p>GB – ongoing.</p> <p>Instructors – ongoing.</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>Correct usage and demonstrations will be given at the start and throughout the class.</p> <p>Clients advised on the day and in pre-communication on appropriate footwear.</p> <p>The Instructor will advise 2m social distancing is maintained throughout the class.</p> <p>The Instructor maintains a 2m social distance from the participants.</p> <p>The Instructor ensures the program of exercises are delivered in a way that maintains social distancing.</p> <p>Where possible floor markings are used to identify each participant's space.</p> <p>Equipment is kept to a minimum.</p> <p>Any Equipment that is required is sanitised prior to the class commencing and cleaning materials made available to the participants so they can clean after use.</p> <p>Instructor advises all participants not to share any equipment.</p> <p>Instructor provides full demonstration of routines and safe use of equipment.</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>The instructor assesses the possibility of heat/cold exposure and advise the clients accordingly.</p> <p>Instructor advises on hydration at the start of each class and encourages clients to rehydrate throughout the class.</p> <p>Hand sanitiser is available for participants.</p> <p>Personal towels and Exercise mats permitted but customers always advised to keep them in their possession.</p> <p>Customers encouraged to change and shower at home.</p> <p>No changing provision available but toilets identified for use.</p> <p>Instructor to carry a radio at all times and sanitised after use.</p> <p>All abusive/anti-social behaviours reported to the On-Site Duty Manager immediately.</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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Risk Assessment Review – Safe Operation of Activities During COVID-19 Pandemic.							
Reason for review: Government Control Measures for COVID-19 Pandemic 2021			Approved by: Paul Metcalfe Signature: <i>P A Metcalfe</i>			Review Date: Ongoing	
<u>Changes from Last Review</u> Re-opening assessment in relation to stage 3 of the Government Roadmap.							