**RISK ASSESSMENT RE-OPENING 16/06/2020**

**Coronavirus – Re-opening the College Site following Government Relaxation of Coronavirus Lockdown Measures**

The Coronavirus (COVID-19) outbreak (a pneumonia like virus) was first identified in Wuhan City, China in December 2019. The incubation period is between 2-14 days. If a person remains well after 14 days of contact with an infected person, they have not been infected. A detailed risk assessment was created early March for the safety of students, staff and customers of the Centre.

This was frequently updated up to the point of site closure (20th March). Just prior to site closure, therisk to the UK was considered moderate (103 deaths, 2,626 confirmed cases of infection, of which 14 were in Cambridgeshire). The Centre was closed on 20th March.

This risk assessment considers re-opening the Sports and Tennis Centre in line with Government guidance and is updated frequently as more information and guidance is issued. The Government’s latest guidance (issued 24th May) is that limited, face to face contact can resume on site for Y12 students from 15th June 2020 with no more than 25% of the year group on site in any one day. This risk assessment concentrates on what is needed for a safe return to site in the period from 15th June to 15th July 2020.

As of 28th May there are currently 37,837 recorded deaths in the UK due to Coronavirus. The daily death rate is falling. The current R value announced in the government briefing on 28th May is estimated at between 0.7 and 0.9. Government figures indicate the proportion of the population recorded as having the Covid infection in the past two weeks as being 0.24%. The government suggests that its five key tests have now been met.

New infections are estimated to be approximately 54,000 new cases per week, “indicating a significant burden of infection” according to the Chief Scientific Adviser. Approximately 6% of the population are estimated to have already had Covid infection as indicated by antibody tests. The Scientific Advisory Group for Emergencies (SAGE) updated advice in relation to the opening of schools on 1st June is awaited imminently.

The key mechanisms for transmission are moisture droplets contained in breath clouds from speech, coughing and sneezing. These are spread by being in close contact with someone who is infectious and can be passed on from surfaces that have become contaminated by people touching them with droplets of infection on their hands.

**Guidance and information sources (main sources below and embedded as external links within the document):**

<https://www.ukactive.com/wp-content/uploads/2020/05/COVID-19-A-framework-for-the-re-opening-of-the-gym-and-fitness-industry-ukactive-2.pdf>

See Appendix I for PPE (based on the Local Authority guidance 20th May)

Staff with responsibilities to undertake actions contained herein:

NCM Natalie Moss, Sports Centre

DMW Daniel West, Assistant Manager

MRC Mark Critoph, Head Groundsman

JXT Jonny Tofts, Duty Officer

KMS Kate Starling, Duty Officer

SAC Sally Chavez, Receptionist

JJ Josh Jordan, FCC Lead

| Ref | Hazard or Perceived Hazard | People at Risk | What might happen | Current Controls | Further Precautions and Control Measures | Who is responsible |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | People infected due to the virus remaining on surfaces in the Sports Centre | All Centre users and visitors. | People become sick and spread infection to others. | From the following link:  <https://www.ukactive.com/wp-content/uploads/2020/07/Covid-19-A-framework-for-the-re-opening-of-the-gym-and-fitness-industry-V2.1.pdf>  **Effective infection protection and control**  These include:   * cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered * ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach * cleaning frequently touched surfaces often using standard products, such as detergents and bleach   The Centre has been closed (with very limited access for essential maintenance) since 20th March. The risk of infection from the premises is therefore very low. The Centre had an improved level of cleaning prior to closure including high risk areas (computers, keyboards, mice, toilets, door handles, door frames). Posters were put on display in all toilets for handwashing regime, communication to all staff and customers reinforced the guidelines around hygiene.  Additionally, external cleaning contractors have carried out a two week (completed 29th May), site wide deep cleaning exercise.  The controls taken above with regards to cleaning have been communicated to staff. | 1. The cleaners return to work in order to maintain the level of cleanliness. 2. Creation of clear guidelines and protocols for communication to staff, students, customers in relation to conduct on site to adhere to control measures, for example, social distancing and hygiene. 3. For customers, sharing of sports equipment is not recommended. 4. For staff, sharing of equipment (other than IT equipment) is not recommended. Staff should ideally occupy the same desk throughout the duration of their shift. 5. Staff and students will be reminded regularly that they should follow [the guidance on self-isolation](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they or anyone in their household shows coronavirus symptoms and they should remain away from College. 6. Signs by the vending machines instructing people to wash hands before and after use. 7. Users follow the [What you need to know about using the Sports and Tennis Centre](file:///C:\Users\apsta\Downloads\What%20you%20need%20to%20know%20about%20using%20the%20Sports%20and%20Tennis%20Centre.pdf) issued by the Centre | NCM  NCM/DMW  All duty staff,  All duty staff.  NCM/DMW |
| 2 | Uncertainty or fear about safety of Centre i.e. risk of infection, leading to staff absence and reduced use by customers when the Centre re-opens. | STC staff and customers | Staff may stay away from Centre, affecting ability to operate the Centre safely. Customers may be reluctant to return affecting usage and income. | 1. Inform staff and customers about cleaning and other measures taken to ensure the Centre is safe 2. Purchased significant supplies of hand sanitiser to be available in locations which is in addition to washrooms. 3. Supply of cleaning products for higher risk areas to allow staff and customers to regularly clean frequently touched surfaces/equipment. 4. Increased cleaning by duty staff. | Provision of appropriate notices required around site. | All duty staff. |
| 3 | Inadequate levels of hygiene following re-opening of the Centre. | All Centre staff and customer. | Infected staff / customers may be at the Centre and inadvertently spread the virus via contaminated surfaces, equipment etc. | Specialist, external, site wide, deep clean undertaken ahead of re-opening. Purchased anti-viral surface cleaner until risk of infection completely passes. | Cleaners will be trained and instructed to comply with PPE and waste disposal guidelines per the Local Authority and additionally below:   1. Instruct Cleaners/staff to focus on cleaning high-contact areas such as desks/tables, door handles/plates, chair backs, PC keyboards & mice, bannisters & handrails etc. 2. Instruct cleaners regarding safe disposal of waste 3. Switch use from reusable to disposable paper towel to eliminate risk of cross-contamination 4. Encourage all staff, customers, visitors and contractors to maintain good hygiene practices – use of tissues, hand washing etc. – emails, posters. 5. Hand sanitiser station at the entrance to the Centre and at various locations inside the Centre i.e. in the gym, by vending machines etc. | NCM/DMW/  JXF |
| 4 | Poor ventilation | All college users and visitors. | Spread of infection. | All rooms have either natural ventilation (windows) or compliant ventilating systems (for example in the Sanctuary). The window can remain open where natural ventilation takes place to achieve air flow.  Further guidance is available from the Federation of European Heating, Ventilation and Air Conditioning Associations in their guidance document entitled [How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces](https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf) which provides a summary of practical measures for building services operation. | Communication to staff | NCM |
| 5 | Insufficient parking available on or near site for customers using cars to travel to the Centre to avoid public transport use. | Customers | Inconvenience | Car parking is adequate whilst there is a blend of remote and working on the College site (College car park used as overflow). | Communication to customers, ongoing assessment and monitoring, deal with cases on an individual basis.  Additional parking will be researched where possible if required. | NCM and duty staff.  DXM |
| 6 | Cleaners contract virus or refuse to attend work/carry out certain tasks due to fear of infection. | Cleaners, All users. | Centre is not cleaned adequately, leading to unacceptable hygiene levels, increased sickness among staff and customers. | Cleaners will be provided with gloves, masks and any other PPE Public Health England advise. Cleaners have been contacted on a 121 basis and all are happy to return to College and work in accordance with guidelines.  Use of a specialist, external cleaning company means that we have a contingency in place should our own cleaners become unavailable to maintain the cleaning regime required. | 1. Provide Cleaners and duty staff with up to date briefings about Coronavirus-specific cleaning and safety methods. 2. Provide anti-viral cleaning products. Provide additional PPE where required mask (optional), apron, gloves. 3. Regularly invite feedback and suggestions from Cleaners. | NCM/DMW |
| 7 | Centre does not have adequate levels of cleaning or sanitary supplies. | All Centre users. | Centre not able to be cleaned adequately, leading to unhygienic conditions. Toilets become unusable. | Additional supplies obtained during lockdown and further orders have been made of significant quantities for cleaning and PPE. | Monitor usage of products and keep ahead of delivery requirements. | NCM/SAC |
| 8 | Hot water not working when College re-opens. | All Centre users. | Hot water unavailable for hand washing and cleaning. | Heating and hot water turned off when Centre closed. Heating off until Sept/Oct  Hot water boiler has been tested during lockdown to ensure in working order. | Hot water boiler is set to come on twice and day and is in full working order. | NCM/DMW |
| 7 | Legionella risk from showers. | Users of showers. | Potential for users to contract Legionella from stagnant water within shower heads. | Showers will be run regularly prior to opening. | Shower heads have been removed and cleaned/descaled and showers have been run continuously for at least 5 minutes.  Showers and changings rooms will not be in use until guidance allows otherwise. | NCM/DMW |
| 8 | Electrical equipment not functioning – could lead to fire risk or operational issues. | All Centre users. | Vending machines, IT equipment not working. Staff fridges, water boilers not available for use. | Equipment turned off at lockdown to save energy. | All IT equipment up and running and fully operational. | NCM/DMW |
| 9 | Students, staff or visitors who are infected, inadvertently visit site and need First Aid attention whilst on site. | All Centre users. | Sports Centre first aiders placed at a high risk of infection while dealing with a potentially infectious Covid-19 case. | Ideally first aiders will not be required to deliver first aid to staff/students with symptoms as communication will be clear to self-isolate. | Specific training for all first aiders has been delivered.  First Aiders should follow the below procedure:  If a member of staff, student, customer, or contractor displaying symptoms is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Suitable Personal Protective Equipment (PPE) should be worn by staff caring for the individual whilst they await collection if a distance of 2 metres cannot be maintained. If they need to go to the bathroom while waiting to be collected, they should use the accessible toilet if possible. The accessible toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. If they need clinical advice, they (or their parent or carer) should go online to NHS 111 (or call 111 if they don’t have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk.  Consider that parents/ carers/ family members attending site to collect a student/ member of staff/ customer/ contractor displaying symptoms may also have the virus themselves, and so should not be permitted to access any other areas of the site.  If a member of staff has helped someone who was unwell with a new, continuous cough, a high temperature, or a loss of, or change in, their normal sense of taste or smell; they do not need to go home unless they develop symptoms themselves or the individual subsequently tests positive (see ‘[What happens if there is a confirmed case of coronavirus in a setting’](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.  Visitors who become unwell with coronavirus symptoms within 14 days of visiting the site, must inform the Centre. A form will be created and handed to customers for them to be able to inform the Centre should this situation arise.  The Resuscitation Council UK has provided specific guidance on [CPR delivery](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/) | JXF |
| 10 | Staff exposed to higher risks through additional contact with staff, students, customers. | Reception staff, duty staff. | Staff seeing a high volume of people may be at greater risk of infection. | Reception area now has a perspex screen in place. | Screens for reception provided with distancing measures/signage in place.  Issue reception areas (all above) staff with PPE – gloves, hand wash, anti-virus cleaner.  See 9 above for information to be given to visitors. | NCM/DMW |
| 11 | Infection spread if social distancing measures are not complied with. | All | Social Distancing may not be clear or adhered to. | [Staying alert and safe (social distancing) guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing) | Display posters around site extensively – advising 2m distancing to be in place at all times.  Corridors and stairways have been divided with directional floor arrows in place to ensure smooth flow of foot traffic.  Offices to be used by fewer people to avoid overcrowding and to maintain 2m social distancing (LTA office to be used where possible if needed).  Restricted of shared kitchen areas with clear signage (1 person at any one time).  Facility numbers will be limited to ensure social distancing rules can be adhered to. These will vary depending on the type of session/sport. Guidance issued by the Government and Governing Bodies of each sport/activity to be followed.  All spectators discouraged.  Prepare fire evacuation procedures during re-opening in light of social distancing requirements.  Communicate and share plans with staff and users.  It is down to the individual customer to take reasonable personal responsibility when taking part in physical activity. | NCM/DMW |
| 12 | Risk of restricted space toilet and changing  areas compromising social distancing guidelines. | All users | Spread of infection where social distancing not observed or complied with. |  | 1. Male and Female toilets to be limited to a maximum of 2 people. Restrict use of cubicles and hand basins. Place hand dryer out of use and replace with paper towels. 2. When changing rooms are able to be used, clear signage will be displayed to indicate where people should stand whilst changing to ensure social distancing is maintained. |  |
| 13 | Risk of confused messages regarding PPE availability and use leading to increased staff concern and increased perceived risk | All users. | Increased risk where PPE is required and not worn. Increased risk where PPE is not required but worn. Insurance issues where government guidance not adhered to. |  | Specific training and communication of first aiders, cleaners in use of PPE for their duties. Staff reminded on a regular basis re protocols. | JXF/NCM |
| 14 | Staff who are living with family members classed as clinically extremely vulnerable or clinically vulnerable attend site and risk infection. | Staff who live with clinically and clinically extremely vulnerable people and those vulnerable people. | Severe illness/death as a result of spread of infection. | If a member of staff lives with someone who is (1) clinically vulnerable (including those who are pregnant) or (2) clinically extremely vulnerable (see link below), they can attend their place of work if stringent social distancing measures are in place and adhered to.  [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) | Where staff attend site, a risk assessment will be undertaken and periodically reviewed to ensure appropriate including signed/dated by assessor and the staff member. | NCM |
| 15 | Staff and students with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable). | Clinically vulnerable and clinically extremely vulnerable staff. | Those most at risk attend site and increase their exposure to infection – potentially resulting in serious illness or death. | Refer to government guidelines for vulnerable groups as per below links.  [clinically vulnerable](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing)  [clinically extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19).  The latest government guidance document [Coronavirus (COVID-19): implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) states:  Clinically extremely vulnerable individuals are advised not to work outside the home. Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying alert and safe (social distancing) guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing) are advised to take extra care in observing social distancing and should work from home where possible | Clinically vulnerable staff are able to work at home or on site but if on site, this will be with all the control measures around social distancing in place and it will be monitored. Individual risk assessment will need to be in place for each member of staff falling into this category and working on site, even if only for part of the time. This will need to be revisited periodically to ensure working. Risk Assessments will be signed/dated by the assessor and student/staff member.  Further communication to staff so that staff can take precautions. | NCM |
| 16 | Social distancing is not in place, observed or complied with in sporting areas/STC areas increasing the risk of infection. | All users. | Spread of infection due to lack of social distancing measures including compliance. | [Social distancing: what you need to do](https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/) and [Working safely during COVID-19 in offices and contact centres](https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf) | Group hirers asked to complete risk assessments to ensure social distancing and all guidance relevant to their activity is adhered to.  Checks for social distancing compliance to be undertaken by duty staff. | NCM/DMW |
| 17 | Safe operation of the Centre if staff numbers deplete. | All users. | Level of care would reduce with the potential to put users and staff at risk. | The Centre is operated with a minimum of 2 people per shift. | If necessary reduce opening hours ensuring 2 staff are on duty at all times.  Close the Centre if there are not the staff to operate safely. | NCM |
| 18 | Suspected/ confirmed case of COVID-19 on site.  Staff, students, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19. | All users of the Centre. | Potential spread of COVID-19 to other staff, and users |  | If a member of staff, customer or contractor becomes unwell with a new, continuous cough, a high temperature, or a loss of, or change in, their normal sense of taste or smell whilst on site; they will be sent home and advised to follow the [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999.  If a member of staff is diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work, this will be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent using the [case of disease report form](https://notifications.hse.gov.uk/riddorforms/Disease). Further information is available from the [Health & Safety Executive (HSE).](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm) |  |
| 19 | Transfer of infection via sporting equipment | FCC staff and Centre users | Potential spread of COVID-19 to other staff, and users |  | All guidelines form the ECB will be followed by FCC staff members to reduce risk of passing on infection via equipment. |  |

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| **ACTIVITY:** Coronavirus (COVID-19) | **AFFECTED:** Staff, students, customers, visitors (everyone) |
| **ASSESSED BY:** Natalie Moss / | **DATE:** 16/06/20 |
| **JOB TITLE:** Centre Manager / |  |
| **REVIEWED AND UPDATED BY:** Alex Stafford | **DATE:** 29/09/20 |

**Appendix I**

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. Face masks must cover both nose and mouth, not be allowed to dangle around the neck, not be touched once put on, except when carefully removed before disposal, be changed when they become moist or damaged, be worn once and then discarded - hands must be cleaned after disposal.

To dispose of waste after direct contact with a person with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE, put it in a plastic rubbish bag and tie it when full, place the plastic bag in a second bin bag and tie it, put it in a suitable and secure place marked for storage for 72 hours. Waste should be stored safely and securely kept away from children. Waste should not be put in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.