

Bootle leisure centre, site specific Risk Assessment July 2020 –Covid-19

Based on level 3 of the Leisure Recovery Plan 2020

A	Name of Assessor	Julie Murphy	Date	16.07.20
B	Time	16.00	Work area	Litherland Sports Park
C	Task being assessed	Reopening of the centre to customers & staff, visitors following COVID-19 outbreak	Work activity	Level 3 Operating plan
D	Review date	16 th July 2020	Assessment No	RA 01

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</p>	2	5	10	<p>Staff communication</p> <p>Staff training</p> <p>Internal staff document</p> <p>Reopening procedures</p> <p>Team meeting</p> <p>Online COVID training</p> <p>NOP/EAP</p> <p>Updated Risk assessment to be displayed in staff areas</p>				SOM and Duty managers	Weekly basis or as advice changes

		<p>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• Zones• Deliveries• Copy of Customer information/posters• Updated Covid-19 Risk Assessments <p>Staff must ensure that their cups/plates and cutlery and placed in the dishwasher.</p> <p>Only 2 members of staff in the staff room. Signage is in place.</p> <p>Cleaning schedule in place to keep staff areas clean and all touch points to be cleaned regularly/after use.</p> <p>All legislated H&S and statutory compliance checks have been completed prior to opening.</p> <p>PPE will be provided for staff.</p> <p>The wearing of face masks will fall in line with any government advice. Staff at present are not required to wear face coverings, will be available if required.</p>								
--	--	--	--	--	--	--	--	--	--	--

Control of customers, visitors and contractors in the building	Staff/visitors/General public	Possible spread of infection Overcrowding	<p>A0 Signage, pop up banners, display stands and posters have been produced and displayed around the centre, including all entrances to the centre and in prominent areas, to be encouraged all customers/staff and visitors to follow the social distancing guidelines.</p> <p>2-meter floor markings and directional arrows are in place to encourage social distancing.</p> <p>Signage in place to encourage hand sanitiser on arrival and exiting the building,</p> <p>Barrier in the main Reception to stop cross contamination whilst entering and leaving the building. Floor markings to direct customers/visitors/staff.</p> <p>The occupancy levels for all areas such as fitness suite, offices and staff areas have been produced and written into the preopening document. This is also displayed in the main staff areas, such as the staff room, and offices to ensure the message is clear.</p> <p>Changing rooms have been closed and doors will be locked to stop customers using this area, as social distancing cannot be controlled in this area.</p> <p>1 member of staff will be position in the main reception area to direct customers on the new protocols.</p> <p>On reopening the centre, the booking system will capture the names and contact details for members of the public and members who visit the centre and this information will be stored for 21 days as part of the track and trace precautions. Any customer who refuses to provide these details will not be permitted to entry the centre</p> <p>With the use of the online booking system control measures are in place to limit the number of customers in the building at any time</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>Banners to be displayed around the buildings</p>				SOM/DM	Monitor weekly or when advice changes
--	-------------------------------	--	---	---	---	----	---	--	--	--	--------	---------------------------------------

<p>Overcrowding, Contamination and control of usage</p>	<p>Control of users in specific areas; for staff, customers and general public</p>	<p>Employee, visitors, agency staff, member of the public</p>	<p>Fitness suite</p> <p>Restricted numbers permitted in the fitness suite, maximum 15per session</p> <p>TV's and music will be low to ensure members are not shouting over the music</p> <p>Online bookings system in place</p> <p>Staggered operating times</p> <p>1 hour time sessions in place, with a 30-minute clean down session.</p> <p>Limit the number of sessions that can be booked per person to promote fair usage</p> <p>Pay as you Go system in place and all memberships frozen</p> <p>Instructor led Synergy classes will be suspended</p> <p>Customer who have not booked will not be allowed in.</p> <p>2 metre social distance signage in place</p> <p>The fitness suite will be manned during the opening hours to ensure staff presence to control usage and to clean equipment.</p> <p>Updated cleaning schedule in place for the end of each session for all touch points.</p> <p>3 x cleaning stations in place for customers to wipe down the equipment after use</p> <p>Signage in place requesting customers to clean equipment after use. (COSHH sheets will be displayed next to cleaning equipment)</p> <p>Wall mounted hand sanitiser is available on entrance to the fitness suite and dance studio. Hand sanitation also available on cleaning stations.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Signage</p> <p>Booking system</p> <p>Communication via website and social media</p> <p>Staff to be positioned throughout the building to help control entry and capacity</p> <p>Online booking system</p>				<p>SOM/DM's</p>	<p>Daily/weekly in line with government advice</p>
---	--	---	---	----------	----------	-----------	--	--	--	--	-----------------	--

			<p>Every other piece of equipment has been placed out of order that do not comply with social distancing. Some equipment has been moved into the dance studio to ensure social distancing.</p> <p>A one-way system is in operation within the fitness suite. Members will be escorted by a member of staff out the fire exit at the rear of the fitness suite. This is to stop cross contamination on reception.</p> <p>The fitness suite has limited numbers (15) per visit. The free weights area is limited to 2 the area has floor markings to comply social distancing.</p> <p>Water machine will be out of order and customers advised to bring their own drink or to purchase from the vending machines.</p> <p>Members only permitted in the fitness suite.</p> <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 communication to members regarding policies and procedures is on the Active Sefton website.</p>								
Overcrowding, Contamination and control of usage	Control of users in specific areas; Staff, visitors and general public	Possible spread of infection	<p>Foyer/Reception Area</p> <p>Free standing hand sanitiser in place on arrival to the centre</p> <p>Member of staff will be positioned outside of the main entrance to control users, ensuring they have booked onto the session and only permitting them entrance at the correct session time.</p> <p>Signage displayed encouraging customers to follow social distancing, directional flow and rules of usage. Banners in place reminding customers of 2-meter social distancing</p> <p>Signage displayed informing customers not to attend the centre if they feel unwell or displaying signs of Covid-19</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>Capacity figures to be implemented</p>			SOM/DM's	Daily/Ongoing monitoring

			<p>All entrance doors kept in open position, to reduce touch points</p> <p>Floor markings show flow of direction and 2-meter social distancing</p> <p>Member of staff to be positioned in the foyer to direct customers to the correct areas, available to advise customers of procedures, and to clean all touch points.</p> <p>All seating has been removed to increase the floor space, allow for social distancing and to stop customers loitering.</p> <p>Vending machines will remain in use, touch points will be cleaned regularly</p> <p>Waste bins will have lids and will be emptied regularly and taken to the waste holding area</p> <p>Lift access will be limited to 1 person unless with carer or parents with children</p> <p>Toilets</p> <p>Only 1 person permitted in the toilets at any one time, signage displayed. To encourage social distancing.</p> <p>Hand dryer placed out of order, hand towels provided</p> <p>Additional signage displayed encouraging members to wash hands</p> <p><u>Staff Room/Offices/Staff Reception desk</u></p> <p>Maximum number of persons in the offices staff room 2, reception 3 all other office has signs outside to inform staff of the occupancy of each room.</p> <p>Centre staff have been allocated there own Toilet provision "staff only".</p>			<p>Signage</p> <p>Updated NOP</p>							
--	--	--	---	--	--	-----------------------------------	--	--	--	--	--	--	--

			<p>The main reception desk is glass to provide protection for staff. Staff informed to clean down any equipment after use</p> <p>Signage displayed asking staff to clean equipment, desks and touch points regularly. Cleaning equipment will be in all staff areas.</p> <p>Hand sanitiser will be available in all staff areas.</p> <p>3G pitches</p> <p>Booking times staggered to reduce the risk of large gathering. Touch points, gates and railings will be sprayed before each game. Signage to encourage hand washing/hand sanitiser.</p>								
Lack of appropriate hygiene measures	Staff/Visitors	Possible spread of infection	<p>Carry out more frequent cleaning procedures of the building</p> <p>Updated cleaning procedures in NOP to include increased frequent cleaning at the end of each session</p> <p>Cleaning schedules reviewed 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.</p> <p>Clean workstation and remove all waste at the end of the day.</p> <p>All bins in public areas have lids and must be emptied frequently</p> <p>30-minute cleaning sessions included in the programme for staff to thoroughly clean down after use.</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>			SOM/DM's	Monthly or as advice changes

			<p>Customers will be encouraged to wipe down fitness equipment before and after use. Signage up to enforce the cleaning of equipment.</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>								
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>Main office is equipped with Aprons, face masks, gloves.</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>All first aid incidents to be recorded as normal</p> <p>All emergency evacuations and procedures will be maintained as normal, COVID-19 restrictions are not relevant in any emergency</p>	2	5	10	<p>Staff training</p> <p>Signage</p>			SOM/DM's	Monthly or following any incidents
Deliveries and maintenance	Increased number of people onsite leading to increased transmission of covid-19	Cross contamination	<p>All staff / contractors required to undertake maintenance roles should be kept to a minimum.</p> <p>Deliveries that need to be handled immediately should be sanitized with wipes before taking them inside the premises</p> <p>Keep deliveries to a minimum with important items only.</p> <p>Staff accepting deliveries must wash/sanitise their hands.</p>	1	5	5	Signage			SOM/DM's	Monitor

Ventilation	Staff/Customers	Risk of infection	<p>Air conditioning units have been serviced ready for safe operation in line with guidelines</p> <p>Kendra Energy have been scheduled to service AHU's to encourage good flow of air</p> <p>AHU's to provide fresh air supply and good ventilation to help reduce the risk of spreading coronavirus to comply with regulations.</p>	2	3	6				SOM/DM's/Service providers/BS	Pre-opening checks
Health of Safety	Customers and Staff	Risk to health	<p>COSHH documentation has been reviewed to include any new cleaning materials including hand sanitiser.</p> <p>Legionella's checks and flushing have continued weekly/monthly during the lockdown period.</p> <p>All health and safety checks have been completed monthly during lockdown to ensure the building is safe to reopen</p> <p>All industry standards documents and guidelines have been adhered</p>	2	5	10	Industry documentation			H&S rep/SOM/DM	Pre-opening checks and regular reviews

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