

Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the 'COVID-19 secure' guidelines.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed. The population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough which require self isolation.

The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, we must protect people from harm. This includes taking reasonable steps to protect workers and others from coronavirus.

Identify what work activity or situations might cause transmission of the virus

- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk.

Consultation.

Relevant duty holders will consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Risk Assessment	COVID-19 Sportsdrome Community Use	
School	Northfield School & Sports College	

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
----------------	---

Author:	Craig Farnaby	Date:	14 July 2020
---------	---------------	-------	--------------

Quality Assurance Check by Manager / Line Manager	Julie Norton	Date:	14 July 2020
---	--------------	-------	--------------

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
Deep Clean of the Sportsdrome	Since the temporary closure of the Sportsdrome in March all staff have been actively involved in deep cleaning all areas using appropriate detergents, equipment, and machinery.	Due to school being open in a reduced capacity cleaning has remained consistent for the safety of all users. Extra and final deep clean once school finishes for summer and Community use begins.	All Staff	Complete	
Information issued to Customers at first point of contact	Upon entering the Sportsdrome foyer customers to receive information on what is expected from them whilst using the Sportsdrome facilities.	Information leaflet to be issued to customers by staff indicating 'What Have We Been Doing' and 'How Can You Help', what staff expect from customers on how to play their part to keep everybody safe. (Document attached to risk assessment) Poster information placed around every room and corridor in the Sportsdrome. Sportsdrome Additions Newsletter to include new guidelines for users to retain for reference. Staff to proactively engage with customers to emphasise the hygiene/safety measures in place.	All Staff	Complete	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
Hand Sanitisation Points	Upon entering the Sportsdrome foyer area customers will be able to utilise one of many hand sanitising points strategically placed around the Sportsdrome facility.	Communicate to all users the expectation of good hand and respiratory hygiene whilst using the Sportsdrome. Note, alcohol gel is only recommended in circumstances where hand washing is not immediately practical.	All Staff	Complete	
Hand Washing	Sufficient hand washing facilities readily available with liquid soap dispensers and hand driers for all customers, staff, and pupils to use.	Posters around the Sportsdrome indicating the importance of hand washing. Staff to monitor changing areas to ensure guidelines are being observed and adhered to.	All Staff	Complete	
Changing Areas	Remove the option for customers to use changing areas and showers and encourage they arrive ready to exercise and leave promptly. Special provision to be made for participants with disabilities or special needs in advance.	Signage/posters on changing room doors. Staff to verbally advise customers of this arrangement. All Staff to proactively observe to ensure this happens.	All Staff	Ongoing advice to Customers	
Coughing Sneezing Touch	Customers encouraged to improve their hygiene habits, use tissues to cough or sneeze into rather than using hands All users encouraged not to touch their mouth, eyes and nose.	Staff to encourage all users to observe this request. 'Catch it-Bin it-kill it' posters placed around the Sportsdrome. Staff to encourage this message, also supported by signage to this affect.	All Staff	Ongoing advice to Customers	
Sportsdrome Reception	All users to observe social distancing arrangements and keep verbal exchanges to a minimum whilst in the reception area. No music to be played in the Sportsdrome, this will ensure customers do not have to raise their voices when verbally communicating to staff.	Customers to use contactless payments where possible avoiding cash exchanges. Reception screens in place around reception PC points as an extra precautionary measure.	All Staff	Ongoing	
Fitness Suite Usage	All Customers to swipe their membership card at reception before entering the fitness suite. Maximum of 6 customers in the Fitness Suite at any one time. Equipment rota to ensure that all equipment can be used	Swiping in at Reception will provide us with data on who has entered the Fitness Suite and the timings of their visit. This may assist, if required, for track and trace purposes. Posters displaying which equipment is in use on week 1 and week 2, and associated week	All Staff	Ongoing	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
Sportsdrome Cleaning	<p>(some equipment in use on week 1, other equipment week 2) with machine usage 1 meter apart. Monitor participants usage and if necessary introduce a booking system to allow a 1 hour slot per person. Entrance door to be left open at all times to limit surface touching and all windows open to maintain natural ventilation.</p> <p>All areas cleaned by Norton Cleaning Services as normal before opening the facility. Extra cleaning of all community areas by Sportsdrome staff on a 2 hourly basis during the day and evening. All appropriate PPE to be worn by all staff.</p>	<p>commencing dates. (Fitness week 2 week plan attached to this Risk Assessment). Staff to observe all users behaviour and enforce strict rules where applicable.</p> <p>Included in the Information Leaflet that we will issue to customers 'How Can You Help' we have asked that customers play their part and wipe down any machines that they use along with any touch points, using the detergents and disposable cloths provided. Sportsdrome Staff to clean every piece of equipment in the fitness suite every 2 hours throughout the day and evening. This will include all touch points, handles, seats, screens, and all furniture. Sportsdrome staff to clean changing areas, showers, and toilets every 2 hours. Sportsdrome Staff to clean the reception desk every 2 hours, including PC workstations, phones, Card Payment Machine. Sportsdrome Staff to continue with the current cleaning schedule for a deeper clean of the facility in preparation for and during community use. Where possible all areas to be well ventilated using natural ventilation. Further PPE required should staff wish to take extra measures whilst cleaning.</p>	All Staff	Ongoing	
Reception Vending Machines	Vending machine option of drinks snacks to remain available, however, relaxation area tables and chairs to be unavailable for community use..	If Customers chose to use the vending machines they are to encouraged to use them as a takeaway option and consume any food and drink away from the premises, thus reducing the unnecessary numbers at any one time in the reception area of the centre.	All Staff	Ongoing	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
Indoor and Outdoor Spaces	<p>Some indoor activities to be allowed to general public, such as, badminton and table tennis as participants can socially distance.</p> <p>Affiliated teams, such as, TJFA teams to be allowed to use indoor and outdoor spaces to train. Teams are permitted to operate with a robust risk assessment for the safety of their players and coaches and encourage hygiene and social distances at all times during their coaching sessions.</p> <p>No casual/random group hire of indoor and outdoor facilities at this moment, as we can't be sure that social distancing and other Government guidelines will be adhered to.</p> <p>Sportsdromes conditions of hire updated with a section Covid-19</p> <p>One way system introduced in Sportsdrome.</p> <p>Government announcement on 22.09.20 rule of 6 to apply to adult indoor team sports.</p> <p>QR posters strategically placed around the facility.</p> <p>Government update on 08.10.20 U18's and disability football allowed indoors with a maximum of 30, this is inclusive of players, parents (for welfare/safeguarding), and coaches.</p>	<p>All staff to monitor this to ensure that this is adhered to.</p> <p>Posters/Signage to adhere to social distancing. Sportsdrome staff to be extra vigilant and inform users of the importance of this requirement. All customers made aware by Sportsdrome staff of the need to socially distance when participating in badminton and table tennis. All equipment used by customer to be sanitised after use, alternatively customers encouraged to bring their own equipment to use. Sportsdrome to receive a copy of robust risk assessments from teams, such as, TJFA teams using indoor and outdoor facilities. Subject to the risk assessment being suitable and sufficient then participation will be granted. The Sportsdrome's conditions of hire will state that groups using any space will keep an up to date register of participants should this be required for track and trace purposes. Risk Assessments required from TJFA teams before usage is allowed. (Updated conditions of hire form attached to risk assessment).</p> <p>One way system introduced, enter front door, continue to activity area, complete activity, follow arrows leading out through external corridor to exit the Sportsdrome.</p> <p>Rule of 6 participants to apply to adult indoor teams sports, no bookings taken, and to continue to ensure all indoor bookings are socially distancing whilst exercising.</p> <p>QR posters for customers to scan the NHS Covid App for track and trace purposes.</p> <p>Staff to monitor disability and U18 football indoor use to ensure the Government guidelines are applied.</p>	All Staff	Ongoing	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed
First Aid	<p>If a Customer becomes unwell and displays symptoms in the Sportsdrome, they must be advised to go home and follow the Government advice.</p> <p>General First Aid appropriate PPE provided to reduce the likelihood of cross contamination. Gloves, aprons, facemasks and visors available.</p> <p>Consider an increased likelihood of skin irritations such as eczema and dermatitis, due to frequent handwashing.</p>	<p>If a staff member has assisted a Customer who was displaying symptoms, they do not need to go home and self-isolate, unless they become unwell themselves or if the Customer subsequently tests positive for COVID-19.</p> <p>First aid trained staff encouraged to maintain this key role. Staff updated on the additional risks associated with treating persons during the COVID-19 situation and how to improve the way they handle injured, unwell or symptomatic people.</p>	First Aid Trained Staff Only	Ongoing	
Handling goods, merchandise and deliveries	Delivery of goods to be dropped off away from the point of contact at reception.	<p>This will ensure the reception does not become a point of congestion for good delivery and community using the facility.</p> <p>This request to be verbally communicated to all deliveries personnel when goods arrive on site.</p>	All Staff and delivery company	Ongoing	
Workforce Management	<p>Once the Sportsdrome is fully operational this will reduce the numbers of staff on shift at any one time as shift rotas will apply where staff will work a variation of shifts including days, evenings, and weekends.</p> <p>Communications to continue via email, phone calls, text messages, and when necessary socially distanced exchanges.</p> <p>All new measures to be communicated to all staff before implementation.</p> <p>All staff meeting prior to re-opening the Sportsdrome to consider and discuss what is required of us as a team to safely operate the facility.</p>	<p>Staff rota will assist with observing social distancing whilst at work and reduce anxiety issues</p> <p>Rota to be kept up to date and accurate in order to assist with any track and trace information that may be required.</p> <p>Communication to all staff to be clear and consistent considering their views on how best to manage how we work and offer ideas and suggestions.</p> <p>Consider new training needs to all staff in order to effectively manage this new way of working.</p>	All Staff	Ongoing	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by date?	Completed

	Name	Date	Comments
1 st review by	C. Farnaby	14 July 2020	
Quality assurance check by manager / line manager			

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Links to current guidance.

[Talking with your workers about preventing coronavirus HSE.](#)

[Working Safely during the coronavirus outbreak – a short guide HSE.](#)

[Coronavirus \(COVID-19\): Guidance for Schools and other educational settings](#)

[Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)

[Stay at home: guidance for households with possible Coronavirus \(COVID-19\) infection](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[Planning for the wider opening of primary schools in June](#)