

Sefton Health and Safety Risk Assessment Form July 2020 – **Leisure Covid-19 V2 – updated 03/07/20**

Based on level 3 of the Leisure Recovery Plan 2020

A	Name of Assessor	Simon Pendlebury/ Terry Game	Date	14.07.2020
B	Time	15.00	Work area	Crosby Lakeside Adventure Centre
C	Task being assessed	Reopening of Leisure centres to customers and staff following COVID-19 outbreak	Work activity	Level 3 Operating plan
D	Review date	14 th July 2020	Assessment No	RA 01
Signature				

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?	Target risk rating			Action/monitored by whom?	Action / Monitored by when?
				L	C	R		L	C	R		
Staff returning to work	Staff	Possible spread of infection & anxiety	<p>To help ensure that the risk of virus spread is as low as possible, the centre will inform all staff and potential visitors, including customers and contractors, not to enter the building if they are displaying any symptoms of coronavirus (COVID-19) or if they should be self-isolating.</p> <p>Anyone showing the symptoms (new continuous cough and/or a high temperature) should not come to work and should follow the relevant government protocols at home and before coming back to work, this will last at least 7 days.</p> <p>Anyone living in a household where someone is showing symptoms should stay at home for 14 days. If they then become ill then they must continue to isolate for 7 days from when they first showed their own symptoms.</p> <p>Staff only to come to the centre if they are unable to do their work from home</p> <p>Any staff reporting any cases should be raised to the H&S team via the reporting system</p> <p>All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Staff meetings to be scheduled in small groups as per social distancing guidelines, to inform staff on the measures in place for reopening and provide confidence in the control measures for their safety and the safety of the customers</p>	2	5	10	<p>Staff communication</p> <p>Staff training</p> <p>Information</p> <p>NOP/EAP</p> <p>Updated Risk assessment to be displayed in staff areas</p> <p>Hand Sanitisers throughout the building.</p> <p>OPS assistants to ensure rooms are vacant prior to setting up / cleaning.</p> <p>Staff encouraged</p>				SOM and Duty managers	Weekly basis or as advice changes

		<p>Communication to staff to continue as per lockdown procedures, including TEAMs meetings, WhatsApp groups and emails where possible.</p> <p>All guidance documents to be made available to staff</p> <p>Any staff deemed as high-risk and shielding, who are in receipt of the NHS official letter to continue to stay at home in line with government guidelines until 01/08/20 or until advised.</p> <p>Any staff who are anxious about returning to work or need further support with Mental wellbeing to be signposted accordingly to OH or Online Counselling and Emotional Wellbeing Service called Qwell which is available for Sefton staff. https://www.qwell.io/</p> <p>Staff who are travelling to work using public transport should where possible avoid peak times, this can be reduced by continuing with shift patterns.</p> <p>Staff must adhere to the guidelines set out by the transport department and use face masks.</p> <p>Consideration to be given where possible for staff to work in teams to form a bubble, so staff work together in fixed shift patterns to limit the number of staff that they meet. Where this is not possible a record of staffing rota/patterns must be kept.</p> <p>NOP/EAP to be updated to include changes to the normal day to day operations, to include but not limited to include;</p> <ul style="list-style-type: none"> • Day to day Operating plan • Capacity and session times • Cleaning procedures • First aid • Deliveries • Copy of Customer information/posters • Updated Covid-19 Risk Assessments • H&S safety documents <p>Appoint a member of staff who is responsible to keep up to date with all Covid-19 guidelines and monitor Covid arrangements in place, to feedback observations to SOM or POM. Simon Pendlebury for activities and Terry Game for fitness</p> <p>To be responsible to ensure all legislated H&S and statutory compliance checks are completed prior to opening. Ensure all AHU and air conditioning units comply with new recommendations</p>				<p>to utilise locker for personal belongings.</p> <p>Additional cleaning materials and PPE to be made available in addition to COSHH data sheets for products utilised.</p>					
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Lack of Social Distancing	Staff/visitors/General public	Possible spread of infection Overcrowding	<p>Everyone to be encouraged to follow the social distancing guidelines</p> <p>All spectator areas to be closed and furniture to be removed, including any soft furnishings in both customer and staff areas. Where furniture cannot be removed, social distancing must be considered</p> <p>Only 2 members of staff in the staff areas, including staff room/kitchen area and staff changing area.</p> <p>All personal clothing to be locked away in the staff lockers. No personal clothing to be left in the staff changing areas</p> <p>Unnecessary staff or customer gatherings to be avoided.</p> <p>Reduce possible congestion by providing more entry points to the building</p> <p>Ensure one way flow of staff and visitors arriving and leaving the building</p> <p>Introduce one-way flow throughout the building especially corridors and walkways, wetside changing rooms.</p> <p>Reduce the occupancy of all areas such as fitness suite, changing rooms communal lake access areas i.e. hard standing, office and staff areas</p> <p>Review rota systems for staff to limit contact with other staff members</p> <p>Install protective screens in public facing areas.</p> <p>Close off areas where necessary to stop customers/staff using – such as dry side public changing areas</p> <p>Barrier to be in place in locations that are closed to customers.</p> <p>Additional staff to be available where possible to direct customers away from areas that are closed to the public, and to direct customers around the building.</p> <p>Barrier off any equipment that does not comply with the 2-meter social distancing rules</p> <p>Provide additional signage around the building to remind customers/staff/visitors of the social distance measures</p> <p>Limit the number of clothing lockers to provide social distancing and discourage congestion</p>	2	5	10	<p>Directional signage. Tape markings on floor.</p> <p>2 meter distancing signage positioned on entrance and throughout the building</p> <p>Floor markings on floor.</p> <p>Information on website and social media</p> <p>Directional arrows to promote flow of building</p> <p>Banners to be displayed around the buildings</p> <p>Notice boards</p> <p>Additional staff to control entrance and changing rooms</p> <p>Use of NFC track and Trace</p>			SOM/DM	Monitor weekly or when advice changes
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Overcrowding	Contamination	Employee, visitors, agency staff, member of the public	<p>Limited activities available – to be booked online and in advance with staggered operating times</p> <p>Appropriately times sessions in place</p> <p>Limit the number of sessions that can be booked per person to promote fair usage</p> <p>Freeze memberships and introduce pay as you go sessions</p> <p>Use of co-operation with clubs to control people on site.</p> <p>Pre-booking required to access boats within the boat yard</p> <p>Reception staff not to allow non-booked customers</p> <p>Persons flow through building controlled.</p> <p>2 metre social distance signage in place</p> <p>Various signs denoting direction of flow to different parts of the Centre</p> <p>Control signage in place for using the vending machines.</p> <p>2 metre social distance signage in place in the fitness suite– with non-movable machines taken out of use.</p> <p>Fitness equipment has been moved into vacant areas such as sports hall and dance studios</p> <p>Maximum numbers to be implemented per site based on size of the facility/fitness suite Fitness suite =20 persons per session, fitness classes 10-15.</p> <p>Capacity numbers introduced and controlled by online booking system & eventbrite</p> <p>Members only permitted in the fitness suite</p> <p>Close off areas of the building – such as sports hall, dry side changing rooms and sauna and steam rooms which social distancing cannot be controlled</p> <p>Limit the number of open water swimmers = 40</p> <p>Limit the number of clothing lockers to provide social distancing and discourage congestion</p>	2	5	10	<p>Signage</p> <p>Booking system</p> <p>Communication via website and social media</p> <p>Members surveys</p> <p>Member calls</p> <p>Staff to be positioned throughout the building to help control entry and capacity</p> <p>Use of Eventbrite for previous open access sessions.</p>				SOM/DM's	Daily/weekly in line with government advice
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			<p>Customers who are deemed high risk or vulnerable will be discouraged from using the centre. This information will be displayed on the Active Sefton website</p> <p>All GP 1:1 fitness sessions will be on hold until safe to operate. Online support will continue</p> <p>Resident clubs to be given timeslots of when to access the hardstanding. Gates to be shut after use.</p> <p>Promotion of Online navigation & radio courses to continue once the centre is open.</p>								
Lack of adequate control of customers, visitors and contractors in the building	Staff/Visitors/Public	Possible spread of infection	<p>Install screens around Reception to protect reception staff.</p> <p>Remove some furniture to maintain social distancing.</p> <p>Online booking system in place for the majority of activities</p> <p>Revised occupancy and capacity numbers in the fitness suite.</p> <p>Control measures to be put in place to limit the number of customers in the building at any time</p> <p>Staggered opening times for customers to limit the number of customers/staff/visitors in the public areas</p> <p>Provide guidance on social distancing, hygiene etc before a visit occurs or on arrival of the visitor</p> <p>Minimise the amount of contact visitors have with Reception staff by online booking system and only taking credit card payments.</p> <p>Group sessions are limited = Adventure Activity = 5, Fitness = 10-15</p> <p>No birthday parties to be permitted.</p> <p>Class timetables to be introduced gradually and with limited numbers and booking system when safe to do so</p>	2	5	10	<p>Ensure every visitor signs in and out.</p> <p>Ensure members book and pay online.</p> <p>Encourage hand washing</p> <p>Installation of screens around Reception</p> <p>Alter layout of centres</p> <p>Capacity figures to be implemented</p> <p>Signage</p> <p>Updated NOP</p>			SOM/DM's	Daily/Ongoing monitoring

Risk to public health	Customers/members/visitors		<p>Communicating to members and the public via new website, member letters</p> <p>Introduce customer surveys to establish demand, concerns and anxieties of customers</p> <p>Offering online support with links to fitness programmes, exercise classes, healthy eating, promotion of health and wellbeing support and guidelines, promotion of healthy lifestyles</p> <p>Continue engaging with customers via social media platforms</p> <p>Continue with telephone calls to members and engage with them</p> <p>Freezing memberships and offering pay as you go sessions</p> <p>Discourage high risk and vulnerable groups</p> <p>Pay as you go prices to reflect the current market and encourage fair usage</p> <p>Communication video to be produced pre-opening to show new centre layouts, flow of building and the setup of the fitness suites to promote confidence in the service and staff.</p> <p>Communications team support with promoting Lakeside Adventure Activities.</p>	1	5	5					SOM/DM's	Review monthly
Lack of appropriate hygiene measures	Staff/Visitors	Possible spread of infection	<p>Carry out more frequent cleaning procedures of the building.</p> <p>Update cleaning procedures in NOP to include increased frequent cleaning at the end of each session</p> <p>NOP and Reopening documents to include details of each area that needs cleaning after use, to include all touch points.</p> <p>Look to increase number of cleaning operatives on site throughout the day</p> <p>Frequent cleaning of work areas and equipment.</p> <p>Frequent cleaning of door handles, key pads and other surfaces. All to be recorded in NOP</p> <p>Clean workstation and remove all waste at the end of the day.</p> <p>Cleaning stations situated within the gym.</p>	2	4	8	<p>Cleaning stations</p> <p>Customer information</p> <p>Signage</p> <p>Monitoring</p> <p>Additional staff to support</p> <p>Updated cleaning procedures</p> <p>Review cleaning rota</p> <p>Disinfectant sprays purchased to assist efficient equipment cleaning between sessions.</p>				SOM/DM's	Monthly or as advice changes

			<p>All personal clothing to be locked away in the staff lockers. No personal clothing to be left in the staff changing areas</p> <p>Frequent cleaning of toilets and the busier areas of the building.</p> <p>Arrange more frequent rubbish removal.</p> <p>All bins must have lids and must be emptied frequently. Consideration to a waste holding area should be identified if necessary</p> <p>Provide hand sanitiser at entrance and exit points to the building.</p> <p>Restrict the use of printers to enable staff to maintain 2 metre distance.</p> <p>30 minute cleaning sessions included in the programme for staff to thoroughly clean down after use.</p> <p>Customers will be encouraged to wipe down fitness equipment before and after use</p> <p>Cleaning stations will be set up in the fitness suite</p> <p>Use of signage and customer information to encourage hand washing</p> <p>Customers who unwell requested not to attend</p> <p>COSHH documentation to be reviewed to include any new cleaning materials including hand sanitiser. To be completed by nominated H&S rep and reviewed regularly</p>								
Surfaces contaminated with Covid-19	Staff/visitors/customers	Possible risk of spreading infection	<p>Display posters reminding staff and visitors of the importance of maintaining social distance and handwashing.</p> <p>All hand dryers and hair dryers to be out of use and isolated</p> <p>Provide paper towels to discourage the use of the hand dryer in the toilet areas.</p> <p>Toilets, sinks and urinals to be placed out order where cubicles are not available or social distancing cannot be adhered.</p> <p>Water cooler machines to be placed out of order</p> <p>Regular points of contact such as door handles, push plates, code pads and WC levers should be cleaned regularly unless it is already known (with certainty) that the building has not been in use for 48hrs.</p>	2	5	10	<p>Hand sanitisers positioned around the building</p> <p>Cleaning stations in the gym</p> <p>Extra cleaning processes in place</p> <p>Signage encouraging</p>			SOM/DM's	As advice changes

			<p>All staff reminded to clean their own area</p> <p>Cleaning stations in the fitness suite to be set up so customers can clean equipment before and after use</p> <p>All activity sessions have a 30-minute cleaning period – this will be programmed in to the booking system</p> <p>All areas that remain closed must still be cleaned as part of end of day cleaning</p> <p>Revised cleaning regime to be detailed in the NOP/Reopening Covid-19 document</p> <p>All pay and play activity equipment to be disinfected before next usage all buoyancy aids to be dosed in Milton and left to air dry for 48 hours.</p>				<p>customers to wash hands where possible, to wipe down machines after use</p> <p>All equipment not in use to be switched off or labelled out of use</p> <p>Staff training</p>				
Risk of COVID 19 transmission in cases requiring First Aid	Staff/customers	COVID 19 transmission in cases requiring First Aid	<p>All staff to don PPE and to include respiratory protection where deemed necessary.</p> <p>First aid rooms to be equipped with Aprons, face masks, gloves</p> <p>Emergency grab bags to be positioned on activity reception and prominent staff areas that include all necessary PPE for the individual dealing with the rescue/first aid</p> <p>If any staff members feel unable to assist, they should talk through with the casualty where possible the measures which should be undertaken whilst maintaining distance.</p> <p>Staff to follow guidance from the RLSS with pool rescues, and CPR</p> <p>Staff to undergo training prior to reopening, to include new regulations and guidance on providing first aid including changes to CPR</p> <p>All first aid incidents to be recorded as normal</p> <p>EAP to be updated to include any changes to first aid provision, including resources to be used, and appropriate number of staff for rescues and administering first aid.</p>	2	5	10	<p>Staff training</p> <p>Grab bags</p> <p>Signage</p>			SOM/DM's	Monthly or following any incidents

Deliveries and maintenance	Increase d number of people onsite leading to increase d transmission of covid-19	Cross contamination	All staff / contractors required to undertake maintenance roles should be kept to a minimum. One-way system in operation within the gym and fitness suite areas. All contractors working on enabling works pertaining to the development will be restricted to certain areas. Deliveries that need to be handled immediately should be sanitized with wipes before taking them inside the premises Keep deliveries to a minimum with important items only. Update written procedures/instructions for staff	1	5	5					SOM/DM's	Monitor
Adventure Activities Specific Operations	Public / Staff	Possible spread of infection. Ensure safety & compliance of all activities being undertaken	All activities which are planned to take place have their own specific risk assessment based on relevant government, NGB and license provider guidance. To ensure that all activity NOP/EAPS comply with the relevant guidance at the time of activity commencement. Copies of individual RA/ Ops available for review if required.	N A	N A	NA						
Crosby Lakeside Fitness Specific Provision	Public/ Staff	Possible spread of infection. Ensure safety & compliance of all activities being undertaken	All activities which are planned to take place have their own risk assessments for the fitness provision specific to Lakesides current fitness suite set up.	N A	N A	NA						

Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely	
Consequences						
5. Catastrophic	5	10	15	20	25	20-25 Stop – stop activity and take immediate action
4. Major	4	8	12	16	20	15-19 Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
3. Moderate	3	6	9	12	15	11-14 Action – improve within specified timescale
2. Minor	2	4	6	8	10	6-10 Monitor – look to improve at next review or if there is a significant change
1. Insignificant	1	2	3	4	5	1-5 No action – no further action but ensure controls are maintained and reviewed