


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	Lee Cooke/Geoff Owen/Michael Adams	Date	17/07/2020
B	Time	10:00	Work area	Meadows Leisure 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	On Going	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</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>				SOM and Duty managers	Weekly basis or as advice changes

			<p>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 • RLSS training/Pool rotation/Rotas/Pool Zones • Deliveries • Copy of Customer information/posters • Updated Covid-19 Risk Assessments • H&S safety documents • Meadows reopening procedure <p>Each site to 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.</p> <p>Each site to be responsible to ensure all legislated H&S and statutory compliance checks are completed prior to opening.</p> <p>Ensure all AHU and air conditioning units comply with new recommendations</p> <p>Ensure sites with swimming pools adhere to guidelines set out by PWTAG</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 and swimming pool, 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>	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>			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>1 hour time 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>Member of staff controlling entrance.</p> <p>Reception staff not to allow non-booked customers</p> <p>All entrance doors kept in open position.</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>vending machines out of use</p> <p>Toy machines taken out of use.</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</p> <p>Capacity numbers introduced and controlled by online booking system</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 swimmers</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>				SOM/DM's	Daily/weekly in line with government advice
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			<p>Implement lane swimming only- remove any play equipment from the poolside</p> <p>Limit the number of clothing lockers to provide social distancing and discourage congestion</p> <p>Pre-showers on entry and rinse on exit from the swimming pool</p> <p>Staff stationed in the wet side changing rooms to clean and control the flow of users</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>Concession sessions will be removed to discourage the 70+ vulnerable customers to visit.</p> <p>All GP 1:1 fitness sessions will be on hold until safe to operate. Online support will continue</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>Remove all toy equipment from reception areas</p> <p>Online booking system in place for all activities</p> <p>Revised occupancy and capacity numbers in the fitness suite and swimming pools.</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>	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

	<p>Agile work room</p> <p>Cristianos Lasor Treatment</p> <p>Frank Hornby exhibition</p>	<p>Lift access should be limited to 1 person unless with carer or parents with children</p> <p>Pre-book via Outlook so they can control numbers and notify management staff of external staff wanting to access facility</p> <p>No use of staff facilities like staff room etc.</p> <p>Pre-book and meet & greet customers in carpark and escorted through the building</p> <p>To arrange viewing and notify management team</p>								
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</p>	1	5	5				SOM/DM's	Review monthly

			building and the setup of the fitness suites to promote confidence in the service and staff								
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>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>	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>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</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 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>			SOM/DM's	As advice changes

			<p>already known (with certainty) that the building has not been in use for 48hrs.</p> <p>All staff reminded to clean their own area</p> <p>Lifeguards to wipe down pool chair after use</p> <p>Lifeguards to clean and wipe down pool rescue equipment daily and after use</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>								
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 the pool 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>	2	5	10	<p>Staff training</p> <p>Grab bags</p> <p>Signage</p>			SOM/DM's	Monthly or following any incidents

			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.										
Deliveries and maintenance	Increased number of people onsite leading to increased transmission of covid-19	Cross contamination	All staff / contractors required to undertake maintenance roles should be kept to a minimum. 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	
Ventilation	Staff/Customers	Risk of infection	Check with service provider that air conditioning units are safe to operate Check with service provider that the AHU's use fresh air supply and that good ventilation is encouraged to help reduce the risk of spreading coronavirus. If not they need to be switched off AHU's to be serviced and maintained to encourage good flow of air	2	3	6					SOM/DM's/Service providers/BS	Pre-opening checks	

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	