

Risk assessment Covid-19

Company name:

Fresh Sports Centre (Verve Fitness Ltd.)

Assessment carried out by: Gary Kemish

Date of next review: 01.01.2021

Date assessment was carried out: 18.07.2020

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|----------------------------|---|---|---|---|---|------|
| 1. Managing contact | Sports Centre customers and staff by not adhering to guidance will put themselves and others at risk of contracting COVID-19. | <p>Inform Sports Centre customers and staff of guidance about visiting the premises prior to arrival. Information provided on website, emails, booking confirmations, signage in entrance ways.</p> <p>See ‘Staying Safe at Fresh Gym and the Fresh Sports Centre’ for FAQs and safety protocols to better understand these changes before attending the Gym or Classes.</p> <p>Inform Sports Centre customers and staff of guidance about visiting the premises at the point of arrival.</p> | | <p>Reception and Instructors</p> <p>Gym members</p> | <p>Signage – 18/07/20</p> <p>Adhering to hygiene measures - ongoing</p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|--|---|------------------------------------|-------------------------------|------|
| | | <p>Contactless payment to be used throughout facility. Expect handwashing and hand sanitiser to be used and encourage staff and members to wash their hands regularly. Clear communication for hygiene measures.</p> <p>Use signage around the Sports Centre to ensure staff and customers are aware of, and adhere to, the need to avoid contact.</p> <p>Avoid paperwork being transferred by enabling such processes as bookings, rosters etc. through online channels. Where possible, reduce the need to open other objects, for example storage compartments, by making equipment that is permitted for use readily accessible.</p> <p>Any shared objects must be wiped down after use.</p> <p>No face-to-tap drinking from water fountains – signage to prohibit</p> | <p>Signage next to water fountain asking</p> | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|--|---|------------------------------------|-------------------------------|------|
| | | customers from doing so. Only to be used for refilling personal bottles or containers. | customers to anti-bac before and after use. | | | |

| | | | | | | |
|-------------------------------|--|---|--|----------------------------------|----------------|--|
| <p>2. Overcrowding</p> | <p>Sports Centre customers and staff by not adhering to guidance will put themselves and others at risk of contracting COVID-19.</p> | <p>Redesigned configuration of facilities.</p> <p>Reduced class sizes and amended timetable.</p> <p>Operating a book-in-advance basis – over the phone or via the website.</p> <p>Limit the number of customers in the Sports Centre at any one time.</p> <p>Pay particular attention to ventilation and sufficient circulation space especially around equipment and between groups, classes and instructors.</p> <p>Identified the number of customers that can reasonably follow social distancing within the Sports Centre, taking into account total space, equipment as well as likely constraints (toilets and changing rooms) and pinch points.</p> <p>Enabled a booking system to manage demand.</p> <p>Encourage staff and customers to arrive gym-ready and to travel home to change/shower. Use of changing rooms to only be used if necessary. Showers are not to be used. Customers allowed</p> | | <p>Reception and Instructors</p> | <p>Ongoing</p> | |
|-------------------------------|--|---|--|----------------------------------|----------------|--|

| | | | | | | |
|--|--|--|--|--|--|--|
| | | <p>in changing rooms will be limited to promote safe social distancing.</p> <p>Identify staff as designated supervisors for each area of the Sports Centre to ensure social distancing measures are being adhered to by customers.</p> <p>Allow sufficient break time between classes held in the studios in order to appropriately clean the studio and equipment and to prevent waiting in groups.</p> <p>Stagger arrival and departure times – for customers.</p> | | | | |
|--|--|--|--|--|--|--|

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|------------------------------------|--|---|---|--|-------------------------------|------|
| <p>3. Social distancing</p> | <p>Sports Centre customers and staff by not adhering to guidance will put themselves and others at risk of contracting COVID-19.</p> | <p>Ensure staff have adequate space for social distancing when taking their breaks.</p> <p>Ensure instructors have the ability to maintain social distancing in their designated position.</p> <p>Review layouts to allow staff to work further away from each other.</p> <p>Back-to-back or side-to-side working only.</p> <p>Staff to only attend meetings when absolutely necessary – continue with online meetings where possible (team meetings).</p> <p>Encourage workers to remain on-site and, when not possible, maintain social distancing while off-site.</p> <p>Provide additional signposting around the Sports Centre in order to maintain social distancing.</p> | | <p>Reception and Instructors</p> <p>Instructors</p> <p>External class instructors</p> <p>Personal Trainers</p> | <p>Ongoing</p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|----------------------------------|---|---|---|--|-------------------------------|------|
| <p>4. Ventilation</p> | <p>Sports Centre customers and staff</p> <p>Poor ventilation can increase the risk of transmission of COVID-19.</p> | <p>Ensure a fresh air supply is provided to all areas of the Sports Centre.</p> <p>Pay particular attention to areas where high intensity exercise takes place.</p> <p>Make sure ventilation systems provide 100% fresh air and do not recirculate air from one space to another.</p> <p>Increase the ventilation rate by fully opening dampers in the sports hall and running fans on full speed.</p> <p>Increase the frequency of filter changes.</p> <p>Fix doors open that can be safely left open (keep doors closed in sports hall so not to break planning restrictions with noise levels).</p> <p>Consider whether meetings could be held outdoors.</p> | | <p>Reception staff and Instructors</p> | <p>Ongoing</p> | |
| <p>5. Hygiene control</p> | <p>Sports Centre customers, staff and Instructors.</p> | <p>Frequently clean work areas and equipment, including stationary gym</p> | | <p>All staff Customers</p> | <p>Ongoing</p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|--|---|---|------------------------------------|-------------------------------|------|
| | <p>Not adhering to current guidelines could increase the risk of transmission of COVID-19.</p> | <p>equipment, using our usual cleaning products.</p> <p>Provide spray and cloths for users to wipe down equipment after each usage</p> <p>Rigorous cleaning procedures. Staff to refer to 'Covid-19 Daily Cleaning Action Plan'.</p> <p>Staff to refer to COSHH Risk Assessment for Milton Sterilising Fluid.</p> <p>Maintain good ventilation throughout the gym (see point 4).</p> <p>Set the expectation of increased frequency of hand washing and surface cleaning.</p> <p>Provide hand sanitiser at hand basins, and at entry and exit points.</p> <p>Frequently clean Sports Centre equipment, including stationary equipment, free weights, mats, balls etc. between use.</p> | | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|--|---|------------------------------------|-------------------------------|------|
| | | <p>Provide spray, paper towel/ cloths and instructions for users to wipe down all equipment after each use. Avoid using equipment where possible.</p> <p>Clear workspaces and remove waste at the end of each shift.</p> <p>Keep music at a volume where conversation is not difficult due to the potential for increased risk of transmission (particularly from aerosol and droplet transmission).</p> <p>Provide clear guidance on hygiene to customers and staff both before arrival and on arrival (signage and on the website).</p> <p>Provide written information on the latest guidelines inside and outside the Sports Centre, particularly in the sports hall and gymnasium.</p> <p>Signs and posters around the Sports Centre to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid</p> | | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|--|---|------------------------------------|-------------------------------|------|
| | | <p>touching your face and to cough or sneeze into your arm.</p> <p>Avoid transmission during meetings. Avoid sharing pens and other objects. Make beverages only for yourself, not for others. No shaking of hands.</p> <p>Provide hand sanitiser in meeting rooms.</p> <p>Set clear use and cleaning guidance for toilets.</p> <p>Replace towels in the toilet with paper towels.</p> <p>Provide more waste facilities and more frequent rubbish collection.</p> <p>Enhanced cleaning of all facilities throughout the day and at the end of the day.</p> <p>Contactless payment and refunds only.</p> <p>Only one member of staff using the van.</p> | | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---------------------------------|---|--|--|------------------------------------|-------------------------------|------|
| 6. People at higher risk | People at higher risk, including expectant mothers, have an increased potential to be infected. | Identify those who are clinically vulnerable and follow government/medical advice. | | All staff and customers | | |
| 7. Outbreak of COVID-19 | Customers and staff | <p>Customers and staff must not attend the gym/classes if:</p> <ul style="list-style-type: none"> - they are unwell in any way (not just with recognised Covid-19 symptoms). - they have someone in their household who has coronavirus symptoms. - they have someone in their household who is or has been advised by NHS Test & Trace to self-isolate. - they have been in contact with someone in another setting (such as workplace or home) who has tested positive for Covid-19. They must then follow the instructions given to them by NHS Test & Trace and Government guidance. | <p>If a customer or staff member becomes unwell with symptoms of Covid-19 and needs direct care until they can return home then the 'Cleaning and Sanitising Guidance' (inc PPE) should be followed.</p> <p>PPE should be worn if a distance of 2 metres cannot be maintained from the person displaying symptoms. If contact with that person is necessary, then gloves, an apron and a face mask should be worn by the</p> | All staff and customers | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|---|--|------------------------------------|-------------------------------|------|
| | | <p>Customers and staff who develop symptoms or a confirmed case of Covid-19</p> | <p>person attending. If there is a high risk of splashing for the eyes, for example, from coughing or vomiting, then eye protection should also be worn.</p> <p>If the person who is unwell needs to use the bathroom, they will use the single Disabled Toilet. Staff will then follow the 'Cleaning and Sanitising Guidance'.</p> <p>If a customer or staff develop symptoms compatible with Covid-19 they will be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have Covid-19.</p> | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|------------------------------|--|--|---------------------------------------|-------------------------------|------|
| | | | <ul style="list-style-type: none"> - Negative result: the customer or staff member can return to the Club once they are fully recovered from any symptoms. - Positive result: NHS Test & Trace will speak directly to those they have been in contact with to offer advice in accordance with Government guidelines. | | | |
| <p>8. Covid- 19 related Government Updates</p> | <p>Customers and Staff</p> | <p>Risk Assessments and Policies will continually be updated and actions reviewed where necessary.</p> | <p>Reviewed actions to be logged as below.</p> | <p>Gary Kemish and in his absence</p> | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|--|---|------------------------------------|-------------------------------|------|
| | | | | Operations Manager | | |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive 10/19

Actions tracking sheet

| Setting Name : | | Date: | | |
|--|--|---------------|-----------------------|---|
| Action taken | Review action to be taken by provider | Effective Y/N | Further action needed | Further action Complete by (date) |
| <i>Review of Risk Assessment post Lockdown 2.0, Nov 2020</i> | <i>Highlighting procedure for filling customer water bottles at water fountain</i> | Y | <i>Ongoing</i> | <i>Next review 01/01/21 or sooner as required</i> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| New Government Guidance issued: | | | Date read: | |

