

This risk assessment deals with the safe re-opening of the Sports Club after 4 months closure due to the COVID-19 (C-19) pandemic. It seeks to address all areas of operation and all Government and industry guidelines with a view to keeping all staff and customers safe, minimising the risk of spreading the virus, and specifying actions required in the event of a case being identified.

References are listed in Appendix 1

Persons Exposed	Staff, Instructors, Personal trainers, Therapists, Members, Visitors, Students, Contractors, Delivery Workers					
Completed by	Gary Sharpe	Date	31-Jul-20	Version	2	

Identified Risk		Risk Rating			Risk Mitigation				
Ref	Area	Identified Risk of COVID-19 Transmission	Severity	Likelihood	Risk Rating	Actions to Control Risk	Method/Remarks	By Whom	Deadline
1	General	Lack of staff & customer awareness of the risks of transmission of C-19	5-Major	4-Likely	20- Critical	Public Health England (PHE) or equivalent posters will be on display informing customers and staff of social distancing and cleanliness/hygiene protocols throughout the facility	MP/JH Install signage	Facilities	Done
2	General	Failure to respond adequately to suspected or confirmed case of C-19	5-Major	4-Likely	20- Critical	Operators will commit to the wellbeing of their staff and customers, and if they show/have any signs of C-19 (temperature, cough and difficulty breathing), they will be sent home to follow Government regulations.	Orientation & team briefings	Club Managers	Ongoing
3	General	Failure to keep up to date with current Government guidelines	5-Major	4-Likely	20- Critical	Monitor & comply with any health designation documentation that the Government implements	See Appendix 1 A	GS/JP	Ongoing
4	General	Failure to increase standards of hygiene	5-Major	4-Likely	20- Critical	Hand wipes/sanitiser will be on offer (or people will be directed to where they can clean their hands). Additional hand washing stations to be provided.	Site Officers to deliver hand san and wipes. Stores have stock.	Facilities	02-Aug
5	General	Failure of staff & customers to adhere to social distancing guidelines	5-Major	4-Likely	20- Critical	Operators will ensure that social distancing is adhered to. Use of signs and notices, floor markings and screens as appropriate	Floor & wall markings as appropriate	Facilities	Done
6	General	Face Coverings	5-Major	4-Likely	20- Critical	Face masks will not be mandatory for staff, unless their role requires this. However, staff who wish to wear a face covering are welcome to do so, but must follow the Government guidelines on the safe use.	See Appendix 1 , O. Masks available in first aid kits.	All	Ongoing
7	General	Lack of customer compliance	5-Major	4-Likely	20- Critical	It is down to the individual customer to take reasonable personal responsibility when taking part in physical activity.	Inform members via notices, email and booking confirmations.	GS/JH	Done
8	General	Equality	5-Major	4-Likely	20- Critical	Maintain a commitment to the Equality Act 2010 and legal obligations to ensure that the decisions made in response to Coronavirus (C-19) do not discriminate against customers or staff with protected characteristics.	Orientation & team briefings	Club Managers	Ongoing
9	General	Congestion leading to inadequate social distancing	5-Major	4-Likely	20- Critical	Operators should employ one way people flow systems to reduce congregation in any area of the facility where possible.	One-way system in Reception & corridors.	Facilities/DCSC	Done
10	General	Non-member details must be retained for at least 21 days to comply with Test & Trace regulations.	5-Major	4-Likely	20- Critical	All non-members using the facilities must register & obtain an Activity Access Card, then sign in using this card. Records to be retained via Axiom.	Except where hirer clubs use generic cards and hold registers	GS/JH	Ongoing

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11	General	Failure to adhere to social distancing standards in fitness rooms.	5-Major	4-Likely	20- Critical	Machines will be moved or placed out of use to allow for distancing		JP	Done
12	Cleaning	Inadequate hygiene standards	5-Major	4-Likely	20- Critical	Continue rigorous cleaning procedures		Facilities/DCDC	Ongoing
13	Cleaning	Failure to carry out correct deep cleaning process after identified case of C-19	5-Major	4-Likely	20- Critical	If there is a C-19 case in the facility, the operator will follow the PHE Guidance – "C-19 Cleaning in non-healthcare settings" while cleaning all areas of the facility.	See Appendix 1 M. Any cases must be reported to GS who will inform SY & JH	GS/JH/DM's	Ongoing
14	Cleaning	Neglect of "touch points" where the virus may be transmitted.	5-Major	4-Likely	20- Critical	Staff will carry out regular cleaning of high-contact touch points throughout the premises	Facilities - 3 visits per day. DCSC after bookable sessions and hourly	Facilities/DCSC	Ongoing
15	Reception	Hygiene on arrival at the premises	5-Major	4-Likely	20- Critical	Hand wipes/sanitisers will be on offer (or directed to where people can clean their hands).	Additional hygiene stations ordered	Club Staff	Ongoing
16	Reception	Effectiveness of protective gloves	5-Major	4-Likely	20- Critical	Gloves are not mandatory as the World Health Organisation (WHO) advise is that it is preferable not to wear gloves but to regularly wash your hands.	Monitor UK Gov for changes	All	Ongoing
17	Reception	Failure of staff to maintain social distancing	5-Major	4-Likely	20- Critical	Processes to make sure social distancing remains in place for reception staff/or screens are in place.	Maintenance to Install Screen	Facilities	Done
18	Reception	Risk of social distancing issues where queues form	5-Major	4-Likely	20- Critical	Queue management - markings on the floor and if necessary outside the entrance.	Floor markings as appropriate	Facilities	Done
19	Changing Rooms/Toilets	Congestion in changing rooms	5-Major	4-Likely	20- Critical	Changing Rooms for toilets and hand washing only. Customers should come swim or gym ready, where appropriate.	Email members	GS/All	Done
20	Changing Rooms/Toilets	Congestion in changing rooms (as toilets)	5-Major	4-Likely	20- Critical	Extra care/signposting will be provided to maintain social distancing when in these areas.	Signage	Facilities	Done
21	Changing Rooms/Toilets	Congestion around lockers	5-Major	4-Likely	20- Critical	Lockers will remain in use, as long as social distancing can be maintained.	Reception staff to rotate key issues.	Reception	Ongoing
22	Changing Rooms/Toilets	Hygiene in changing rooms & toilets	5-Major	4-Likely	20- Critical	Changing rooms will be used as toilets only. Spray and towel roll will be available for customer use for touch points.	Anti-bac spray from Site Officers	Facilities	Done
23	Fitness Suite/FWR	Inadequate social distancing due to position of fixed machines	5-Major	4-Likely	20- Critical	Only equipment that is spaced far enough apart to maintain social distancing & can easily be cleaned will be used.	JP to lead. Equipment closed signage (GS/FM)	JP/DCSC	Done
24	Fitness Suite/FWR	Airborn transmission of virus during workouts	5-Major	4-Likely	20- Critical	Users should not be working out face to face.	Remind PT's as necessary. PT's must submit an RA.	Club staff & users	02-Aug
25	Fitness Suite/FWR	Transmission via fitness kit and fixtures	5-Major	4-Likely	20- Critical	Touch points of equipment should be cleaned after use – this can be done either by the customer or staff using spray and cloths provided.	Smaller kit items will be removed to store	Club staff & users	Done
26	Fitness Suite/FWR	Failure to maintain social distancing during workouts	5-Major	4-Likely	20- Critical	Extra signage regarding social distancing will be in place around the free-weights area	Signage	Facilities	02-Aug
27	Fitness Suite/FWR	Failure to maintain social distancing during workouts due to overcrowding.	5-Major	4-Likely	20- Critical	Maximum gym capacity will be based on 100sqft per person. New booking system in place to reduce numbers.	Booking system: FS = 15, FWR = 15	GS	Done
28	Studios/Indoor Cycling	Failure to maintain social distancing during classes	5-Major	4-Likely	20- Critical	Social distancing guidelines must be followed	Use of grid lines TBC	Club staff & users	20-Aug

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29	Studios/Indoor Cycling	Inadequate time to clean after classes	5-Major	4-Likely	20- Critical	There will be a minimum of a 10-minute window in between classes, so no 'waiting around' in groups	Temporary programmes to be devised	GS	20-Aug
30	Studios/Indoor Cycling	Transmission via fitness kit and fixtures	5-Major	4-Likely	20- Critical	Equipment (including mats etc) will be cleaned in between use. This can either be done by the customer or staff member using spray and cloths provided.	Member email (GS)	Club staff & users	20-Aug
31	Studios/Indoor Cycling	Transmission via fitness kit and fixtures	5-Major	4-Likely	20- Critical	No equipment will be shared during the classes	Members to bring own kit	Club staff & users	20-Aug
32	Studios/Indoor Cycling	Failure to maintain social distancing during workouts due to overcrowding.	5-Major	4-Likely	20- Critical	New booking system for busier classes. If possible, markings will be made on the floor to show the area for individuals.	Signage	Facilities	20-Aug
33	Courts/Sports Halls	Failure to maintain social distancing during sporting activities	5-Major	4-Likely	20- Critical	If social distancing can take place, courts and halls will be open. However, for any activity where social distancing is not possible, these facilities/activities will remain closed/not played. Check Governing body advice.	Squash - new rules apply. Tennis OK, Badminton singles only. No group sessions.	GS/All	Until further notice
34	Courts/Sports Halls	Neglect of hygiene standards in courts and sports hall	5-Major	4-Likely	20- Critical	Cleanliness protocols must be followed.	Hourly cleaning of studios and courts	DCSC	Ongoing
35	Swimming Pool	Pool hygiene due to closedown	5-Major	4-Likely	20- Critical	Pre-opening checks as per PWTAG guidelines.	Done	GS	Done
36	Swimming Pool	Failure to maintain social distancing during swim sessions - staff	5-Major	4-Likely	20- Critical	Social distancing must be maintained in the pool.	Signage	Club staff & users	Ongoing
37	Swimming Pool	Failure to maintain social distancing during swim sessions - swimmers	5-Major	4-Likely	20- Critical	Extra care/signposting will be shown to maintain social distancing when getting in/out of the pool.	Signage	Facilities	02-Aug
38	Swimming Pool	Failure to maintain social distancing during swim sessions -staff	5-Major	4-Likely	20- Critical	Teachers/instructors/coaches and students on the poolside must follow social distancing guidelines between each other		Club Staff	Ongoing
39	Swimming Pool	Failure to maintain social distancing during swim sessions - spectators	5-Major	4-Likely	20- Critical	Only one parent/carer per child will be allowed to supervise their child during swimming activities (external to the pool).	Member rules	Club staff & users	Done
40	Swimming Pool	Failure to maintain social distancing during swim sessions - spectators	5-Major	4-Likely	20- Critical	The parent/carer/spectator must follow social distancing guidelines	Signage	Users	02-Aug
41	Swimming Pool	Transmission via kit and fixtures	5-Major	4-Likely	20- Critical	Any equipment used (e.g lane ropes, lifeguard tools) will be cleaned after/between use	Use of swimming teaching aids & kids floats suspended. Store to be kept locked.	Club Staff	Ongoing
42	Swimming Pool	Congestion in changing areas	5-Major	4-Likely	20- Critical	Changing rooms will not be used for changing. Swimmers must arrive wearing bathing costumes, change on poolside, and leave wearing costumes after towelling down on poolside. Changing rooms will be used as toilets only and no loitering allowed.	Chain off closed areas.	Club staff & users	Ongoing
43	Swimming Pool	Lack of cleaning supplies	5-Major	4-Likely	20- Critical	Hand sanitiser and/or soap will be available poolside	AB to order from stores as required	Club Staff	Ongoing
44	Swimming Pool	Congestion leading to failure of social distancing in the pool	5-Major	4-Likely	20- Critical	All sessions must be booked in advance.	Adult Lanes =12, General Swim = 16, Family Swim = 16	GS/All	DONE
45	Outdoor Fitness	Risk of transmission during outdoor activities.	5-Major	4-Likely	20- Critical	Social distancing and cleanliness will be promoted when booking online	Update confirmation emails on Scuba	GS	DONE

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46	Outdoor Fitness	Risk of transmission during outdoor activities.	5-Major	4-Likely	20- Critical	Social distancing and cleanliness will be promoted by the instructor(s) at the beginning and throughout classes.	All hirers have been asked for a Risk Assessment prior to first session.	Outdoor Instructors	DONE
47	Outdoor Fitness	Failure to maintain social distancing during outdoor activities.	5-Major	4-Likely	20- Critical	Group classes will be organised in a series of formations to comply with social distancing, with appropriate spacing between participants monitored by the instructor throughout the class.	All hirers have been asked for a Risk Assessment prior to first session.	Outdoor Instructors	02-Aug
48	Outdoor Fitness	Transmission via equipment.	5-Major	4-Likely	20- Critical	Nothing will be passed to/from the instructor to the customer – including personal items, water bottles, bibs etc.	All hirers have been asked for a Risk Assessment prior to first session.	Outdoor Instructors	02-Aug
49	Outdoor Fitness	Failure to maintain social distancing after outdoor activities.	5-Major	4-Likely	20- Critical	Customers should not cluster in groups before/after sessions	All hirers have been asked for a Risk Assessment prior to first session.	Outdoor Instructors	02-Aug
50	First Aid/Lifeguards	Risk of transmission during First Aid response	5-Major	4-Likely	20- Critical	Follow the HSE guidance on 'First Aid requirements in non-healthcare settings'.	See Appendix 1 M.	Club Staff	Ongoing
51	First Aid/Lifeguards	Risk of transmission during First Aid response	5-Major	4-Likely	20- Critical	Lifeguards should follow the RLSS guidance on first aid requirements.	Training updates ongoing	Lifeguards	Ongoing
52	First Aid/Lifeguards	Risk of transmission during First Aid response	5-Major	4-Likely	20- Critical	Although there may be heightened concerns around First Aid, this will continue as normal, with the below aspects to be used when needed: Gloves, Resus masks for emergency first aid to be provided to all first aiders, face masks for general first aid.	First Aid PPE kit on order.	GS/Club Staff	Ongoing
53	First Aid/Lifeguards	Risk of transmission during First Aid CPR response	5-Major	4-Likely	20- Critical	The Resuscitation Council UK has provided specific guidance on CPR delivery	(To add to Appendix 1)	Club Staff	Ongoing
54	First Aid/Lifeguards	Risk of Lifeguards being away from station due to First Aid	5-Major	4-Likely	20- Critical	Where relevant, lifeguards will remain in place.	Training updates ongoing	Lifeguards	Ongoing
55	Ventilation	Transmission due to inadequate ventilation.	5-Major	4-Likely	20- Critical	A target ventilation rate of 20l/s/p is advised for facilities. This can either be attained through adjustments to ventilation systems themselves, or by controlling numbers (based on 100sqft per person, net usable indoor space available to members to use, including changing rooms) and using natural ventilation.		GS/CM	DONE
56	Ventilation	Transmission due to inadequate ventilation.	5-Major	4-Likely	20- Critical	Ventilation systems should provide 100% fresh air and not recirculate air from one space to another		GS/CM	DONE
57	Ventilation	Transmission due to inadequate ventilation.	5-Major	4-Likely	20- Critical	Increasing the existing ventilation rate by fully opening dampers and running fans on full speed.		GS/CM	DONE
58	Ventilation	Transmission due to inadequate ventilation.	5-Major	4-Likely	20- Critical	Operating the ventilation system 24 hours a day.		GS/CM	DONE
59	Ventilation	Transmission due to inadequate ventilation.	5-Major	4-Likely	20- Critical	Increase the frequency of filter changes		GS/CM	Ongoing

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60	Ventilation	Transmission due to inadequate ventilation.	5-Major	4-Likely	20- Critical	In the absence of known ventilation rates, a carbon dioxide sensor shall be used as a surrogate indicator to switch on additional mechanical ventilation or open windows.	CM - No carbon dioxide sensors fitted. There is a spare input, if fitted it could increase the fan speed/pressure on the swimming pool AHU. Changing room AHU is fixed speed. Ventilation rates are known, so this isn't necessary.	GS/CM	DONE
61	Ventilation	Transmission due to inadequate ventilation.	5-Major	4-Likely	20- Critical	Further guidance is provided in CIBSE C-19 Ventilation Guidance		GS/CM	DONE
62	Miscellaneous	General	5-Major	4-Likely	20- Critical	Follow Government guidance for workplaces	See Appendix 1 F	GS	Ongoing
63	Miscellaneous	Transmission via personal belongings.	5-Major	4-Likely	20- Critical	Towels/'sweat towels' will not be taken onto the fitness rooms or studios. No bags in the fitness rooms (use lockers)	Member email (GS)	Club staff & users	DONE
64	Miscellaneous	Transmission via cash payments	5-Major	4-Likely	20- Critical	Card/contactless payment will be promoted.	Member email & policies (GS)	GS	DONE
65	Miscellaneous	Lack of staff training.	5-Major	4-Likely	20- Critical	Training will be carried out in the week prior to re-opening. For further information regarding external qualifications/training, please contact your training qualification body.	Ongoing	All	02-Aug
66	Miscellaneous	Failure to recognise vulnerable staff/users	5-Major	4-Likely	20- Critical	Consider special provision for vulnerable groups using your facilities.	Personal Risk Assessment and Medical Centre appointment.	CLC	01-Aug
67	Miscellaneous	Contractors not aware of C-19 policies	5-Major	4-Likely	20- Critical	All contractors must follow social distancing and cleanliness guidelines.		GS/Club Staff	Ongoing
68	Miscellaneous	Cleanliness and water quality following 4 months closedown.	5-Major	4-Likely	20- Critical	Health and Safety checks pre-opening – e.g. Legionella, deep clean	All checks completed and clear.	GS/CM	DONE
69	Miscellaneous	Lack of communication with staff and customers	5-Major	4-Likely	20- Critical	Pre-opening - commitment to a high level of communication to customers explaining the nature of re-opening, advising them of the responsibility they have regarding cleaning touch points, providing Q&A, and ultimately reassuring customers.	Ongoing	GS /Line Managers	Ongoing
70	Exercise Classes	Risk of cross contamination between classes due to insufficient cleaning time.	5-Major	4-Likely	20- Critical	Resume 1 September as normal with temporary reduced programme & 15 minute gaps.		GS	20-Aug
71	Exercise Classes	Congestion leading to failure of social distancing in the studio	5-Major	4-Likely	20- Critical	Reduce capacity - adjusted venue capacities TBC (TBSG Hall, Club Room, Exercise Studio)		GS	20-Aug
72	Exercise Classes	Congestion leading to failure of social distancing in the studio	5-Major	4-Likely	20- Critical	Advanced booking system for busy classes. £5 penalty for cxl less than 1 hour before.		GS	20-Aug
73	Sports Courses	Check & apply Governing body guidelines for each sport.	5-Major	4-Likely	20- Critical	Basketball, Trampoline, Fencing - Start September?		JP	20-Aug
74	Swimming Lessons	Check & apply Governing body guidelines .	5-Major	4-Likely	20- Critical	Start September where direct contact not required?		JP	20-Aug
75	Therapists	Failing to adhere to social distancing guidelines	5-Major	4-Likely	20- Critical	Therapists to follow particular guidelines and insurance instructions for each field. To book an extra 30 minutes and sanitise the room before (or after?) use.	Therapist briefing meetings (x2). They will produce their own RA's	Therapists	01-Aug

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76	Personal Trainers	Failing to adhere to social distancing guidelines	5-Major	4-Likely	20- Critical	Email advising them to follow guidelines. To use outdoor spaces where possible.	PT briefing meetings (x2). They will produce their own RA's	GS	01-Aug
77	External Hirers	Hirers not being aware of C-19 risks	5-Major	4-Likely	20- Critical	All hirers to provide their own C-19 RA prior to restarting. Club staff to monitor and correct as necessary.	Indoor hirers suspended until September.	GS/Club Staff	25-Aug
78	HR	Under staffing leading to poor supervision of risks	5-Major	4-Likely	20- Critical	Issue 1 week notice to staff who are being unfurloughed	Casual staff to be employed where necessary.	GS/CLC	Ongoing
79	HR	Under staffing leading to poor supervision of risks	5-Major	4-Likely	20- Critical	Scarlett Angel - Sunday LG shift 2-8 (or 9pm). Needs contract	SAF sent to HR	GS/CLC	ASAP
80	HR	Under staffing leading to poor supervision of risks	5-Major	4-Likely	20- Critical	Maryam Tavakoli - Reception Sunday 8:30-2:30pm - Training	SAF sent to HR	GS/CLC	ASAP
81	HR	Risk to vulnerable staff on return to work.	5-Major	4-Likely	20- Critical	Shielded staff to have individual RA and visit to College medical centre where necessary. To WFH where possible.		CLC/GS	02-Aug
82	HR	Lack of training in new procedures.	5-Major	4-Likely	20- Critical	Training of staff in the above procedures w/c 26 July.	3 x Orientation w/c 27/8	GS & Line Managers	02-Aug
83	HR	Lack of staff to carry out additional cleaning	5-Major	4-Likely	20- Critical	To monitor and adjust as necessary		GS & Line Managers	Ongoing
84	HR	Unnecessary risk to staff who could work from home	5-Major	4-Likely	20- Critical	Staff to work from home where possible (admin, marketing, coordinators, managers)	While Government advice continues	GS & Line Managers	Ongoing
85	Work space/shifts	Work stations too close together to maintain distancing	5-Major	4-Likely	20- Critical	Limit staffing to one person per office and reception		GS & Line Managers	Ongoing
86	Hotdesk hygiene	Risk of transmission between shifts via equipment and touch points.	5-Major	4-Likely	20- Critical	All staff to clean desks and PC's before & after use.	Signage	Club Staff	Ongoing
87	Squash	Risk of transmission between players and via equipment and touch points.	5-Major	4-Likely	20- Critical	Encourage play within households or bubbles. Otherwise use adapted rules called "Sides". SRA safety posters to be displayed. No box leagues or club night until safe. Cleaning supplies to be provided	Advice sent to box league players	GS	DONE
88	Squash	Risk of transmission between players and via equipment and touch points.	5-Major	4-Likely	20- Critical	Cleaning supplies to be provided	Cleaning station ordered.	Club Staff	02-Aug
89	Lifeguard qualifications	Lifeguard training out of date.	5-Major	4-Likely	20- Critical	All to complete 10 x 30 minute online training as per Trainer/Assessor before 26/7		DM's/LG's	DONE
90	Lifeguard qualifications	Lifeguard training out of date.	5-Major	4-Likely	20- Critical	Trainer/Assessor to complete full retraining programme w/c 26/7	Ongoing	GS/NI	02-Aug
91	Lifeguard qualifications	Lifeguard training out of date.	5-Major	4-Likely	20- Critical	Trainer/Assessor to carry out competency tests where necessary		NI	02-Aug
92	Cycling Studio	Risk of transmission between via equipment and touch points.	5-Major	4-Likely	20- Critical	No use of head mic. Music volumes reduced so that instructors do not need to shout. Cleaning in between classes, longer breaks.	New programme (GS)	Club Staff	20-Aug
93	HR	Ensuring that all staff concerns are heard and responded to.	5-Major	4-Likely	20- Critical	Consult with club team regarding workplace H&S	Via Orientation meetings	GS & Line Managers	01-Aug
95	HR	Colleagues working face to face	5-Major	4-Likely	20- Critical	Use back to back or side to side working where possible		GS & Line Managers	Ongoing

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96	HR	Staff working with many other colleagues	5-Major	4-Likely	20- Critical	Reduce number of colleagues contact by pairing employees in teams where possible		GS & Line Managers	Ongoing
97	Communication	Lack of awareness of the contents of this Risk Assessment.	5-Major	4-Likely	20- Critical	Communicate C-19 RA to all employees and relevant sections to HoDs and customers.	Via Orientation meetings, member emails, notices	GS	01-Aug
98	Communication	Lack of awareness of the contents of this Risk Assessment.	5-Major	4-Likely	20- Critical	Share relevant sections of C-19 RA on website and display safety certificate	Orientation x3	GS	01-Aug
99	Changing Rooms/Showers	Difficulties faced by disabled and vulnerable customers while changing	5-Major	4-Likely	20- Critical	Accessible changing rooms only for elderly and special needs	Member email	Club Staff	Ongoing
100	General	Contamination due to raised voices	5-Major	4-Likely	20- Critical	Reduce need for people to shout, raise voices.		Club Staff	Ongoing
101	General	Contamination via doors	5-Major	4-Likely	20- Critical	Fix doors open where possible (Fire doors only when emergency maglocks are in place)	Note: Second blue door to fitness corridor needs closer fitting.	Club Staff	Ongoing
102	General	Contamination via paperwork	5-Major	4-Likely	20- Critical	Avoid use of paperwork transmission by using online solutions	No handouts at training	Club Staff	Ongoing
103	Managing capacity	Failure of social distancing due to over capacity	5-Major	4-Likely	20- Critical	Specific C-19 RA for all venues and activities	Fitness & FWR 15, Adult Swim 12, Gen Swim 16, Fam Swim 16, Classes 15, Cycling 8	GS	DONE
104	Managing capacity	Increased risk to Reception staff via new booking systems	5-Major	4-Likely	20- Critical	No booking via Reception, only online. Online booking passwords must be requested by email.		Club Staff	Ongoing
105	Managing Congestion	Increased risk to Reception staff via new booking systems	5-Major	4-Likely	20- Critical	2m ground markings where queues form (Main entrance)	Floor markings as appropriate	Facilities	DONE
106	Managing Congestion	Increased risk to Reception staff due to proximity of entrance turnstile	5-Major	4-Likely	20- Critical	Screen to be fitted.		Maintenance	DONE
107	Managing Congestion	Increased risk to Reception staff due to proximity of entrance turnstile	5-Major	4-Likely	20- Critical	Can we have 1 entry point and a separate exit point, e.g Swimming Pool doors?	Not initially due to security risks.	GS	To review
108	Managing Congestion	Increased risk to Reception staff due to proximity of entrance turnstile	5-Major	4-Likely	20- Critical	Do we require 1-way systems in some narrower corridors?	"Keep Left" signage. (Not floor lines).	Facilities	29-Jul
109	Social Distancing	Higher risk during indoor activities	5-Major	4-Likely	20- Critical	Can some indoor activities move outdoors?	e.g Ladies Who Lift	All	Ongoing
112	Social Distancing		5-Major	4-Likely	20- Critical	Avoiding use of shared objects e.g. towels, robes, balls, weights, rackets, balls, scoring equipment, sports clothing unless they can be cleaned or sanitised between users.	Remove as much shared kit as possible, signage as needed. Members must safeguard and clean their own accessories.	JP	01-Aug
113	Social Distancing		5-Major	4-Likely	20- Critical	Water fountain signage (no face-to-tap drinking).	Signage	Facilities	DONE
114	Test & Trace	Compliance	5-Major	4-Likely	20- Critical	Keep records of customers & visitors for 21 days.		GS/CLC	Ongoing
115	Spectators & children	Higher risks with higher occupancy	5-Major	4-Likely	20- Critical	No spectators except 1 parent or guardian. Where possible, chaperones to wait outside.	Member email (GS)	Club Staff	DONE
116	Spectators & children	Maintaining social distancing among children	5-Major	4-Likely	20- Critical	Remind parents/chaperones, that they are responsible for supervising them at all times and should follow social distancing guidelines.	Member email (GS)	GS	DONE
117	Vending machines	Transmission via vending machine buttons	5-Major	4-Likely	20- Critical	Close down until further notice	Review periodically	GS/KM	DONE
119	Communication	Morale	5-Major	4-Likely	20- Critical	Create "Social Distancing Champions"?	TBC	GS/JP	02-Aug
121	HR	Morale	5-Major	4-Likely	20- Critical	Monitor the wellbeing of WFH colleagues		GS/Line Managers	Ongoing

Identified Risk			Risk Rating			Risk Mitigation			
Ref	Area	Identified Risk of COVID-19 Transmission	Severity	Likelihood	Risk Rating	Actions to Control Risk	Method/Remarks	By Whom	Deadline
123	HR	Compliance with actions when a case of C-19 is identified	5-Major	4-Likely	20- Critical	Self-Isolation. Ensure anyone with symptoms of C-19, whose household or support bubble, or those identified under Test & Trace, must self-isolate.	See Appendix 1 J	All	Ongoing
126	Hygiene	Transmission via vending card readers	5-Major	4-Likely	20- Critical	If we decide to use them, pass readers should be cleaned regularly and ask customer not to make direct contact	To be used initially and reviewed	Club Staff	Ongoing
127	HR	Risk to staff who take public transport to work	5-Major	4-Likely	20- Critical	Safe travel to work. Refer staff to Government guidance on travel.	See Appendix 1 K. Discuss at Orientation.	Club Staff	02-Aug
128	Hygiene	Unnecessary colleague contact	5-Major	4-Likely	20- Critical	Staff to use walky-talkies whenever possible to reduce direct contact. Always clean equipment after use.	Review stock of walky talkies (AB)	Club Staff	Ongoing
130	Working Arrangements	Unnecessary colleague contact	5-Major	4-Likely	20- Critical	Hold meetings only when absolutely necessary. Consider meeting outdoors or use digital options whenever possible.		GS & Line Managers	Ongoing
131	Common Areas	Transmission via F&B stations	5-Major	4-Likely	20- Critical	Consider suspending use of shared fridge and hot drink station.	Kettle etc removed for now	GS & Line Managers	Review periodically
132	Visiting instructors, coaches etc.	Unnecessary colleague contact	5-Major	4-Likely	20- Critical	Reduce number of classes to minimise visitors. Consider making classes members only temporarily.		GS	20-Aug
133	Visiting instructors, coaches etc.	Unnecessary colleague contact	5-Major	4-Likely	20- Critical	Consider using TBSG only for classes, except for Cycling Studio.		GS	20-Aug
134	Visiting instructors, coaches etc.	Instructors visiting occasionally	5-Major	4-Likely	20- Critical	Consider a private testing programme for visiting instructors	Not possible initially	GS & Line Managers	Review periodically
135	Accidents, security, incidents	Emergencies	5-Major	4-Likely	20- Critical	Advise staff that personal safety takes priority in the event of an emergency, and social distancing may not be possible.	Oriention x3	GS	02-Aug
136	Accidents, security, incidents	Emergencies	5-Major	4-Likely	20- Critical	Following an incident or emergency staff should pay attention to sanitisation and handwashing.	Oriention x3	Club Staff	02-Aug
137	HR	Increased risks due to understaffing	5-Major	4-Likely	20- Critical	Consider if staffing levels are sufficient to maintain customer safety	Ongoing review	GS/Line Managers	Review periodically
140	Pre-opening	Building not clean prior to re-opening	5-Major	4-Likely	20- Critical	Arrange pre-opening deep clean and full ventilation, opening windows where possible, before 26/7	Pre-clean done	Facilities	DONE
141	Cleaning procedures	Insufficient general cleaning	5-Major	4-Likely	20- Critical	Frequent cleaning of all areas and equipment using our regular products.	SA's to carry out general cleaning while on dry side. FI's to clean after each booking session	Club Staff	Ongoing
142	Cleaning procedures	Touch points	5-Major	4-Likely	20- Critical	Frequent cleaing of objects and surfaces which are touched regularly (Touch points)	Rolling programme of touch point cleaning	Facilities	02-Aug
143	Cleaning procedures	Customers not cleaning their own equipment	5-Major	4-Likely	20- Critical	Provide blue towel and spray for customers to wipe their kit (as usual). Additional signage advising customers that it is their responsibility to clean kit after use.	Towels and spray delivered by Site Officers. Signage	Facilities	DONE
144	Hygiene	Contamination via staff belongings	5-Major	4-Likely	20- Critical	Staff to remove personal belongings from the club at shift end, or use their private locker.		Club Staff	Ongoing
145	Cleaning after C-19 case	Failure to follow Government guidelines after reported cases of C-19.	5-Major	4-Likely	20- Critical	Inform COO. Refer to Government guidance	Orientionation x3. See Appendix 1 M	Club Staff	Ongoing

Identified Risk			Risk Rating			Risk Mitigation			
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148	Employee Welfare	Additional demands on all staff	5-Major	4-Likely	20- Critical	Refer employees to Government guidance	Orientation x3. See Appendix 1 N	GS & Line Managers	Ongoing
149	Handling goods & materials	Contamination via non-essential equipment	5-Major	4-Likely	20- Critical	Reduce or avoid non-personal kit. Consider removing dumbbells from fitness areas.	See above	Club Staff	02-Aug
150	PPE	Confusion over normal PPE	5-Major	4-Likely	20- Critical	Continue to use existing PPE when necessary, e.g pool chemical protection suit		Club Staff	Ongoing
151	PPE	Confusion over PPE	5-Major	4-Likely	20- Critical	Current Government advice on PPE: Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.	Orientation x3	Club Staff	02-Aug
156	Test & Trace	Compliance	5-Major	4-Likely	20- Critical	Hold records of duty rotas attendance at the Sports Centre, classes, hirer sessions for at least 21 days.		Club Staff	Ongoing
159	Returning to Work	Lack of staff knowledge of procedures	5-Major	4-Likely	20- Critical	Management to develop training materials, especially around new procedures & continue ongoing engagement to monitor any unforeseen impacts caused by changes.	Weekly management meeting by Zoom. Staff feedback to line managers.	GS	Ongoing
160	Returning to Work	Staff moral	5-Major	4-Likely	20- Critical	Management to remain aware of the importance of mental health at times of uncertainty. See Appendix 1, P.	Weekly management meeting by Teams. Staff feedback to line managers.	GS & Line Managers	Ongoing
161	Inbound Goods	Risk of transmission during deliveries	5-Major	4-Likely	20- Critical	Arrangements for deliveries to be confirmed.	Probably as normal, TBC	GS	02-Aug
162	Holiday Drop Off	Lack of specific risk assessment	5-Major	4-Likely	20- Critical	Refer to DoE guidance on protective measures for out-of-school settings. See appendix 1, Q. Submit full RA prior to opening for booking.	Draft done, further discussion needed.	GS/NB	02-Aug
163	Children's Parties	Risk of transmission due to numbers and ages	5-Major	4-Likely	20- Critical	Suspend until September earliest and carry out specific risk assessment		GS/DW	05-Aug

Appendix 1: References

Ref	Source	Document	Hyperlink
A	UK Government	Guidance for Gym/Leisure Facilities	https://www.gov.uk/guidance/working-safely-during-coronavirus-c-19/providers-of-grassroots-sport-and-gym-leisure-facilities
B	UK Active	C-19 - A framework for the re-opening of gym, leisure centre and wider fitness industry during social distancing	https://www.ukactive.com/wp-content/uploads/2020/07/C-19-A-framework-for-the-re-opening-of-the-gym-and-fitness-industry-V2.pdf
C	HSE	Managing risks and RA at work Coronavirus (C-19) update	https://www.hse.gov.uk/simple-health-safety/risk/index.htm
D	Swim England	Returning to the Pool - Guidance for Operators	https://swimming.app.box.com/s/ejdds82svu7gmju0dkyjq700a8r1qgt/file/679039756701
E	PWTAG	Re-opening the Pool after C-19 Shutdown	https://www.pwttag.org/reopening-pool-after-covid19-shutdown/

Identified Risk			Risk Rating			Risk Mitigation			
Ref	Area	Identified Risk of COVID-19 Transmission	Severity	Likelihood	Risk Rating	Actions to Control Risk	Method/Remarks	By Whom	Deadline
F	HSE	Working Safely during the Coronavirus (C-19) Outbreak				https://www.hse.gov.uk/coronavirus/working-safely/index.htm			
G	UK Government	Website certificate for C-19 safety compliance				https://assets.publishing.service.gov.uk/media/5f073d1de90e0712c838de73/staying-C-19-secure-accessible.pdf			
H	UK Government	Guidance for the public on the phased return of outdoor sport and recreation in England				https://www.gov.uk/government/publications/coronavirus-C-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation			
I	UK Government	Maintaining records of staff, customers and visitors to support NHS Test and Trace				https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace			
J	UK Government	Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection				https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for			
K	UK Government	Coronavirus (COVID-19): safer travel guidance for passengers				https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers			
L	CIBSE	CIBSE C-19 Ventilation Guidance				https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown			
M	UK Government	C-19 Cleaning in non-healthcare settings				https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings			
N	UK Government	General guidance for employees during C-19				https://www.gov.uk/coronavirus/worker-support			
O	UK Government	How to wear & make a cloth face covering				https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering			
P	UK Government	Mental Health & Wellbeing aspects of C-19				https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing			
Q	DfE	Protective measures for out-of-school settings				https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the			
R	Sport England	Restarting Sport & Physical Activity (Toolkit)				https://learn.sportenglandclubmatters.com/course/view.php?id=71			
S	UK active	UK Active, Advice on Reducing the Risks from C-19				https://www.ukactive.com/covid-19/			