Sefton Council 🚆

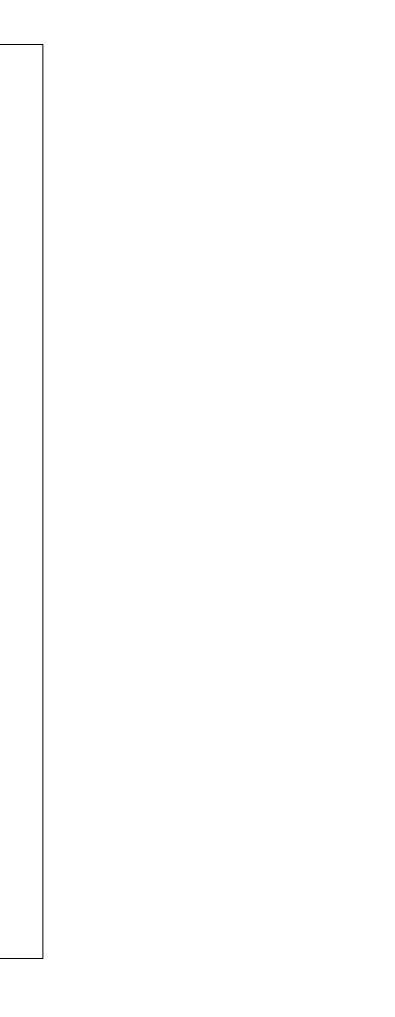
Bootle leisure centre, site specific Risk Assessment July 2020 – Covid-19

Based on level 3 of the Leisure Recovery Plan 2020

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	Public Health England/NHS guidelines via
	https://www.gov.uk/coronavirus
	https://www.nhs.uk/conditions/coronavirus-
	<u>covid-19/</u>
	A meeting to has been scheduled in 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
	Communication to staff to will continue as
	per lockdown procedures, including TEAMs
	meetings, WhatsApp groups and emails
	where possible until we reopen.
	All operational staff to complete industry
	standard Covid-19 certified training session
	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
	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.
	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/
	Staff who are travelling to work using public
	transport should were possible avoid peak
	times, this can be reduced by continuing
	with shift patterns.
	Staff advised to adhere to the guidelines set
	out by the transport department and use
	face masks.
	Staff to work in bubble were possible.
	The centres NOP/EAP has been updated to
	include changes to the normal day to day



operations, to include but not limited to include; • 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
Staff must ensure that their cups/plates and cutlery and placed in the dishwasher. Image: Cleaning schedule in place to keep staff areas clean and all touch points to be
All legislated H&S and statutory compliance checks have been completed prior to opening. PPE will be provided for staff.
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.

Control of customers,	Staff/visitors/General public	Possible spread of	A0 Signage, pop up banners, display stands and posters have been produced and	2	5	<mark>10</mark>	Directional signage.	SOM/DM	Monitor
visitors and		infection	displayed around the centre, including all				Таре	3011,211	weekly or
contractors in			entrances to the centre and in prominent				markings on		when advice
the building		Overcrowding	areas, to be encouraged all customers/staff				floor.		changes
			and visitors to follow the social distancing						0.101.800
			guidelines.				2-meter		
							distancing		
			2-meter floor markings and directional				signage		
			arrows are in place to encourage social				positioned		
			distancing.				on entrance		
							and		
			Signage in place to encourage hand sanitiser				throughout		
			on arrival and exiting the building,				the building		
			Barrier in the main Reception to stop cross				Floor		
			contamination whilst entering and leaving				markings on		
			the building. Floor markings to direct				floor.		
			customers/visitors/staff.						
			The occupancy levels for all areas such as				Information		
			fitness suite, offices and staff areas have				on website		
			been produced and written into the				and social		
			preopening document. This is also displayed				media		
			in the main staff areas, such as the staff						
			room, and offices to ensure the message is						
			clear.				Banners to		
							be displayed		
			Changing rooms have been closed and doors				around the		
			will be locked to stop customers using this				buildings		
			area, as social distancing cannot be						
			controlled in this area.						
			1 member of staff will be position in the						
			main reception area to direct customers on						
			the new protocols.						
			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						
			With the use of the online booking system						
			control measures are in place to limit the	1					
			number of customers in the building at any						
			time						

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	Staggered opening times for customers to limit the number of customers/staff/visitors in the public areas. will be controlled by the online booking system. The fitness suite sessions have a 30-minute window to avoid customers cross over. Guidance on social distancing, hygiene etc is displayed on entrance to the centre and will also be detailed on the website. 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, non- contact card payments will be accepted	ors he id cis vill s,

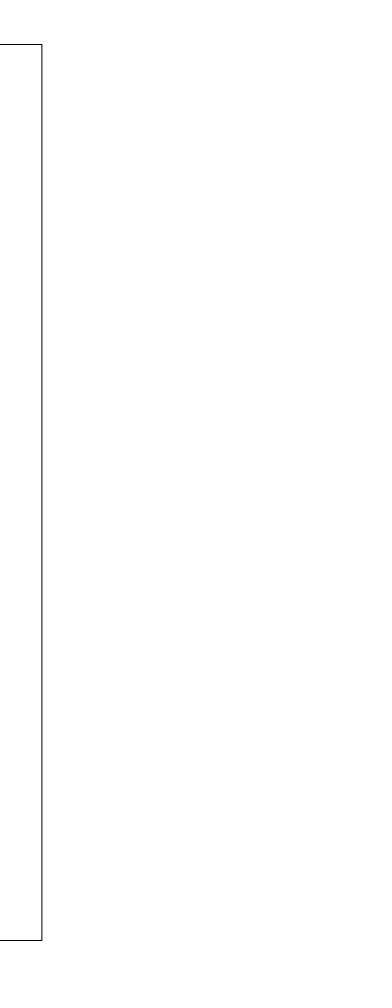
Overcrowding,	Control of users in specific	Employee,	Fitness suite	2	5	<mark>10</mark>	Signage	COMPAN	Daily/week
Contamination and control of	areas; for staff, customers and general public	visitors,	Restricted numbers permitted in the fitness				Booking	SOM/DM's	in line with governmen
usage	general public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

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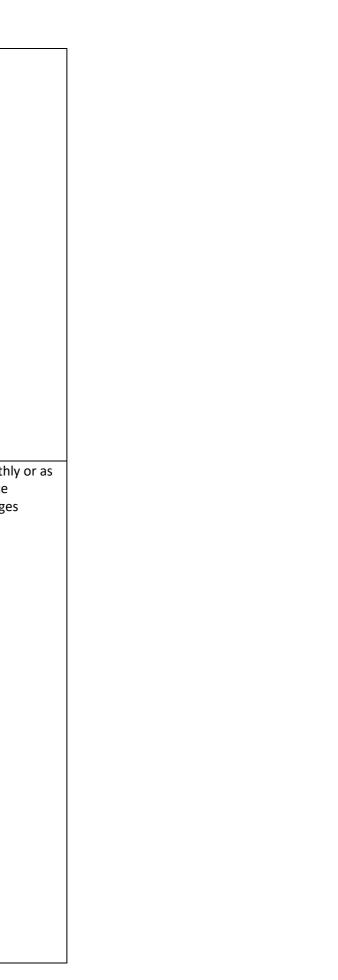
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			Every other piece of equipment has been								
			placed out of order that do not comply with								
			social distancing. Some equipment has been								
			moved into the dance studio to ensure social								
			distancing.								
			A one-way 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.								
			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.								
			Water machine will be out of order and								
			customers advised to bring their own drink								
			or to purchase from the vending machines.								
			Members only permitted in the fitness suite.								
			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								
			All communication to members regarding								
			policies and procedures is on the Active								
			Sefton website.								
Overcrowding,	Control of users in specific	Possible	Foyer/Reception Area	2	5	10	Ensure every				
Contamination	areas; Staff, visitors and	spread of					visitor signs			SOM/DM's	Daily/Ongo
and control of	general public	infection	Free standing hand sanitiser in place on				in and out.				monitoring
usage			arrival to the centre								
							Ensure				
			Member of staff will be positioned outside				members				
			of the main entrance to control users,				book and pay				
			ensuring they have booked onto the session				online.				
			and only permitting them entrance at the correct session time.				Encourage				
							hand				
			Signage displayed encouraging customers to				washing				
			follow social distancing, directional flow and				_				
			rules of usage. Banners in place reminding								
			customers of 2-meter social distancing								
							Capacity				
			Signage displayed informing customers not				figures to be				
			to attend the centre if they feel unwell or				implemented				
1			displaying signs of Covid-19	1	1	1		1	1	1	1

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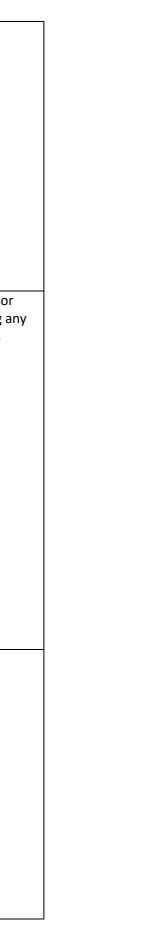
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All entrance doors kept in open position, to	Signage	
reduce touch points	Updated	
	NOP	
Floor markings show flow of direction and 2-		
meter social distancing		
Mombor of staff to be positioned in the		
Member of staff to be positioned in the foyer to direct customers to the correct		
areas, available to advise customers of		
procedures, and to clean all touch points.		
All seating has been removed to increase the		
floor space, allow for social distancing and to		
stop customers loitering.		
Vending machines will remain in use, touch		
points will be cleaned regularly		
Waste bins will have lids and will be emptied		
regularly and taken to the waste holding		
area		
Lift access will be limited to 1 person unless		
with carer or parents with children		
Toilets		
Only 1 person permitted in the toilets at any		
one time, signage displayed. To encourage		
social distancing.		
Hand dryer placed out of order, hand towels		
provided		
Additional signage displayed encouraging		
members to wash hands		
Staff Room/Offices/Staff Reception desk		
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.		
Contro staff have been allocated theme are		
Centre staff have been allocated there own Toilet provision "staff only".		
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			 The main reception desk is glass to provide protection for staff. Staff informed to clean down any equipment after use Signage displayed asking staff to clean equipment, desks and touch points regularly. Cleaning equipment will be in all staff areas. Hand sanitiser will be available in all staff areas. 3G pitches Booking times staggered to reduce the risk of large gathering. Touch points, gates and railings will the sprayed before each game. Signage to encourage hand washing/hand sanitiser. 							
Lack of appropriate hygiene measures	Staff/Visitors	Possible spread of infection	 Carry out more frequent cleaning procedures of the building Updated cleaning procedures in NOP to include increased frequent cleaning at the end of each session Cleaning schedules reviewed to increase number of cleaning operatives on site throughout the day Frequent cleaning of work areas and equipment. Frequent cleaning of door handles, key pads and other surfaces. Clean workstation and remove all waste at the end of the day. All bins in public areas have lids and must be emptied frequently 30-minute cleaning sessions included in the programme for staff to thoroughly clean down after use. 	2	4	8	Cleaning stations Customer information Signage Monitoring Additional staff to support Updated cleaning procedures Review cleaning rota		SOM/DM's	Monthly or advice changes



			Customers will be encouraged to wipe down fitness equipment before and after use. Signage up to enforce the cleaning of equipment. Cleaning stations will be set up in the fitness suite Use of signage and customer information to encourage hand washing Customers who unwell requested not to attend							
Risk of COVID 19 transmission in cases requiring First Aid	Staff/customers	COVID 19 transmission in cases requiring First Aid	All staff to don PPE and to include respiratory protection where deemed necessary. Main office is equipped with Aprons, face masks, gloves. 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. All first aid incidents to be recorded as normal All emergency evacuations and procedures will be maintained as normal, COVID-19 restrictions are not relevant in any emergency	2	5	10	Staff training Signage		SOM/DM's	Monthly or following ar incidents
Deliveries and maintenance	Increased number of people onsite leading to increased transmission of covid-19	Cross contaminatio n	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. Staff accepting deliveries must wash/sanitise their hands.	1	5	5	Signage		SOM/DM's	Monitor



Ventilation	Staff/Customo	ers		Risk infe	c of ection	re gu Ke se AH ve sp	r conditioning units have been serviced ady for safe operation in line with uidelines endra Energy have been scheduled to ervice AHU's to encourage good flow of air HU's to provide fresh air supply and good entilation to help reduce the risk of preading coronavirus to comply with egulations.	2	3	6			SOM/DM's/S ervice providers/BS	Pre-opening checks
Health of Safety	Customers an	d Staff		Risk	to healt	to ind Le co lo Al co er Al	DSHH documentation has been reviewed include any new cleaning materials cluding hand sanitiser. egionella's checks and flushing have ontinued weekly/monthly during the ckdown period. I health and safety checks have been ompleted monthly during lockdown to asure the building is safe to reopen I industry standards documents and uidelines have been adhered	2	5	10	Industry documentati on H&S information and guidelines		H&S rep/SOM/D M	Pre-opening checks and regular reviews
Likelihood Consequences 5. Catastrophic 4. Major 3. Moderate 2. Minor	1 Very Unlikely2 Unlikely510483624	3 Fairy Likely 15 12 9 6		5 Very ikely 25 20 15 10	15	-25 -19 -14 10	Stop – stop activity and take immediate action Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously Action – improve within specified timescale Monitor – look to improve at next review or if there is a significant change	_	1	<u> </u>		1 1		I
1. Insignificant	1 2	3	4	5	1-	5	No action – no further action but ensure controls are maintained and reviewed							

