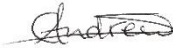


**RISK ASSESSMENT: COVID-19 GENERAL**

REF NO.	COVID-19		
RISK ASSESSMENT CATEGORY	ALL		
LOCATION	ALL		
DATE OF ASSESSMENT	09/03/2021	REVIEW DATE	At each government Covid-19 update, then annually
CARRIED OUT BY	Cathy Andrews	SIGNED	
APPROVED BY	ZYGGY TUREK	SIGNED	
RELATED DOCUMENTS	<ul style="list-style-type: none"> <li>• Social Distancing Policy</li> <li>• Hygiene Policy</li> <li>• Self-Isolation Policy</li> <li>• PPE Policy</li> <li>• COVID Outbreak Plan</li> <li>• Specific Risk Assessments (Various)</li> </ul>		
NOTES	<p>This risk assessment acts as an overarching risk assessment for COVID-19. Where activities, tasks or locations pose specific risks, you should refer to the specific risk assessment. Information has been sought from HSE and government guidance to help produce this assessment. A number of senior managers have contributed to its completion.</p> <p>Reviewed 9/3/2021 - completion dates added for further actions. All still relevant as of today's date and in line with the most recent government guidelines. RA to be re-assessed when government announces further updates in April 2021</p>		

RISK ASSESSMENT: **COVID-19 General**

DATE: 9/3/2021

CARRIED OUT BY: Cathy Andrews

MAXIMUM CAPACITY: **N/A**

LOCATION: **ALL**

APPROVED BY: **ZYGGY TUREK**

<b>HAZARD</b> What are the Hazards?	<b>RISK OF/ RISK TO</b> Who might be harmed and how?	<b>EXISTING CONTROL MEASURES</b> What are you already doing?  What is the remaining level of risk?	<b>FURTHER ACTIONS</b> What further action is necessary?	Action by whom	Action by when	Done
Management of the reinstatement of the facility and sporting activity after a long period of shutdown	Staff Public / Customers Contractors	1. Normal operating procedures and emergency operating procedures are in place  2. Facility management team established.  Risk Level: <b>Med</b>	1. Establish a COVID-19-specific response group  2. Appoint a specific COVID-19 coordinator to be responsible for overseeing the organisation's response to the COVID-19 crisis  3. Review and update the facility operating policies  4. Produce a reinstatement plan.	COVID Team	16/06/2020	June 2020
Legionella within the water services after a long period of shutdown	Staff Public / Customers  May contract legionnaires	<ul style="list-style-type: none"> <li>Water system drained / water system being regularly flushed through</li> </ul> Risk Level: <b>Low</b>	<ul style="list-style-type: none"> <li>Water services tested by a qualified person</li> </ul>	Facilities Manager	17/07/2020	Completed weekly by Facilities Team during closures.
Problem with building services after a long period of shutdown	Staff Public / Customers Contractors  Various risks to person's health  Financial risk to organisation.	<ul style="list-style-type: none"> <li>Maintenance and servicing of high risk compliance items have continued throughout lockdown.</li> <li>Lower risk items mothballed with a view to reinstating 2 weeks prior to re-opening.</li> </ul> Risk Level: <b>Med</b>	1. Gas services checked by gas safe engineer 2. Electricity systems checked by qualified person 3. Test alarms & safety systems 4. Ventilation systems checked and air changes in line with guidance.	Facilities Manager	Weekly and by 24/07/2020	ongoing

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<b>HAZARD</b> What are the Hazards?	<b>RISK OF/ RISK TO</b> Who might be harmed and how?	<b>EXISTING CONTROL MEASURES</b> What are you already doing?  What is the remaining level of risk?	<b>FURTHER ACTIONS</b> What further action is necessary?	Action by whom	Action by when	Done
Spread of Coronavirus (COVID-19) in the building through touch points in the building	Staff Public / Customers Contractors  May contract coronavirus	Risk Level: <b>Med</b>	<ol style="list-style-type: none"> <li>1.Reduce touch points and increase cleaning</li> <li>2.All non-essential equipment and decoration to be removed</li> <li>3.Open doors, where possible. Fire door should remain closed and touch points cleaned regularly</li> <li>4.High-traffic touch points cleaned regularly / after every user or group.</li> <li>5.Booking &amp; payment via online payment or bank transfer</li> </ol>	General Managers / Duty Managers          Systems Manager	24/07/20 for SSV, HV and Barrow and 1 week prior to opening for all other sites.       17/07/20	All in place by July 2020 for SSV & HV. In place by September 2020 for other sites. Cleaning schedules and staffing matrices introduced at all sites.     July 2020

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<p><b>HAZARD</b></p> <p>What are the Hazards?</p>	<p><b>RISK OF/ RISK TO</b></p> <p>Who might be harmed and how?</p>	<p><b>EXISTING CONTROL MEASURES</b></p> <p>What are you already doing?</p> <p>What is the remaining level of risk?</p>	<p><b>FURTHER ACTIONS</b></p> <p>What further action is necessary?</p>	<p>Action by whom</p>	<p>Action by when</p>	<p>Done</p>
<p>Lack of hand washing facilities leading to increased risk of spread of bacteria/virus</p>	<p>Staff Public / Customers Contractors</p> <p>May contract coronavirus</p>	<ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place in all toilets</li> <li>• Some sanitiser points installed prior to lockdown</li> </ul> <p>Risk Level: <b>Med</b></p>	<ol style="list-style-type: none"> <li>1. Posters, leaflets and other materials are on display. Hand soap dispensers in place and kept refilled. Hot water system maintained to provide constant supply</li> <li>2. Gel sanitisers in any area where washing facilities not readily available &amp; in high traffic areas such as entrances and exits</li> <li>3. Implement regular checks to hand washing and sanitising facilities.</li> </ol>	<p>General Managers</p>	<p>24/07/20</p>	<p>July 2020 HV &amp; SSV September 2020 other sites.</p>
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Staff Public / Customers Contractors</p> <p>May contract coronavirus</p>	<ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place</li> <li>• Some sanitiser points installed prior to lockdown</li> </ul> <p>Risk Level: <b>Med</b></p>	<ul style="list-style-type: none"> <li>• Implement hygiene policy and hand cleaning procedure</li> <li>• Provide information on how to wash hands properly and display posters</li> <li>• Provide hand sanitiser</li> <li>• Put in place monitoring and supervision to make sure people are following controls</li> </ul>	<p>Health and Safety Manager  General Managers</p>	<p>17/07/20</p>	<p>July 2020 HV &amp; SSV September 2020 other sites.</p>

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<p><b>HAZARD</b></p> <p>What are the Hazards?</p>	<p><b>RISK OF/ RISK TO</b></p> <p>Who might be harmed and how?</p>	<p><b>EXISTING CONTROL MEASURES</b></p> <p>What are you already doing?</p> <p>What is the remaining level of risk?</p>	<p><b>FURTHER ACTIONS</b></p> <p>What further action is necessary?</p>	<p>Action by whom</p>	<p>Action by when</p>	<p>Done</p>
<p>Cleaning practice increasing risk of bacterial/viral contamination</p>	<p>Staff Public / Customers Contractors</p> <p>May contract coronavirus</p>	<ul style="list-style-type: none"> <li>• Robust general cleaning schedule in place.</li> <li>• Cleaning tasks monitored by responsible person</li> </ul> <p>Risk Level: <b>Med</b></p>	<ol style="list-style-type: none"> <li>1. Additional time allowed for cleaners to carry out cleaning between each user group</li> <li>2. Frequently cleaning, disinfecting objects and surfaces that are touched regularly using appropriate cleaning products and methods</li> <li>3. Where wearing of gloves and/or disposable aprons is identified as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely</li> <li>4. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</li> </ol>	<p>General Managers</p>	<p>17/07/20</p>	<p>July 2020 HV &amp; SSV September 2020 other sites.</p>

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HAZARD What are the Hazards?	RISK OF/ RISK TO Who might be harmed and how?	EXISTING CONTROL MEASURES What are you already doing?  What is the remaining level of risk?	FURTHER ACTIONS What further action is necessary?	Action by whom	Action by when	Done
Higher levels of cleaning required with existing personnel, increasing risk of being unable to provide adequate cleaning services	Staff Public / Customers Contractors  May contract coronavirus	<ul style="list-style-type: none"> <li>Hand washing / sanitising taking place in line with Government guidance</li> </ul> Risk Level: <b>Med</b>	<ul style="list-style-type: none"> <li>Additional multi-skilled staff/ rostered to carry out cleaning tasks.</li> <li>Restriction of areas available to staff/public to reduce facilities to be cleaned.</li> </ul>	General Managers	17/07/20	July 2020 HV & SSV September 2020 other sites.
Untrained staff using cleaning substances and equipment	Staff  Various risks to health from substances as a result of poor practice	<ul style="list-style-type: none"> <li>Sufficient planning with suppliers in place</li> <li>COSHH assessments for all existing substances in place.</li> </ul> Risk Level: <b>Med</b>	<ul style="list-style-type: none"> <li>COSHH assessments for all new substances in place.</li> <li>Work instructions for tasks in place.</li> <li>Only personnel trained in safe methods and use of substances to carry out cleaning tasks, including mechanical cleaning equipment.</li> </ul>	Health and Safety Manager  General Managers	17/07/20  24/07/20	July 2020 HV & SSV September 2020 other sites. Ongoing training at sites

<p>Getting or spreading coronavirus in common use high traffic areas such as corridors, toilets, entry/exit points, lifts, changing rooms and other communal areas.</p>	<p>Staff Public / customers Contractors</p> <p>May contract coronavirus</p>	<ul style="list-style-type: none"> <li>• Identified areas where people will congregate</li> <li>• Identified pinch points meaning people can't socially distance</li> <li>• Identified areas and equipment where people will touch the same surfaces</li> <li>• Identify areas and surfaces that are frequently touched but difficult to clean</li> <li>• Identified communal areas where air movement may be less than in other areas (i.e. offices with no opening windows or mechanical ventilation)</li> </ul> <p>Risk Level: <b>Med</b></p>	<ol style="list-style-type: none"> <li>1. Implement new online accident reporting procedure to improve near-miss reporting which may help to identify further controls.</li> <li>2. Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:</li> <li>3. Limiting the number of people in rooms so that social distancing rules can be met, e.g. stagger breaks, have maximum occupancy numbers for meeting rooms</li> <li>4. Reorganise facilities in communal areas such as spacing out tables in meeting rooms, etc so social distancing rules can be met</li> <li>5. Where possible put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact</li> <li>6. Increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around</li> <li>7. Put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met</li> </ol>	<p>Health and Safety Manager</p> <p>Senior Management Team</p>	<p>20/07/20</p> <p>10/07/20</p>	<p>July 2020 HV &amp; SSV September 2020 other sites.</p>
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			<ul style="list-style-type: none"> <li>8. Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation</li> <li>9. Provide lockers for people to keep personal belongings in so that they aren't left in the open (staff to use public lockers while capacities are reduced)</li> <li>10. Keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier</li> <li>11. Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens</li> <li>12. Put signs up to remind people to wash and sanitise hands and not touch their faces</li> <li>13. Put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it</li> </ul>			
Situations where users are unable to adhere to physical distancing guidelines	<p>Staff Public / Customers Contractors</p> <p>May contract coronavirus</p>	Risk Level: <b>Med</b>	<ul style="list-style-type: none"> <li>1. Reducing the number of persons in any area to comply with current guidance</li> <li>2. Review programming to stagger start &amp; finish times of</li> </ul>	General Managers / Senior Management Team	17/07/20	July 2020 HV & SSV September 2020 other sites.



			<p>users groups relocating workers to other tasks</p> <ol style="list-style-type: none"> <li>3. Redesigning arrival/ sessions/ activities to ensure physical distancing in place</li> <li>4. Conference calls or virtual meetings to be used instead of face-to-face meetings</li> <li>5. Management checks to ensure this is adhered to</li> <li>6. Spectators of lessons encouraged to wait in own vehicles or outside and limited to 1 person to each participant</li> <li>7. Circulation areas marked to encourage people to physically distance</li> <li>8. Implement a one-way system</li> <li>9. Changing benches, spectator seating, café tables to be arranged/marked in line with current Government physical distancing guidelines</li> <li>10. Areas to remain closed where physical distancing cannot be enforced</li> <li>11. Staff and users to be reminded regularly of the importance of physical distancing.</li> </ol>			
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<p>Staff Public / Customers Contractors</p> <p>May contract coronavirus</p>	<ul style="list-style-type: none"> <li>• Cleaning regimes already in place although frequency to be reviewed in light of COVID-19</li> </ul> <p>Risk Level: <b>Med</b></p>	<ol style="list-style-type: none"> <li>1. New Cleaning procedures to be implemented</li> <li>2. Additional cleaning materials for all users on site</li> </ol>	Senior Management Team	17/07/20	July 2020 HV & SSV September 2020 other sites.

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LOCATION: **ALL**

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<b>HAZARD</b> What are the Hazards?	<b>RISK OF/ RISK TO</b> Who might be harmed and how?	<b>EXISTING CONTROL MEASURES</b> What are you already doing?  What is the remaining level of risk?	<b>FURTHER ACTIONS</b> What further action is necessary?	Action by whom	Action by when	Done
			3. Introduce monitoring and supervision to make sure people are following controls 4. Provide instruction and training to all people who need to clean			
Continuing to work if unwell	Staff	Risk Level: <b>High</b>	1. Introduce self-isolation policy 2. If anyone becomes unwell with any of the identified symptoms of COVID-19 in the workplace they will be sent home and advised to follow self-isolation policy and guidance. 3. Ensure records and contact details of staff, customers and contractors are taken to aid NHS Test and Trace 4. Monitor Government guidelines	Health and Safety Manager          Duty Managers          Senior Management Team	17/07/20          Ongoing          Ongoing	July 2020

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<b>HAZARD</b> What are the Hazards?	<b>RISK OF/ RISK TO</b> Who might be harmed and how?	<b>EXISTING CONTROL MEASURES</b> What are you already doing?  What is the remaining level of risk?	<b>FURTHER ACTIONS</b> What further action is necessary?	Action by whom	Action by when	Done
User entering the premises with COVID-like symptoms	Staff Public / Customers Contractors  May contract coronavirus	<ul style="list-style-type: none"> <li>None</li> </ul> Risk Level: <b>High</b>	<ol style="list-style-type: none"> <li>Signage at entrance advising not to enter if symptoms exist</li> <li>Should be tactfully asked to leave / refused entry and directed to follow government guidelines</li> <li>Ensure records and contact details are kept for NHS Test and Trace purposes</li> </ol>	General Managers  Duty Managers	17/07/20  Ongoing	July 2020 HV & SSV September 2020 other sites.
Withdrawal of first aid to a person in need could put their life at risk	Staff Public / Customers Contractors  Risk of serious injury or death	<ul style="list-style-type: none"> <li>First aid trained personnel available during all opening hours.</li> </ul> Risk Level: <b>Low</b>	<ol style="list-style-type: none"> <li>Carry out first-aid refresher training to incorporate changes required due to COVID-19. Preservation of life given priority.</li> <li>Strict hygiene protocols in place to be adhered to in order to reduce transmission.</li> <li>Suitable PPE provided to first aiders and injured people so they can protect themselves if administering first aid.</li> </ol>	Training Officer / HR  Health and Safety Manager	Prior to centre reopening  17/07/20	July 2020 HV & SSV September 2020 other sites.

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Users unaware of changes to procedures	Staff Public / Customers Contractors  May contract coronavirus	<ul style="list-style-type: none"> <li>• Policies and procedures in place (some of which are customer-facing)</li> </ul> Risk Level: <b>Med</b>	<ol style="list-style-type: none"> <li>1.Policies and procedures to be uploaded to online platform for staff to review.</li> <li>2.COVID-related policies to be uploaded to Life Leisure website</li> <li>3.Members / users informed of changes and expectations on them via email, social media or text message</li> <li>4.Signage and markings in place to remind people of their responsibilities.</li> <li>5.Concierge in place at facility entrance to meet, greet and advise.</li> </ol>	General Manager  Marketing Manager    General Managers	17/07/20 and ongoing  Ongoing   17/07/20	July 2020 HV & SSV September 2020 other sites.
Employees who are at higher risk of contracting COVID-19	As defined by government including pregnant, underlying health issues, aged over 70.  May contract coronavirus	<ul style="list-style-type: none"> <li>• Since lockdown the majority of staff have been on furlough or working from home.</li> </ul> Risk Level: <b>Med</b>	<ol style="list-style-type: none"> <li>1.Specific risk assessments to be carried out for these groups. Individuals</li> <li>2.Government guidance should be followed. Home working arranged as appropriate, HR procedures in place for those unable to work from home and required to isolate as per Government guidelines.</li> </ol>	Line Managers	Prior to returning to work	Shielding lifted. HR procedures ongoing to protect high risk staff eg additional PPE available.

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Staff in workplace increasing risk of community transmission	Staff  May contract coronavirus	<ul style="list-style-type: none"> <li>Since lockdown, the majority of staff have been on furlough or working from home.</li> </ul> Risk Level: <b>Med</b>	<ol style="list-style-type: none"> <li>Head office staff to work from home where possible</li> <li>Video conferencing to be used for meetings.</li> <li>Measures in place to allow staff to physical distance</li> <li>PPE provided for staff as required.</li> </ol>	HR Manager  Health and Safety Manager	Ongoing  17/07/20	July 2020
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff Public / Customers  Risks to mental health and wellbeing	<ul style="list-style-type: none"> <li>Organisation involved in various mental health programmes and schemes</li> <li>Some staff have attended mental health first aid.</li> </ul> Risk Level: <b>Med</b>	<ol style="list-style-type: none"> <li>All staff to complete return to work after COVID-19 iHasco training</li> </ol>	HR Manager	24/07/20	Ongoing. additional free mental health training available sent out to staff Feb 2021

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<p>Existing onsite booking procedures leading to increased risk of spread of bacteria/virus</p>	<p>Staff Public / Customers</p> <p>May contract coronavirus</p>	<ul style="list-style-type: none"> <li>An online booking system is in place for people to book in advance.</li> </ul> <p>Risk Level: <u>Low</u></p>	<ol style="list-style-type: none"> <li>COVID-19-related cancellation procedure. That allows for non-penalty short-notice cancellations where members are experiencing symptoms and/or need to self-isolate in line with Government guidelines</li> <li>All bookings to be moved to be moved to online.</li> <li>Minimise cash transactions (initially cashless system), encourage card or online payments where possible.</li> </ol>	<p>Systems Manager &amp; Sales Manager</p>	<p>17/07/20</p>	<p>July 2020</p>

<p>Situations where participants who are arriving or leaving the session are unable to adhere to physical distancing guidelines</p>	<p>Staff Public / Customers</p> <p>May contract coronavirus</p>	<ul style="list-style-type: none"> <li>• None</li> </ul> <p>Risk Level: <b>Med</b></p>	<ol style="list-style-type: none"> <li>1. Review programming and timetabling session to stagger start &amp; finish times of user groups</li> <li>2. Redesigning arrival and departure to ensure physical distancing in place</li> <li>3. Circulation areas marked to encourage people to physically distance</li> <li>4. Implement a one-way system</li> <li>5. Changing benches and spectator seating to be arranged/marked in line with current Government physical distancing guidelines</li> <li>6. Other people including freelancers and contractors as well as facility users to be reminded regularly of the importance of physical distancing</li> <li>7. Suitable locking/closing mechanisms available on non-emergency exit doors. Restricted entry/exit on some external doors (not compromising emergency exits)</li> <li>8. Participants encouraged to wait in own vehicles or outside until session start time</li> <li>9. Participants encouraged to exit the building immediately following the end of their session.</li> </ol>	<p>Health and Fitness Manager &amp; General Managers</p>	<p>17/07/20</p>	<p>July 2020 HV &amp; SSV September 2020 other sites.</p>
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<p>Maximum numbers / session capacity allowing for physical distancing</p>	<p>Staff Public / Customers</p> <p>May contract coronavirus</p>	<ul style="list-style-type: none"> <li>Maximum capacities already exist for all classes / activities, however these may not be in line with social distancing / ventilation capacities</li> </ul> <p>Risk Level: <b>Med</b></p>	<ol style="list-style-type: none"> <li>Class and gym capacities to be capped based on fresh air flow, space available, activity to be delivered and amount of movement per participant required to ensure compliance with Government guidance on physical distancing</li> <li>Staff and users to be reminded regularly of the importance of physical distancing.</li> </ol>	<p>Health and Fitness Manager / Facilities Manager / General Managers</p>	<p>17/07/20</p>	<p>July 2020 HV &amp; SSV September 2020 other sites.</p>



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APPROVED BY: **ZYGGY TUREK**

<p><b>HAZARD</b></p> <p>What are the Hazards?</p>	<p><b>RISK OF/ RISK TO</b></p> <p>Who might be harmed and how?</p>	<p><b>EXISTING CONTROL MEASURES</b></p> <p>What are you already doing?</p> <p>What is the remaining level of risk?</p>	<p><b>FURTHER ACTIONS</b></p> <p>What further action is necessary?</p>	<p>Action by whom</p>	<p>Action by when</p>	<p>Done</p>
<p>Classes / Lesson activities leading to increased risk of spread of bacteria / virus</p>	<p>Staff Public / Customers</p> <p>May contract coronavirus</p>	<ul style="list-style-type: none"> <li>Cleaning regime already in place for class / gym spaces</li> </ul> <p>Risk Level: <b>Med</b></p>	<ol style="list-style-type: none"> <li>Specific assessments for each affected activity</li> <li>Redesigning activities to ensure physical distancing in place.</li> <li>Pre-session checklist completed by coach / instructor / teacher</li> <li>Pre-session verbal screening by coach / instructor / teacher</li> <li>Activities planned to avoid close contact where possible</li> <li>Avoid sharing of equipment if possible (if it must be shared, ensure adequate cleaning with appropriate materials between participants).</li> </ol>	<p>Health &amp; Safety Manager / Health &amp; Fitness Manager / General Managers</p>	<p>17/07/20</p>	<p>July 2020 HV &amp; SSV September 2020 other sites.</p>

RISK ASSESSMENT: **COVID-19 General**

DATE: 9/3/2021

CARRIED OUT BY: Cathy Andrews

MAXIMUM CAPACITY: **N/A**

LOCATION: **ALL**

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<p><b>HAZARD</b></p> <p>What are the Hazards?</p>	<p><b>RISK OF/ RISK TO</b></p> <p>Who might be harmed and how?</p>	<p><b>EXISTING CONTROL MEASURES</b></p> <p>What are you already doing?</p> <p>What is the remaining level of risk?</p>	<p><b>FURTHER ACTIONS</b></p> <p>What further action is necessary?</p>	<p>Action by whom</p>	<p>Action by when</p>	<p>Done</p>
<p>Poor ventilation leading to risks of coronavirus spreading</p>	<p>Staff Public / Customers Contractors</p> <p>May contract coronavirus</p>	<p>Mechanical ventilation in place in most facilities</p> <p>Risk Level: <b>Med</b></p>	<ol style="list-style-type: none"> <li>1. Carry out audit to assess air flow</li> <li>2. Adjust systems to enable 100% air flow</li> <li>3. Identify solutions for spaces where no mechanical ventilation exists (i.e. open windows / doors)</li> <li>4. Restrict capacities to spaces as appropriate to meet guidelines (including closing spaces where no ventilation is possible)</li> </ol>	<p>Facilities Manager</p>	<p>17/07/2020</p>	<p>July 2020 HV &amp; SSV September 2020 other sites.</p>