


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

<b>A</b>	<b>Name of Assessor</b>	Jeff Jones/Mike Riley	<b>Date</b>	15.06.20
<b>B</b>	<b>Time</b>	15.00	<b>Work area</b>	Dunes Splash World
<b>C</b>	<b>Task being assessed</b>	Reopening of Leisure centres to customers and staff following COVID-19 outbreak	<b>Work activity</b>	Level 3 Operating plan
<b>D</b>	<b>Review date</b>	15 <sup>th</sup> June 2020	<b>Assessment No</b>	RA 01
<b>Signature</b>				

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&amp;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>Public Health England/NHS guidelines via <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></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> <p>Communication to staff to continue as per lockdown procedures, including TEAMS meetings, WhatsApp groups and emails where possible.</p> <p>Lifeguard RLSS training session to be planned prior to opening, small groups with a maximum of 8 members of staff per session.</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. <a href="https://www.qwell.io/">https://www.qwell.io/</a></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.</p>								
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		<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"> <li>• Day to day Operating plan</li> <li>• Capacity and session times</li> <li>• Cleaning procedures</li> <li>• First aid</li> <li>• RLSS training/Pool rotation/Rotas/Pool Zones</li> <li>• Deliveries</li> <li>• Copy of Customer information/posters</li> <li>• Updated Covid-19 Risk Assessments</li> <li>• H&amp;S safety documents</li> </ul> <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&amp;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.</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 (Where Possible!)</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 15-minute 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 if sessions are full.</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 not un 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 or those not 2 meters apart 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 20-25 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. No changing room or showering facilities available for Fitness users.</p> <p>Close off areas of the building – such as dry side changing rooms and sauna and steam</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>rooms which social distancing cannot be controlled</p> <p>Limit the number of swimmers to 20-25.</p> <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>Limited showers available to swimming pool users only.</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>	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>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>Limit age and ability groups for private swimming levels</p> <p>Reviewing set up of lessons, numbers in each class/ higher stage swimmers who are less dependent introduced first</p> <p>Reviewing the distance between each lesson using more pool space to create distance.</p> <p>Exclusive use of pool for swimming lessons</p> <p>One way system around poolside entering and exiting lesson. Ensuring correct signage around poolside/changing rooms.</p> <p>Close off small pools and leisure pools where appropriate</p> <p>No clubs or groups to be allowed usage of the pools or sports hall</p> <p>All sports hall activities suspended</p> <p>No large group sessions</p> <p>No concessions such as £1.00 swims to discourage play sessions and vulnerable groups</p> <p>No birthday parties to be permitted, pool or sports hall</p> <p>No fun or play sessions in the pool or sports hall</p> <p>Fun pools to remain closed</p>								
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			<p>Class timetables to be introduced gradually and with limited numbers and booking system in week 3.</p> <p>All classes will utilise the sports hall. Members only and will be book online or via Main reception.</p> <p>Social distancing measure in place with 2 meter stations set-up per person.</p> <p>Lift access should be limited to 1 person unless with carer or parents with children</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 building and the setup of the fitness suites to promote confidence in the service and staff</p>	1	5	5				SOM/DM's	Review monthly
Lack of appropriate hygiene measures	Staff/Visitors	Possible spread of infection	Carry out more frequent cleaning procedures of the building.	2	4	8	<p>Cleaning stations</p> <p>Customer information</p> <p>Signage</p>			SOM/DM's	Monthly or as advice changes

		<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> <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>Monitoring</p> <p>Additional staff to support</p> <p>Updated cleaning procedures</p> <p>Review cleaning rota</p>					
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			<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&amp;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 of 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> <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>	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

			Revised cleaning regime to be detailed in the NOP/Reopening Covid-19 document								
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 to be updated to include any changes to first aid provision, including resources to be used, and appropriate number of staff for rescues and administrating 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	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				SOM/DM's	Monitor

Ventilation	Staff/Customers	Risk of infection	<p>Check with service provider that air conditioning units are safe to operate</p> <p>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</p> <p>AHU's to be serviced and maintained to encourage good flow of air</p>	2	3	6				SOM/DM's/Service providers/BS	Pre-opening checks
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Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely	20-25 <b>Stop</b> – stop activity and take immediate action
Consequences						15-19 <b>Urgent action</b> – take immediate action and stop activity if necessary, maintain existing controls rigorously
5. Catastrophic	5	10	15	20	25	11-14 <b>Action</b> – improve within specified timescale
4. Major	4	8	12	16	20	6-10 <b>Monitor</b> – look to improve at next review or if there is a significant change
3. Moderate	3	6	9	12	15	1-5 <b>No action</b> – no further action but ensure controls are maintained and reviewed
2. Minor	2	4	6	8	10	
1. Insignificant	1	2	3	4	5	