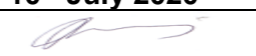


Bootle leisure centre, site specific Risk Assessment July 2020 –Covid-19

Based on level 3 of the Leisure Recovery Plan 2020

A	Name of Assessor	Nicola Keatley	Date	10.07.20		
B	Time	16.00	Work area	BOOTLE LEISURE CENTRE		
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	10 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</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>Public Health England/NHS guidelines via https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>2 x staff meetings to have been 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> <p>Communication to staff to will continue as per lockdown procedures, including TEAMS meetings, WhatsApp groups and emails where possible until we reopen.</p> <p>All operational staff to complete industry standard Covid-19 certified training session</p> <p>2 x lifeguard RLSS training session to have been planned prior to opening the pool to incorporate changes set out by the governing body, these sessions will be by invite only to staff to keep numbers restricted to a maximum of 8 members of staff per session. Each member of staff will also be provided with their own PPE for the training session, to include personal face masks and lungs for the training manikins.</p> <p>A reopening document has been produced which will be given out to each member of staff for them to keep and refer to, detailing all the changes in reopening the centre</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>														
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			<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 advised to adhere to the guidelines set out by the transport department and use face masks.</p> <p>Temporary rotas have been produced and agreed with the team, so staff work in teams to form a bubble. This allows 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>The centres NOP/EAP has been 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 <p>We have appointed Claire Campbell, operations assistant and lifeguard to be responsible to keep up to date with all Covid-19 guidelines and monitor Covid-19 any updates or changes to policy or documentation, she will be feedback to SOM or POM.</p> <p>Staff to use their own plates and cutlery which must be stored away after use</p> <p>Only 2 members of staff in the staff areas, including staff room/kitchen area and staff changing area. Signage is in place and this will be communicated to staff in team meetings and preopening document. This will also apply to staff visiting from other centres.</p>															
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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 and to direct customers around the centre. This includes the fitness suite, changing areas, main entrance and foyer area.</p> <p>The spectator areas for the pools have been closed and furniture has been removed.</p> <p>Soft furnishings from the fitness suite has been removed.</p> <p>Guidelines have been produced, displayed and circulated to all internal teams to advise staff visiting the centre of our policies, including the use of hand sanitiser on arrival, directional flow of the centre and to clean all equipment used whilst on site.</p> <p>Barrier in the main foyer splits the corridor and walkway into a one-way system for arriving and leaving the building. Floor markings will also promote the one-way system.</p> <p>The occupancy levels for all areas such as fitness suite, changing rooms and swimming pool, office and staff areas have been produced and written into the NOP/EAP and preopening document. This is also displayed in the main staff areas, such as the staff room, toilets, and offices to ensure the message is clear.</p> <p>The dry side 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 and foyer area to direct customers away from areas that are closed</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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			<p>to the public, and to direct customers around the building.</p> <p>The number of clothing lockers in the wet side changing rooms have been reduced to provide social distancing and discourage congestion, this will also reduce the number of touch points for staff to clean</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> <p>Staggered opening times for customers to limit the number of customers/staff/visitors in the public areas. This will be controlled by the online booking system. The fitness suite sessions and the pool sessions have a 30-minute window to avoid customers cross over.</p> <p>Guidance on social distancing, hygiene etc is displayed on entrance to the centre and will also be detailed on the website.</p> <p>To minimise the amount of contact visitors, have with Reception staff, the online booking system will take payments for all activities, where this is not possible we will promote credit card payments.</p> <p>Free parking has been implemented by issuing customers and visitors a car park passes valid up to the 1st September to avoid cash handling and the refund of parking monies.</p>								
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<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>A protective screen has been purchased for the fitness suite desk to provide staff with protection.</p> <p>Restricted numbers permitted in the fitness suite, maximum 25 per 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>All GP 1:1 fitness sessions will be on hold until safe to operate. Online support will continue</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>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>
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		<p>Wall mounted hand sanitiser is available on entrance to the fitness suite and dance studio along with 3 unit's additional units positioned on the gym floor.</p> <p>Signs and divider boards in place to direct flow around the gym floor</p> <p>Several pieces of equipment have been placed out of order that do not comply with social distancing.</p> <p>Areas of the fitness suite, denote maximum number of users in the area; such as free weight area, dance studio and the synergy machine notes maximum no of users.</p> <p>Lockers have been placed in the foyer area for the fitness members, to prevent customers taking personal clothing or items up to the gym floor</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>The dry side member changing rooms will be closed, members will be advised on booking and via the website/social media to come ready for their workouts and that showers and changing facilities will be closed.</p> <p>Fitness equipment has been moved into vacant areas such as sports hall and dance studios</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>									
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<p>Overcrowding, Contamination and control of usage</p>	<p>Control of users in specific areas; Staff, visitors and general public</p>	<p>Possible spread of infection</p>	<p>Pools/Swimming</p> <p>Prior to opening all guidelines set out by PWTAG will be followed</p> <p>Monthly biological testing has continued during lockdown, pool conditions are satisfactory for reopening</p> <p>Pre-swimming only permitted on entry to the swimming pool. No after swim showers</p> <p>Customers will be encouraged to arrive beach ready for swimming.</p> <p>One way system around poolside entering and exiting. Exit will be Aquatics zone</p> <p>Signage around poolside/changing rooms for the flow of direction.</p> <p>Lane swimming only – maximum of 10 per lane, 3 lanes will be in place. Signage in place for one-way clockwise swimming</p> <p>Maximum number 20 per session, open to members and public, sessions must be booked online</p> <p>Leisure pool, flume and fun pool will be closed.</p> <p>No concessions such as £1.00 swims to discourage play sessions and vulnerable groups</p> <p>No pool parties will be permitted</p> <p>No fun or play sessions in the pool</p> <p>No play, fun or training equipment will be permitted used during public lane swimming</p> <p>No group sessions permitted Water/Aqua aerobics sessions suspended</p> <p>Pool lifeguard chair to be cleaned each time lifeguard rotates, cleaning equipment in place next to high chair.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<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>				<p>SOM/DM's</p>	<p>Daily/Ongoing monitoring</p>
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		<p>Emergency grab bags have been positioned around the pool, these will contain PPE which will be donned in an emergency. Full training will be provided as part of the NPLQ lifeguard training sessions</p> <p>Sauna and Steam room will remain closed</p> <p>Swimming lessons</p> <p>Limit age and ability groups for swimming levels</p> <p>Lessons will be booked in advance and paid for on arrival the centre, credit card payments only.</p> <p>Number of swimmers in each lesson will be restricted to a maximum of 12 – 16 per session.</p> <p>Lessons will take place in the 3 double lanes</p> <p>Teaching will take place on the poolside only</p> <p>All teaching staff will be briefed before the lessons resume</p> <p>Higher stage swimmers who are less dependent introduced first</p> <p>No spectators – all areas closed off.</p> <p>Parents/guardians to vacate building once child</p> <p>Exclusive use of the pool whilst swimming lessons take place.</p> <p>Equipment to be cleaned at the end of each session, with a 30-minute cleaning break in between each session</p> <p>Wet side Changing rooms/wet side toilets</p> <p>Wall mounted hand sanitiser has been positioned on entry to the pool wet changing rooms</p>							
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		<p>Swimmers will only be permitted into the wet changing rooms. Staff will monitor and control this.</p> <p>Directional flow in place with signage and barriers</p> <p>Changing cubicles remain in use, due to being floor to ceiling height and will be cleaned after use</p> <p>Hair dryers out of order – switched off and out of use signage in place</p> <p>Number of lockers for belongings reduced to reduce touch points</p> <p>30-minute cleaning schedule in place after each pool session – 2 members of staff will complete.</p> <p>Member of staff to be stationed in the changing rooms to control flow of customers and to clean all touch points when customers entry the pool.</p> <p>After the 1 hour pool session, 2 members of staff will clean the changing area before the next session.</p> <p>Entrance to the pool and Exit to the pool via the changing rooms have been marked up.</p> <p>Only 2 persons permitted in the toilets at any one time, signage displayed. 1 sink has been placed out of order 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>Dry side changing rooms</p> <p>The dry side changing rooms will be closed and locked. Social distancing cannot be controlled in the area</p> <p>Foyer/Reception Area</p>									
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			<p>Staff Room/Offices/Staff Reception desk</p> <p>Maximum number of persons in the offices, staff room and reception area has been limited to 2 persons. Signage displayed</p> <p>DM manager office desk now has a protection screen to protect the managers when speaking to staff and customers The main reception desk has a glass barrier in place to provide protection for staff. Maximum number of users in place. Staff informed to clean down any equipment after use</p> <p>All staff have their own lockers and will be informed that personal clothing needs to be locked away in the staff lockers. No personal clothing to be left in the staff changing areas, this is also included in staff documentation and guidance notes</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>Water cooler machine to be placed out of order, staff encouraged to bring their own drinks</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>NOP and Reopening documents include details of each area that needs cleaning after use, to include all touch points.</p> <p>Cleaning schedules reviewed to increase number of cleaning operatives on site throughout the day</p>	2	4	8	<p>Cleaning stations</p> <p>Customer information</p> <p>Signage</p> <p>Monitoring</p> <p>Additional staff to support</p>			SOM/DM's	Monthly or as advice changes

			<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> <p>All bins in public areas have lids and must be emptied frequently. Consideration to a waste holding area should be identified if necessary</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>Updated cleaning procedures</p> <p>Review cleaning rota</p>					
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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> <p>EAP 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> <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>Grab bags</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>Update written procedures/instructions for staff</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> <p>PWTAG regulations have been reviewed and all recommendations implemented ready for reopening</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		