

RISK ASSESSMENT

Location: Arabian School of Gymnastics – Gym at Bletchley Leisure Centre		Task: Control of Coronavirus (COVID-19)	
RA No: COVID-19	Date: 24/07/2020	Review Date: 24/07/2021	

No of Persons Exposed:	Approx Staff/Volunteers	Other Workers	Public/Visitors	Specific Risks (eg NEMs, young persons)	Total Persons at Risk
	30	0	375	0	405

Risk Assessor:	Beckie Staincliffe	Signature:	Beckie Staincliffe	Date:	24/07/2020
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SEVERITY	LIKELIHOOD					
	Zero to very low	Very unlikely	Unlikely	Likely	Very likely	Almost certain
	0	1	2	3	4	5
Fatality, disabling injury, etc	0	5	10	15	20	25
Major injury or illness	0	4	8	12	16	20
"7 day" injury or illness	0	3	6	9	12	15
Minor injury or illness	0	2	4	6	8	10
First aid injury or illness	0	1	2	3	4	5
No injury or illness	0	0	0	0	0	0

Disclaimer: This is a generic Risk Assessment based on the information we have been supplied with by Public Health England for Staff/Volunteers in relation to Coronavirus (COVID-19)

Low	Medium	High	Risk(R) = Likelihood (L) x Severity (S)
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No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
1	All Staff/Volunteers moving/working throughout the location	<p>As per guidance from Govt Websites Contact with COVID-19</p> <p>This can be caused by:</p> <ul style="list-style-type: none"> Contact with a person with COVID-19 via cough and sneezes or hand contact. A person can also be infected by touching contaminated surfaces if they do not wash their hands 	<p>As per guidance from Govt Websites: –</p> <ol style="list-style-type: none"> Information provided to Staff/Volunteers: <ul style="list-style-type: none"> Take usual infection prevention precautions Wash your hands with soap and water for at least 20 seconds: <ul style="list-style-type: none"> Wash hands regularly, throughout the day after using the toilet before eating any food, including snacks 	1	3	3	No

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No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
	All Staff/Volunteers moving/working throughout the location (Cont)	<p>COVID-19 causes symptoms similar to other respiratory viruses such as the flu, and may include:</p> <ul style="list-style-type: none"> • High temperature • Coughing • Shortness of breath • Fever • a loss or change to your sense of smell or taste <p>These viruses can cause more severe symptoms (and, in some cases death) in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease</p>	<ul style="list-style-type: none"> ○ after taking public transport ○ on return home from work ○ if in close contact with someone who is unwell ▪ Avoid touching your eyes, nose, and mouth with unwashed hands ▪ Cover your cough or sneeze with a tissue, throw the tissue in a bin and then wash your hands with soap and water or use a hand sanitiser (Additional hand sanitisers, containing at least 60% alcohol, have been placed around each location) ▪ Avoid close contact with people who are sick ▪ If you feel unwell, stay at home, do not attend work or travel ▪ If you are worried about your symptoms, please call NHS 111 ▪ Clean and disinfect frequently-touched objects and surfaces in the work environment ▪ Always wipe surfaces/shared equipment etc down prior to and after use. ▪ Clear workspace and remove waste and belongings from the work area at the end of a shift 	1	3	3	No

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1	All Staff/Volunteers moving/working throughout the location (Cont)	<p>COVID-19 causes symptoms similar to other respiratory viruses such as the flu, and may include:</p> <ul style="list-style-type: none"> • High temperature • Coughing • Shortness of breath • Fever • a loss or change to your sense of smell or taste <p>These viruses can cause more severe symptoms (and, in some cases death) in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease</p>	<p>2 COVID-19 operating Policy in place (all Staff/Volunteers provided a copy of the Policy and Procedures document and this Risk Assessment</p> <p>3 All Staff/Volunteers will have their temperature checked on arrival at the gym.</p> <p>4 Signage, specific to COVID-19 is displayed (and updated, as necessary)</p> <p>5 Reminder signage and markings re social distancing displayed throughout Leisure Centre and within our demise</p> <p>6 One-way system instigated throughout Leisure Centre and within our demise</p> <p>7 Regular monitoring and briefings</p> <p>8 Frequent cleaning and sanitising undertaken throughout gym, particularly in areas of high use (ie door handles, light switches, gym reception area, holding areas, toilet, and gym)</p> <p>9 Hand drying facilities provided – either paper towels or electrical dryers</p> <p>10 Workspaces cleared and waste regularly removed</p> <p>11 Staff/Volunteers/Gymnasts advised to take their own rubbish home with them.</p> <p>12 Isolation area available if Staff/Volunteers or Gymnast become unwell</p> <p>13 We will assist the Test and Trace service by keeping a temporary record of our Staff/Volunteer hours for 21 days.</p>	1	3	3	No

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1	All Staff/Volunteers moving/working throughout the location (Cont)	<p>COVID-19 causes symptoms similar to other respiratory viruses such as the flu, and may include:</p> <ul style="list-style-type: none"> • High temperature • Coughing • Shortness of breath • Fever • a loss or change to your sense of smell or taste <p>These viruses can cause more severe symptoms (and, in some cases death) in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease</p>	<p>14 Social distancing (2 metres) instigated wherever possible - redesigning layout where applicable/possible. Using back-to-back or side-to-side activities, rather than face-to-face, where 2 metre social distancing is not possible, and time limited to as short as possible. Other mitigating measures, as outlined in COVID-19 Policy</p> <p>15 Layout arrangements adjusted, as necessary (to maintain 2m social distancing), using physical barriers, if necessary</p> <p>16 Break-times arranged to limit numbers etc to maintain social distancing</p> <p>17 Staff/Volunteers advised to bring in pre-prepared lunch and to eat outside or in the Coach's area.</p> <p>18 Tap water and paper cups are available to all Staff/volunteers</p> <p>19 Touch points and equipment regularly cleaned; gymnast's equipment, including floor mats, cleaned after each use</p> <p>20 All unnecessary equipment securely stored away.</p> <p>21 Ventilation increased by adjusting HVAC and/or frequently opening doors, if possible</p> <p>22 Staff/Volunteers reminded to wash their hands before/after using any shared equipment</p>	1	3	3	No

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No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
1	All Staff/Volunteers moving/working throughout the location (Cont)		23 Staff/Volunteers advised that face coverings are not necessary but they can be worn if they wish but must follow government guidelines (as outlined in our Policy)	1	3	3	No
		Stress/fatigue	1 Company Policy and Procedure relating to health and wellbeing 2 Staff/Volunteers regularly reminded of the policy and that the Company operates an open-door policy if they require additional support during COVID-19 pandemic	2	2	4	No
		Vulnerable persons – Extremely Clinically vulnerable	1 We do not currently employ any, if this were to change we would review the circumstances as detailed in our Policy				
		Vulnerable persons – Clinically vulnerable	1 We do not currently employ any, if this were to change we would review the circumstances as detailed in our Policy				
		Vulnerable persons – expectant mothers	1 Expectant mothers are advised to work from home if possible (which may be in a different role) 2 If this is not possible, she will be offered the safest on-site role, and advised to take extra care in observing social distancing 3 If no suitable work is available, where social distancing can be instigated, she will be suspended on full pay, in line with current legislation	2	2	4	No

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No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
1	All Staff/Volunteers moving/working throughout the location (Cont)	Vulnerable persons - those with protected characteristics (ie disabled; those with caring responsibilities; those with religious commitments, young/inexperienced works; migrant works (who may have language issues); some ethnic minority groups (who are known to have a greater risk of contracting the virus).	<ol style="list-style-type: none"> Reasonable adjustments and/or measures for those with protected characteristics will be put in place for such persons ie <ol style="list-style-type: none"> Such persons will work from home or If this is not possible, they will work in isolation If this is not possible, they will be advised to take extra care in observing social distancing, due to vulnerability 	3	2	6	No
2	Dealing with a suspected and or confirmed case of Coronavirus (COVID-19)	<p>Risk of becoming unwell, due to contact with suspected COVID-19 carrier -</p> <ul style="list-style-type: none"> High temperature Coughing Shortness of breath Fever Loss or change to sense of smell/taste <p>These viruses can cause more severe symptoms (and, in some cases death) in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease</p>	<ol style="list-style-type: none"> Staff/Volunteers are advised to follow Govt guidance - <ul style="list-style-type: none"> As per control measures for Activity No 1 Anyone who is taken ill will be sent home immediately and requested to remain there and initiate household isolation They will be advised to avoid using public transport. If they have to use public transport, they will be advised to try to keep away from other people and catch coughs and sneezes in a tissue The Head Coach is to be immediately informed and they will undertake action, as advised, following Company Procedure Frequent cleaning and sanitising undertaken throughout location, particularly in areas of high use (ie door handles, light switches, reception areas, toilets, welfare and gym equipment cleaned before every session) Staff/Volunteers/gymnasts who may need to self-isolate provided support 	2	3	6	No

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2	Dealing with a suspected and or confirmed case of Coronavirus (COVID-19)	Stress/fatigue	<ol style="list-style-type: none"> 1 Company Policy and Procedure relating to health and wellbeing 2 Staff/Volunteers regularly reminded of the policy and that the Company operates an open-door policy if they require additional support during COVID-19 pandemic 	3	2	6	No
3	Prevention and limiting spread of Coronavirus (COVID-19)	<p>Risk of becoming unwell, due to contact with suspected COVID-19 carrier</p> <p>High temperature Coughing Shortness of breath Fever A loss or change to your sense of smell or taste</p> <p>These viruses can cause more severe symptoms (and, in some cases death) in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease</p>	<ol style="list-style-type: none"> 1 Working from home Instigated, where feasible for those in administrative positions. 2 Travel and events activities postponed 3 Frequent cleaning and sanitising undertaken throughout location, particularly in areas of high use (ie door handles, light switches, reception areas, toilets, welfare and gym equipment, including mats, cleaned before every session) 4 Key individuals separated, as necessary 5 Persons who have had contact with a symptomatic person will be made aware of the symptoms and advised to self-isolate if symptoms develop (and to follow NHS guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/) 6 Staff/Volunteers who may need to self-isolate are provided support 7 Control measures as for Activity No 1 instigated 	1	3	3	No

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No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
4	Symptomatic or exposed Staff/Volunteers Presenteeism	Staff/Volunteer(s) is/are symptomatic of COVID-19 or has been in close contact with someone with COVID-19. A person catches COVID-19 due to another Staff/Volunteer continuing to work despite being unwell.	Staff/Volunteer/s advised to follow NHS online guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/ 1 If NHS 111 or a GP determines the Staff/Volunteer is symptomatic and certifies them unfit for work, they will self-isolate for 7 days 2 Symptomatic Staff/Volunteers will be sent home 3 Colleagues who have had contact with a symptomatic Staff/Volunteer/gymnast will be made aware of the symptoms and advised to self-isolate if symptoms develop (and follow NHS guidance)	1	3	3	No
4	Symptomatic or exposed Staff/Volunteer/s (Cont) Presenteeism	Stress/fatigue	1 Company Policy and Procedure relating to health and wellbeing 2 Staff/Volunteers are regularly reminded of the policy and that the Company operates an open-door policy if they require additional support during COVID-19 pandemic	3	2	6	No

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No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
5	Symptomatic or exposed gymnast/s	Gymnast/s is/are symptomatic of COVID-19 or has been in close contact with someone with COVID-19.	<ol style="list-style-type: none"> 1 Symptomatic gymnast/s will be isolated and parent/guardian contacted to collect them. 2 Gymnast/parent/guardian will be advised to follow NHS online guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/ 3 Staff/Volunteer/gymnasts who have had contact with a symptomatic gymnast will be made aware of the symptoms and advised to self-isolate if symptoms develop (and follow NHS guidance) 	3	2	6	No
6	Parents/guardians, gymnasts, other visitors	Contact with COVID-19	<ol style="list-style-type: none"> 3 All parents/guardians and gymnasts are advised to adhere to Govt guidelines and adopt 2 metre social distancing at all times. 4 Parents/guardians and gymnasts are advised not to arrive more than 5 minutes prior to scheduled class start/finish time. <ul style="list-style-type: none"> ▪ Prior to class - they are advised to wait with their child in the 'drop off/ collection' area, outside the Leisure Centre (adopting social distancing) and will be permitted entry to the nominated 'holding area' in the lobby area, at the entrance to Leisure Centre, no more than 5 minutes before the commencement of the session. 	3	2	6	No

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6	Parents/guardians, gymnasts, other visitors	Contact with COVID-19	<ul style="list-style-type: none"> After class - they are advised to wait in the 'drop off/collection' area, outside the Leisure Centre (adopting social distancing) and their child will be brought to them at the end of the session. <p>5 Parents/guardians are required to read and agree to comply with all relevant controls within our COVID-19 Risk Assessment.</p> <p>6 COVID-19 questions are to be asked before entry of gymnasts permitted.</p> <p>7 Toilet facilities are available for gymnasts and such facilities will be cleaned after each use.</p>				
7	Persons working from home	Contact with COVID-19	<p>1 Govt guidance followed and employ relevant guidance provided within this Assessment to the home environment, as applicable.</p>	2	2	4	No

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No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
8	Travelling to/from Leisure Centre (Inc. use of Public Transport)	<p>Contact with COVID-19</p> <p>This can be caused by: -</p> <ul style="list-style-type: none"> Contact with a person with COVID-19 via cough and sneezes or hand contact. A person can also be infected by touching contaminated surfaces if they do not wash their hands. 	<ol style="list-style-type: none"> Only essential works and travel undertaken during lockdown period - travel for non-critical activities postponed Staff/Volunteers travel individually in private vehicles where practical Staff/Volunteers are advised not to eat drink, or smoke/vape when travelling together When travelling, Staff/Volunteers advised to sit as far apart as possible, leaving seats empty, if necessary Staff/volunteers advised to regularly sanitise and clean vehicles Use of disposable gloves, where appropriate, promoted for cleaning etc Where applicable, Staff/Volunteers advised to park in every other space in the car park, if possible Staff/Volunteers using public transport are encouraged to travel in accordance with PHE/CLC guidelines Staff/Volunteers advised that the use of face coverings is mandatory when using public transport Use of hand sanitisers and good hygiene practices by all Staff/Volunteers before and after travel 	2	3	6	No

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No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
9	Equipment Use	Contact with COVID-19	<ol style="list-style-type: none"> 1 Social distancing and other control measures as for Activity No 1 instigated for all interaction with others. 2 Frequent cleaning and sanitising undertaken throughout location, particularly in areas of high use (ie door handles, light switches, gym reception area, toilets, welfare and gym equipment cleaned before every session) 3 Additionally, the gym will be fogged every two weeks. 4 Regular handwashing, particularly after use/set up/cleaning of equipment. 5 Wearing disposable gloves during cleaning, if appropriate and safe to do so. 	2	3	6	No

RISK ASSESSMENT

ACTION PLAN

No	Hazard Identified	Action Required	Controls Implemented By	Target Date	Date Completed	Date Verified
1	Communication	Communicate the Risk Assessment to all Staff/Volunteers	Lee Brooks	24.07.2020	24.07.2020	
2		Communicate the new COVID-19 Policy to all Staff/Volunteers	Lee Brooks	24.07.2020	24.07.2020	
3		Upload the Risk Assessment to the Company website	Lee Brooks	24.07.2020	24.07.2020	
4		Ensure that the Staying COVID-19 Secure in 2020 Notice is displayed in a prominent position	Lee Brooks	31.07.2020	31.07.2020	
5		Communicate operational procedures re COVID-19 to parents/guardians and gymnasts etc, as applicable	Lee Brooks	24.07.2020	28.07.2020	
6		Provide a copy of the COVID-19 Policy, Risk Assessment to Bletchley Leisure Centre	Lee Brooks	31.07.2020	31.07.2020	