

COVID-19 RISK ASSESSMENT



Setting	Anglian Learning Trust Sports Centres
Activity / Task	COVID-19 Risk Assessment
Completed by & Date	Michelle Wilson 19/07/2021
Review Date	Ongoing

Element of Risk Strategy	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Cleaning	Staff and customers	<ul style="list-style-type: none"> *Increased frequency of cleaning to sanitise all equipment, especially high use areas including door handles and push plates, toilet flushes and seats, 3G / astro gates, keyboards, phones, photocopier *Member of staff to be present in fitness suites cleaning regularly, including prior to opening, between each session (where applicable) and after closing *Cleaning tick list to be completed and complied with 				
Social distancing	Staff, customers and pupils	<ul style="list-style-type: none"> *Screens for Reception desks *Stickers & signage to educate staff and customers *One way entrance / exit where possible *Queue barriers to guide customers to Reception desks (where possible), floor stickers, signage *Reduction in opening hours where necessary 				

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		<ul style="list-style-type: none"> *Manage entry into the Centre, only allowing a limited number of customers into the Centre at any given time *Barriers to make routes clear to understand *Desks moved where necessary *Staff trained on new RLSS lifeguarding procedures *Pool programme reviewed to limit multi-use sessions *Entrance is only via the main Sports Centre entrance. Restrictions are in place regarding numbers in reception. *Maintain 2 metre spacing whilst waiting in queues *No hand shaking with customers *Ensure evacuation procedure in compliance with social distancing *Reduced persons per lane / area of pool *Lifeguards to maintain social distancing whilst patrolling *Bookable sessions only with restricted numbers *Only one parent allowed to supervise each child in Centre *Fitness suite equipment to be spaced out with some equipment being removed *Directional route around Fitness suite, floor markings *Regular cleaning (minimum of every hour) of all equipment in Fitness Suite * Socially distanced 1-2-1 consultations permitted *Customers bring their own filled drinks bottle 				
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		<ul style="list-style-type: none"> *Move classes, where possible, into sports halls or larger spaces which allow for better spacing of participants *Customers advised not to arrive prior to 5 minutes before their booking time 				
Shared equipment or surfaces	Staff and customers	<ul style="list-style-type: none"> *Thorough clean of workstations before and after each shift * No hot desking or sharing phones * Lifeguards to clean torpedo buoy after use by immersing in pool water *Lifeguard chair / high chair must be sanitised after use and prior to next lifeguard using it - one lifeguard to clean chair while second lifeguard observes the pool *Equipment to be sanitised before and after session - pool equipment can be rinsed in pool water *Customers to bring own equipment where possible *Lifeguard training equipment to be cleaned in between staff use *Individual lungs provided for each staff member for lifeguard training (as per the training agreement) *Swimmers in lessons must not share equipment during lesson *No loaning of equipment such as goggles *Swim teachers / instructors are responsible for cleaning their own equipment *Programme classes to use body weight rather than equipment - if equipment is used it must be sanitised at the start and end of session with no 				

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		<p>sharing of equipment during the class</p> <ul style="list-style-type: none"> *Customers to bring their own mats if they have them *No soft play / bouncy castle parties to be booked for the foreseeable future *No equipment hire of rackets, balls, shuttlecocks 				
Wellbeing and managing anxiety	Staff and customers	<ul style="list-style-type: none"> *Centre Manager / Assistant Manager maintains regular contact with staff to ensure mental well-being. *Display signage to customers explaining additional checks, to develop customer confidence in Centre practices *Begin each class / session with clear safety and cleanliness instructions *Give regular instructions on cleanliness and guidelines 				
Increased risk of transmission	Staff and customers	<ul style="list-style-type: none"> *Display signage to ask customers with symptoms not to enter the Centre, and to remind both staff and customers to always keep 2 metres from other people, wherever possible *If workers have to share enclosed spaces they should keep the window open for ventilation and they should be careful to avoid touching their face at all times - staff who are not in the same bubble should only share office space for a maximum of 15 minutes and only where social distancing permits *When customer-facing, ensure safety and hygiene measures are in place - perspex screens at Reception, cashless, contact-free payments 				

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		<ul style="list-style-type: none"> *Increase natural ventilation - prop doors open where possible to avoid unnecessary cross contamination *Continue to encourage video meetings *Hand sanitiser, spray and tissue placed by vending machines. Regular cleaning by staff. *Microbacterial pool water test to be completed on a monthly basis *Pool water daily testing to be carried out at least every 2 hours during opening hours *No drinks bottles to be left on poolside at end of lane * Changing rooms will be open for use with customers requested to arrive beach ready, social distancing to be maintained by signage, staff instruction to customers and personal changing stations marked by yellow feet stickers / tape *Lockers out of use *Schedule classes that are more contained in one space such as body conditioning and yoga *Stagger class times to avoid too many people at cross-over periods *Customers encouraged to book sessions over the phone to avoid unnecessary queues and waiting at reception *Leave astro / 3G gates open where possible - hand sanitiser to be placed by gates *Remove any soft furnishings from communal areas *A maximum of 2 bubbles permitted in the office at any one time - see time restrictions above. *Staff are responsible for cleaning their workstation, washing up etc. 				
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		<ul style="list-style-type: none"> *Desks to be kept as clear as possible for ease of cleaning *Fresh water must be added to the pool daily *No sharing of uniform - jackets etc. *ID badges must be taken home and brought in for every shift *Signs for rooms to be displayed on doors to show maximum occupancy *Pool inflatable to be thoroughly cleaned with pool water after each session 				
Lateral Flow Testing	Staff and customers	<ul style="list-style-type: none"> *Sports Centres will utilise the Lateral Flow Device (LFDs) rapid test. *Staff who have given consent to testing will be provided with LFD test kits and instructions for home testing *Staff to register test results on the government website and via ALIS. *Any staff testing positive must take a follow up and PCR test and self-isolate as necessary 				

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Suspected or confirmed cases	Staff and customers	<p>*All staff will comply with the requirements of NHS Track and Trace</p> <p>*Staff may use the NHS Track and Trace app at their discretion. If using the app, mobile phones should be turned off in school.</p> <p>*Staff and customers must not come onto site if they have tested positive for Covid-19 until 10 days after their symptoms first appeared and they are no longer presenting with symptoms and their household is not self-isolating.</p> <p>*Anyone developing symptoms (continuous cough, high temperature or anosmia) will be sent home.</p> <p>*Anyone with other symptoms other than those above will be advised to go home. Other symptoms include fever, dry cough, tiredness, aches and pains, headache, sore throat, nasal congestion, red eyes, diarrhoea or skin rash.</p> <p>*Anyone developing symptoms must self-isolate for 10 days and arrange to have a test.</p> <p>*Anyone who tests negative may return to work if they are no longer unwell and if no one in their household has symptoms and where the household is not self-isolating.</p>				
Health screening	Staff and customers	<p>*All returning customers must complete an up-to-date PAR-Q including information on Covid / long Covid</p>				
First Aid	Staff and customers	<p>*First Aid kit must include gloves, face masks & visors</p>				

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Waste	Staff and customers	*Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal - double bagging				
Block booking customers	Staff and customers	*Must provide their own Risk Assessment or sign a declaration of compliance to the Sports Centre Risk Assessment *Must complete a register for all sessions and be prepared to provide this to the Sports Centre if requested over a period of 21 days				
Lost property	Staff and customers	*All lost / found property must be binned in double bags immediately				
Changing rooms / toilets	Staff and customers	*Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush *Ensure soap dispensers remain filled in all toilets and changing rooms *Removal of shower curtain in Disabled changing room *Bins double bagged and emptied daily *Customers must wait outside if toilets are in use *Adjacent sinks / urinals to be put out of use *Changing rooms / facilities will be available so customers must arrive beach ready, follow one way system and change before leaving using the designated personal change areas in each changing room				

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PPE Infection prevention and control	Staff and customers	<ul style="list-style-type: none"> *Encourage staff and customers to regularly wash their hands with soap and water as often as possible and for 20 seconds every time *Additional hand sanitizer stations around Centre *Remind staff daily to only come into work if they are well and no-one in their household is self-isolating *Ensure COSHH & PPE training is up to date *PPE should not be used as an alternative to social distancing *Staff and customers must wear face masks in communal areas 				
Lack of staffing	Staff and customers	<ul style="list-style-type: none"> *Limited staff required on shift due to reduced activities / facilities on offer *Consider 'bubbles' where the same staff work together 				
Evacuation	Staff and customers	<ul style="list-style-type: none"> *Ensure that social distancing is complied with 				
Racket sports	Staff and customers	<ul style="list-style-type: none"> *Badminton posts to be cleaned at end of session *Industry guidance to be followed 				
Casual bookings	Staff and customers	<ul style="list-style-type: none"> *All casual booking participants must sign in at Reception 				
Astro / 3G	Staff and customers	<ul style="list-style-type: none"> *Industry guidance to be followed *Rotate use of pitches where possible to avoid congestion *Individual bookers must provide a bookee name and keep a register of all attendees for a period of 21 days 				

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Football Zorbing	Staff and customers	<ul style="list-style-type: none"> * The booking must take place outside on the astro / 3G * All zorb balls are cleaned prior to the session * All participants wash their hands on arrival * A maximum of 10 people to the party * Each person has their own ball and no changing balls during the session * All participants wash their hands at the end of the session * All zorb balls are thoroughly cleaned after the session 				
QR code	Staff and customers	<ul style="list-style-type: none"> *NHS Test and Trace QR code to be displayed around Centre for customers and staff to check in 				
Orchestra practise in the Atrium hall	Customers	<ul style="list-style-type: none"> *Rehearsal attendee must maintain 2 metres social distancing at all times before / during and after. *Seating & Music laid out before prior to arrival . Seating plan with names circulated before the rehearsal and displayed. *Fire doors left open to increase ventilation All attendees Must wear face covering at ALL times when not playing / conducting. Instrument cases must be stored adjacent to the allocated seats. Large cases stored at the back of the hall. Players of instruments who produce moisture must bring their own towel / plastic bag / container to collect all liquid and take away with them. One way system in operation Max 66 capacity 				

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I confirm that I have read and understood the Covid Risk Assessment and any corresponding industry guidance and agree to comply with the Risk Assessment and industry guidance.

Name (PRINT).....

Date.....

Name (sign).....

Club (where applicable).....