


Name of Club Southend Date 26/7/2020 Signature 

WHAT IS BEING ASSESSED: Club Operation During COVID-19 Pandemic – England

Where is the hazard likely to be encountered	Who is at risk?	What is the risk?	What is the risk rating?	What precautions are required?
At Work	Team Members	Accident, injury or ill health	Medium	The activity must only take place if permitted in line with local laws, Governmental instruction and/or regulation.
Travelling to Work	Members	Spread/contraction of COVID-19	Medium	<p>Employees must be trained on any changes to the Club operation including the actions taken to control the spread of COVID-19.</p> <p>Employees should only work if they have no symptoms of COVID-19 and/or should not be isolating in line with Government guidance.</p> <ul style="list-style-type: none"> Employees who are clinically extremely vulnerable should not work at the Club outside of the home during the pandemic peak and only return to work when community infection rates are low. Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), should take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role. If clinically vulnerable individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines. <p>Hand washing facilities must be available to employees with soap and water. Hands should be dried with disposable paper towels or electric dryers. Employees should wash their hands on arrival at work and regularly throughout their shift inline with government hand washing guidance. Hand sanitisers should be available in any area where washing facilities are not readily available.</p> <p>Individuals should catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues are available throughout the workplace.</p> <p>Posters, leaflets and other materials are available for display in member and team member areas reminding individuals of the COVID-19 precautions.</p> <p>Public health advice on COVID-19 is followed.</p>
Operational Club Areas	Members of the Public	Violence	Medium	
	Contractors	Slips, trips & falls	Medium	
		Manual handling	Medium	
		Pre-existing medical conditions leading to ill health/medical emergency	Medium	
		Noise	Medium	
		Travel of employees to the work location	Medium	

Frequently cleaning and disinfecting/sanitizing objects and surfaces that are touched regularly particularly in areas of high use such as door handles using appropriate cleaning products and methods. Checks in place to ensure that the necessary procedures are being followed. When completing cleaning suitable chemicals should be used, the product instructions followed with COSHH sheets readily available, and disposable gloves worn.

Social distancing of 2m must be adhered to wherever possible and employees should maintain social distance from all other individuals. Where 2m social distancing cannot be maintained 1m with risk mitigation is acceptable including;

- Further increasing the frequency of hand washing and surface cleaning
- Keeping the activity time involved as short as possible
- Using screens or barriers to separate people from each other
- Using back to back or side to side working (opposed to face to face) should be used whenever possible
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

Where social distancing requirements cannot be followed for a specific task/activity an individual assessment should be carried out to determine if the activity needs to continue. If so, all mitigating actions possible to reduce the risk of transmission between staff should be followed.

Team Members reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.

Floor markers/signs used as required to reiterate social distancing. Signs should not be placed on the floor close to the entrance doors into the building and should be positioned far enough away from the entrances so that they do not become wet from water brought in to the building on individual's footwear/clothing in wet weather. Floor signs should not be used in wet areas or changing rooms.

Welfare facilities, including a flushing toilet and hand washing facilities, must be available for all employees.

Emergency procedures updated specifically for the activities/activity being undertaken. In an emergency, for example, an accident, fire or break-in, people do not need to maintain social distance if it would be unsafe. Social distancing should be maintained, at the muster point if it is safe to do so. Emergency services should be called as required. Safe access routes must be available from the car park to the operational area.

A safety check must be undertaken of car park, access/egress routes and all operational areas before members are permitted access to the Club. The area must be safe.

Team Members must be briefed on the updated first aid guidance and CPR/AED guidance issued by the Resuscitation Council UK/European Resuscitation Council.

A team member who holds a valid EFAW or FAW qualification and is AED trained must be on duty. Valid qualifications include those which have had the expiry date (awards expiring after 16th March 2020) extended due to the COVID 19 pandemic.

A first aid kit/s & AED must be readily available the operational area/s for use if required. First Aid kits contain appropriate PPE which is readily available for use in the event of an emergency. Used first aid equipment and supplies must be disposed of safely. Accident & incident forms must be available and any accidents, incidents or near misses must be promptly reported via Prime Safety.

Suitable clothing and footwear must be worn, including PPE as required (for example when performing cleaning or providing emergency first aid).

Individuals should only visit the Club if they are well, are not exhibiting any signs/symptoms of COVID-19 and are not self-isolating.

Hand sanitiser should be available at the entrance/exit to the Club and in agreed locations.

Relevant operational risk assessments and associated checks should be in place and the control measures followed.

Mental health & wellbeing awareness promoted to Team Members during the Coronavirus outbreak and support offered.

Steps taken to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of employees on site at any one time. Non-essential trips within the Club discouraged and use of radios and telephones promoted.

Entry, exit and routes through the operational areas reviewed/amended to facilitate social distancing as far as possible and reduce congestion. Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing. Maximum occupancy of lifts reduced.

Sneeze screens in position as required at Reception and operational till points in addition to floor markings to reinforce social distancing.

Number of people on site limited. Any queuing takes place outside where possible and safe.

Team members encouraged to take breaks outside where possible. Common areas, such as team rooms, should be used as little as possible, social distancing must be maintained along with high standards of cleaning.

The number of contractors on site should be kept to a minimum and where possible visits should take place outside of peak hours or when the Club is closed. Contractor briefings must include COVID-19 controls including social distancing. Contractors must wash/sanitize their hands upon arrival at the Club.

In adverse weather (electrical thunderstorms, very strong winds, severe weather warnings issued by the MET Office/other equivalent body or ice etc) outdoor sessions/activities should not take place. If employees are working outside sunscreen/sunblock should be provided and worn as required.

UK Active guidance on ventilation followed.

Meetings

Meetings should take place remotely where possible. Only absolutely necessary participants should attend meetings and social distancing should be maintained.

Meetings should be held outside or in a well ventilated room wherever possible. If meetings take place in the same location regularly floor signage should be considered to maintain social distancing.

To avoid transmission in meetings objects such as pens should not be shared. Hand sanitizer available in meeting rooms.

Manual Handling

Where manual handling is required, for example set up of equipment, the precautions and controls stipulated in the manual handling risk assessment must be followed.

If a manual handling task would normally require a two person lift consider if this task can be performed safely by 1 person using a mechanical aid. If possible, break down the load so it can be carried by 1 person. Where 2 person lifts can not be avoided, lift facing away from each other or side by side rather than face to face where possible.

Before performing manual handling tasks, plan your route so you can maintain social distancing whilst moving the load.

Racquets Inc. Tennis

All sessions should be pre-booked with a changeover period of 5 minutes between bookings to limit the number of people at the Club to assist with social distancing.

No spectators are permitted except for parents/guardians of children taking part in sessions. Social distancing must be maintained.

Players are advised to bring their own equipment – communal racquets etc. can be used subject to thorough cleaning measures between use.

Players must wear suitable clothing and footwear.

Where safe and appropriate, external doors and court gates to should be left open during playing hours.

Nets should be set at the appropriate height to avoid players having to adjust them, any net winders removed.

Contact points, including court door handles and gates, must be cleaned/sanitized before the commencement of any sessions and regularly thereafter.

If courts require dragging (e.g. clay courts) or drying after rain, have a nominated person to do this or make disposable gloves and spray available for players to use.

Any other unnecessary equipment and items removed from courts (e.g. benches).

Group Exercise

The controls stipulated in the relevant risk assessments must be followed.

Sessions must be organised and set up in line with social distancing requirements and equipment positioned accordingly. All equipment must be correctly positioned to ensure there are no trip hazards any trailing cables should be secured or covered.

Where used, instructors should use individual head mics/wind covers. Where head mics are shared, they should be cleaned/sanitised between use.

Equipment must be cleaned/sanitized before the commencement of a session/class and regularly thereafter as required. No equipment shared during classes.

Towels/sweat towels will not be taken on to the gym floor/into the studios.

30-minute window between group exercise classes/activities to aid social distancing and cleaning/sanitation.

Gyms

The controls stipulated in the relevant risk assessments must be followed.

The area in which the gym is located must be assessed for suitability prior to being agreed as a training location and be free from slip, trip or fall hazards.

The area must be organised and set up in line with social distancing requirements and equipment positioned accordingly. All equipment must be correctly positioned to ensure there are no trip hazards any trailing cables should be secured or covered. Users should not be working out face to face.

Where necessary clearly marked one-way systems around the machines and exercise spaces, to help prevent users from coming into close contact with each other.

Equipment must be cleaned/sanitized before the commencement of a session and regularly thereafter as required.

Gym team member on duty conducting regular sanitization/cleaning and encouraging social distancing as required.

Cleaner/sanitizer available for members to use and usage encouraged before and after using any equipment.

Maximum capacity for gym/s identified (based on 100sqft per person) and usage monitored by the Club team.

Extra signage regarding social distancing in place around the free weights area/s.

Towels/sweat towels will not be taken on to the gym floor/into the studios.

Any queuing for the gym should take place in an adjacent area, due consideration given to the impact on the surrounding space to ensure it does not impede others.

DL Kids

Session briefs, DL Kids social distancing guidance and associated policies/procedures followed.

The controls stipulated in the relevant risk assessments must be followed.

Sessions must be organised and set up in line with social distancing requirements and equipment positioned accordingly. All equipment must be correctly positioned to ensure there are no trip hazards any trailing cables should be secured or covered.

Equipment must be cleaned/sanitized before the commencement of a session/class and regularly thereafter as required. ✓

15-minute window between group exercise classes/activities to aid social distancing and cleaning/sanitation. ✓

Outdoor Playgrounds N/A

Maximum advisory number of users calculated for each play area.

Where applicable, limiting the number of seats on or equipment or number of swings available to promote social distancing.

Any queuing for the playground/area should take place in an adjacent area, due consideration given to the impact on the surrounding space to ensure it does not impede others.

Sanitizer available and parents/guardians encouraged to use it.

Signage in place advising users of the core rules to minimise the transmission risk of COVID-19, including;

- Maximum advisory number of users
- Only 1 family member to accompany a child
- Suggested time limit for use
- Promotion of cleaning of equipment by parents/guardians
- Good hand hygiene
- Advise users (or parents of users) not to touch their faces, and to cough or sneeze into a tissue or arm when a tissue is not available
- Remind adults and children not to put their mouths on equipment or their hands in their mouths
- Promote and remind users, parents, guardians and carers of the need for social distancing
- Consumption of food or drink on play equipment or in the playground area is prohibited
- All litter should be properly disposed of in litter bins

Cleaning regime in place for play equipment and touch points. ✕

Rubbish bins in place which are emptied frequently. ✕

Consideration given on how to assist those with disabilities with complying with the any changes made. ✕

Where practicable, providing hand sanitiser at the entry and exit points to the play area/ground. ✕

Swimming Pools

Correct chemical balance, pH and disinfection of pool water in line with Pool Water Treatment Advisory Group (PWTAG) guidance. ✓

Capacity of swimming pools adjusted to a maximum of 3m² per person (in line with Government advice) to facilitate social distancing. Capacity of small spas and children's pools limited to one or two households where necessary to facilitate social distancing. One way systems instigated where required. ✓

Hand contact points cleaned regularly. Any equipment, such as floats, should be cleaned following PWTAG advice by submerging in chlorinated pool water.

Swimming lessons reviewed in line with social distancing, teachers always teach from poolside not in the water. ✓

Lifeguards attend training on updated procedures with an RLSS Trainer Assessor. All Lifeguards must pass a National Pool Lifeguard Qualification (NPLQ) return to work competency assessment before engaging in Lifeguard duties. ✓

Changing Rooms & Showers

Additional signage/sign posting in place to maintain social distancing. ✓

Regular cleaning/sanitization completed. Cleaning/sanitizer spray and cloths/wipes available for users to use as required. ✓

Offices & Shared Office Spaces

A separate risk assessment should be conducted for shared office space. ✓

Food & Beverage including Kitchens

A separate risk assessment should be conducted for food and beverage including kitchens. ✓

Noise

The controls stipulated in the Noise at Work risk assessment must be followed. ✓

If any external amplified noise, for example music, is emanating consideration must be given to the neighbours or anyone else affected by the noise.

Security

Access to the Club should be restricted to members, guests, employees and contractors.

If any trespassers are found on site, employee/s must not place themselves at risk and must phone the police for assistance.

				<u>Travel</u> Team members must travel safely to the work location, not placing themselves and any undue risk, following all Government guidance and laws. Government advice on traveling safely during the COVID-19 pandemic must be followed.
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What is the overall risk when precautions are followed: *HIGH *MEDIUM <u>*LOW</u> *underline as appropriate	RISK RATING SCALE L = Possible occurrence, but rarely reported cause of injury or accident M= Occasional occurrence, not unknown as a reported cause of injury or accident H= High occurrence, most frequently reported as cause of injury or accident
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WHEN SHOULD THE RISK ASSESSMENT BE REVIEWED? <ul style="list-style-type: none"> ▪ Ongoing using the safety check process ▪ If an accident or injury occurs and investigation establishes precautions were followed but inadequate ▪ Following refurbishment or substantial alteration to premises

REVIEWED/AMENDMENT DATES

Signed..... Date..... Signed..... Date..... Signed..... Date.....