

GENERAL RISK ASSESSMENT TEMPLATE (LANDSCAPE)

LOCATION:	Leisure Centres	DEPARTMENT:	Sport and Culture	SERVICE AREA:	Sport and Leisure	TEAM:	Leisure Centres
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WHO IS AFFECTED BY THE RISKS? (e.g. employees, members of the public, tenants, contractors, trainees etc.)	General Public
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HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6-10, 11-50, 51-100)	51-100 per site	ASSESSMENT DATE:	19/06/20
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Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - *Safety Policy & Arrangements - 'Risk Assessment'*

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING SEVERITY (S) x LIKELIHOOD (L)			ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED
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See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.

			S	L	RR		
						Name	Date
Pre-opening Maintenance and inspections	Unsafe conditions/ equipment	Essential maintenance completed before re-opening	1	1	1		
		Statutory inspections completed and up to date	1	1	1		
	Legionella	Water systems that have not been regularly flushed to be disinfected	3	1	3		
		Legionella flushing regimes to be re-instated. Particular attention paid to flushing in unused areas					

Spread of Covid 19 whilst visiting Leisure Centre	Pre-opening	<p>All areas to be deep cleaned ahead of opening</p> <p>General Managers to instigate new cleaning/disinfection rotas. AM's to rigorously enforce</p> <p>Regular touch points to be identified and cleaning/sanitisation/disinfection regime to be implemented by GM's and rigorously enforced by AM's</p> <p>Cleaning checks to be displayed on walls. AM's to rigorously enforce completion</p>	2	1	2			
	Air flow in building	<p>Windows/doors open to allow for fresh air flow around building</p> <p>Recirculation of air to be minimised. Fresh air intake should be maximised</p>	2	1	2			
	Government/PHE guidelines	To be followed at all times and updates to be implemented as soon as reasonably practicable	2	1	2			

	Arrival at Leisure Centre	<p>Sign on door and on website asking customers not to visit/enter if they feel ill.</p> <p>New customer agreement will include information about not attending if they are showing any COVID symptoms.</p> <p>Sign on door advising not to enter the Centre unless they are a customer with a confirmed booking</p> <p>Customers to be advised to arrive no earlier than 10 minutes before activity start time</p> <p>Queueing system in place at entrance</p> <p>Social distancing guidelines to be complied with at all times</p> <p>Alcohol based hand sanitiser to be available on arrival/departure and at clearly accessible/ designated points.</p>	2	1	2			
	Reception Area	<p>See separate risk assessment (Nicola/Louise)</p> <p>Leaflet racks to be emptied in phase 1</p> <p>Notice boards emptied of all but essential information to minimise pinch points</p> <p>Hair driers and straighteners to be taken out of action in phase 1 to minimise pinch points</p>				See Site Flow Risk Assessment 08.06.20		

	Health suites	Closed in phase 1	1	1	1			
	Dry Side Changing rooms/showers	Closed in phase 1 Customers advised to come ready changed for the activity Customers advised to shower at home after activity	1	1	1			
	Swimming pools including wet side changing villages	Closed in phase 1	1	1	1			
	Fitness room/Gym	See separate risk assessment (Jo D) Water fountains to be switched off during phase 1						
	Aerobics studio	See separate risk assessment (Jo D)						
	Spin Bike studios	See separate risk assessment (Jo D)						
	Squash courts	Converted to Spin Bike Studio – see above						
	Indoor Tennis Courts	See separate risk assessments (Dave E)				See Playing Tennis Indoors Risk Assessment 09.06.20 and coaching tennis 10.06.20		
	Relaxation areas	Closed during phase 1 All furniture to be removed and stored out of sight TV's to be switched off	1	1	1			

	Vending Machines	Closed during phase 1 (pending discussion with Gem Vending) Customers advised to bring own water/refreshment in bottle from home	1	1	1			
	Sports Max Shops	Closed during phase 1 (equipment can be bought over reception)	1	1	1			

	Circulating at the centre	<p>Social distancing guidelines to be complied with at all times. Signs to indicate displayed at frequent points</p> <p>One-way system to be adhered to and indicated by clear directional signs (see map layout). Staff to challenge/alert people moving in wrong direction. Signs erected to encourage customers to keep moving and not loiter in corridors/on stairs etc. Staff to encourage/challenge customers that are loitering</p> <p>Hand Gel to be available at clearly accessible/ designated points around the centre.</p> <p>All furniture etc. to be removed from corridors/relaxation areas to maximise space in these areas and stored out of sight</p> <p>Where possible doors to be open. If fire door, must only be open if it has fire-guard fitted that will close on sound of alarm. Where door is for security purposes this should be closed.</p>	2	1	2			
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	Lifts	Lift only to be used by maximum of one person at a time (unless with carer). Signs up to indicate this with queueing system clearly marked at top and bottom. People encouraged to press buttons with hands/fingers covered to avoid the touch points Sanitizer available in lift to clean buttons and touch points	2	1	2			
All rooms/activity areas	Max occupancy	Signs at entrance advising of the maximum occupancy at any one time. This must not be exceeded	1	1	1			
	Arrival at Activity area	No earlier than 5 minutes before booking If instructor led activity, customers to follow direction of the instructor on entering the activity area Equipment already in place Follow one way systems Do not enter court until previous players/participants have left Social distance to be maintained at all times	2	1	2			

	<p>Playing sports/taking part in activities</p> <p>Contact with other players</p> <p>Contact with equipment</p>	<p>Play/activity/training to be restricted to that as recommended by individual governing bodies and Government</p> <p>Numbers allowed to be in line with that recommended by individual governing bodies and Government</p> <p>No shared equipment. Players to bring own</p> <p>No equipment for hire (i.e. badminton racquets, etc.)</p> <p>No chairs for rests between/after games</p> <p>Social distancing guidelines to be complied with at all times</p> <p>No hand shakes/high fives etc.</p> <p>No Spectators indoors</p> <p>Outdoor spectators – only one per child in line with Government and governing body guidelines and with social distance observed</p>	2	1	2			
	<p>End of the session</p>	<p>Leave the activity area promptly when time is up.</p> <p>Maintain social distancing at all times</p> <p>Follow instructions of coach/teacher/instructor if activity instructor led</p> <p>Leave site within 10 minutes of match ending</p>	2	1	2			

	Coaching/teaching/instructing	<p>All coaches/teachers/instructors to be qualified with governing bodies</p> <p>Coaching staff to follow all guidelines as issued by the relevant governing body and Government</p> <p>See separate risk assessments for separate activities</p>	2	1	2			
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	Use of toilets/washing facilities	<p>Follow one way systems</p> <p>Limited toilets only open</p> <p>Social distancing guidelines to be complied with at all times</p> <p>Spray disinfectants available with paper roll to allow wiping down of equipment/doors etc. Adequate bins available for paper roll</p> <p>Hand washing and drying to be encouraged as per guidelines using soap and water and for minimum 20 seconds. NHS/PHE notices displayed re hand washing.</p> <p>Notices displayed in the toilets to social distance and use alternative sinks to aid this.</p> <p>Enhanced and regular cleaning of toilet and washing facilities and regular checks of toilet condition, soap and toilet roll availability etc. – Regularity to be determined by Centre Manager – minimum to be as per normal conditions</p> <p>Toilet checks and cleaning regimes displayed on wall for scrutiny. AM's to vigorously enforce completion</p> <p>Hand driers to be available, where not available paper towels supplied with adequate bins available</p>	2	1	2			
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	Injury/illness to customer	<p>First aid kits available</p> <p>AED available</p> <p>O2 Resuscitation kit available</p> <p>Laerdal pocket masks (preferably with elastic tie) to be readily available</p> <p>Treatment to be given by trained first aiders only – otherwise call 999/111 depending on seriousness</p> <p>First aiders to wear gloves for all treatment given and other PPE as recommended for first aid</p> <p>First aiders to avoid contact and give guidance to injured person to self-treat if possible</p> <p>Any CPR to be compression only and use of AED. No mouth to mouth/nose. Laerdal pocket mask used to cover casualties mouth and nose</p> <p>All first aid to be given only in line with guidelines from Government/HSE. See guidance below</p> <p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p>	2	1	2			
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	General	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus Posters, leaflets and other materials are available for display.</p> <p>Bins available around the centre. Push top bins to have their lids removed to reduce touching Bins to be regularly emptied</p>	2	1	2			
	Offices and staff areas	<p>Signs on all doors advising of the maximum occupancy at any one time. This must not be exceeded. If max occupancy reached do not enter until safe to do so. Furniture and equipment should be minimised to that which is essential to facilitate space and social distancing</p>	1	1	1			

Staff	Work from home	Staff should work from home if possible depending on job role	1	1	1			
	Staff unaware of new procedures	All staff inducted on return to new procedures in place	1	1	1			
	Staff arriving at same time to start shift	Stagger start/finish times for staff to ensure they do not all want the staff facilities at the same time	2	1	2			
	Staff room	<p>Items/equipment in staff room to be minimised</p> <p>Only one member of staff allowed in at any one time to ensure social distancing. Staff break times to be clearly communicated and adhered to.</p> <p>Lockers allocated to individuals. All personal belongings to be kept in locker. Nothing left out.</p> <p>Hand sanitiser available.</p> <p>Soap and water available. Staff reminded to wash hands regularly and thoroughly with soap and water for minimum 20 seconds and to dry thoroughly.</p> <p>Break utensils/cups etc personalised and not to be shared and to be washed immediately following use.</p> <p>Spray disinfectant and paper roll available for disinfection of shared or often touched surfaces before and after use.</p> <p>Promotion of good hygiene practices through posters/notices etc. to remind workers of good hand washing practice, no touch faces and sneeze/cough into</p>	2	1	2			

Staff (cont.)	<p>Staff Toilet(s)</p> <p>PPE</p> <p>Illness</p> <p>Deliveries</p> <p>Shared equipment</p> <p>Working with customers</p>	<p>Staff only toilet to be identified and locked off to public and others. Staff toilets to be regularly cleaned and disinfected as directed by Centre manager</p> <p>Appropriate PPE identified and available. Training and guidance for safe use given</p> <p>If an employee feels unwell, they should contact the Manager immediately. Where the illness is coronavirus related advice in accordance with Government/PHE/NHS guidelines should be followed and employees will be advised to seek the necessary test where appropriate and given guidance on how to go about this. Where employees should also notify managers immediately if they have a need to self-isolate</p> <p>These should be minimised and cleaned and sanitised on entry to work place Staff should wash hands/use hand sanitiser following acceptance of delivery</p> <p>This should be cleaned after each use</p> <p>Social distance to be maintained at all times</p>	2	1	2			
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Emergency evacuation in case of fire etc.	Social distance not maintained Staff unaware/unclear of emergency procedures	Social distancing to be maintained at muster points Emergency evacuation drill practised prior to re-opening and recorded in fire log book	2 1	1 1	1 1			
Dealing with violent/aggressive people	Not maintaining social distance	Customer facing staff trained in managing challenging and aggressive behaviour on induction. Ensure all staff are clear with regards to processes and procedures, escalation by information sharing, training & induction. All equipment i.e. security cameras/panic alarms etc. in working order	2	1	2			

Contractors visiting site	Social distance not maintained Touch points	<p>All contractors to have pre-appointment times</p> <p>Hand sanitiser available in reception area</p> <p>Contractors to be signed in and out at reception by staff to reduce touch points (no shared pens etc.)</p> <p>Asbestos log books are kept behind reception which will be equipped with sneeze screens.</p> <p>The contractor can be shown the log book & applicable survey parts through the screens and will not touch log book</p> <p>The supplier if satisfied then signs the log book record, which is kept separate using their own pen and protective gloves</p> <p>Contractors to follow one way and other signage</p> <p>Social distancing to be adhered to at all times</p> <p>Contractors not to use staff only areas</p>	2	1	2			
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Use the tab button to add extra rows (each new activity or area of assessment must be on a new row. This will make the assessment easier to view and understand

ASSESSOR (please print):	Geoff Ritson	SIGNED:	<i>G. Ritson</i>	DATE:	19/06/20				
MANAGER (please print):	John Wileman	SIGNED:	<i>J. Wileman</i>	DATE:	19/06/20				
DATE ACTION TO BE COMPLETED BY:			DATE COMPLETED:						
LINE MANAGER'S COMMENTS / ACTIONS: REVIEW DATE 01.09.20			IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES		<table border="1"> <tr> <td data-bbox="2013 1284 2103 1329">YES</td> <td data-bbox="2103 1284 2181 1329">NO</td> </tr> <tr> <td data-bbox="2013 1334 2103 1374"><input type="checkbox"/></td> <td data-bbox="2103 1334 2181 1374"><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO								
<input type="checkbox"/>	<input type="checkbox"/>								

Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual

Risk Assessment

This assessment must be completed in line with the requirements identified within the Corporate Safety Manual, [Safety Policy & Arrangements – ‘Risk Assessment’](#)

The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of the City Council) which result in personal injury or ill health. Please note that written assessment of significant risks in the workplace are required by law - ref. the Management of Health and Safety at Work Regulations 1999 (Regulation 3).

There is no need to repeat earlier risk assessments such as manual handling, COSHH, etc., but they should be referred to in this general risk assessment.

Standard Risk Assessment Definitions

- **Activity** - is identified as the type of work being carried out in the working environment. e.g. using a piece of electrical equipment.
- **Hazard** - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a ‘competent’ person (i.e. a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
 - **MAJOR** i.e. fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture). = **FACTOR 3**
 - **MODERATE** i.e. ‘over 7 day’ injury - ref. RIDDOR 2013. = **FACTOR 2**
 - **SLIGHT** i.e. injuries where persons may be off work for less than 7 days (or not at all). = **FACTOR 1**
- **Likelihood (L)** - rated as follows:
 - **LIKELY** i.e. could happen anytime. = **FACTOR 3**
 - **POSSIBLE** i.e. might happen sometimes. = **FACTOR 2**
 - **UNLIKELY** i.e. where harm is unlikely to occur. = **FACTOR 1**
- **Risk Rating (RR)** - is a means of ‘measuring’ the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor ‘MODERATE’ with a *likelihood* factor ‘POSSIBLE’ would give a risk rating of 2 x 2 which, of course, gives a ‘score’ of 4.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified.
- **Risk Rating**
 - from 6 - 9 requires **IMMEDIATE** action to achieve a reduction in risk.
 - from 3 - 4 requires action **AS SOON AS POSSIBLE**.
 - from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

Advice on carrying out risk assessments is available from Corporate Safety Advice

Simple Risk Matrix			
	Consequences		
Likelihood	Minor	Moderate	Major
Likely			
Possible			
Unlikely			

Risk Treatment Key

Intolerable Risk Level. Immediate action required
Tolerable Risk Level. Risks must be reduced so far as is practicable.
Broadly Acceptable Risk Level. Monitor and further reduce where practicable.