

COVID-19: Fram Leisure Risk Assessment

SCHOOL NAME: FRAMLINGHAM COLLEGE

DATE: 29TH JULY 2020

Amendment List:

1.

Purpose of this document:

This COVID-19 Risk Assessment document sets out the operational plan and measures put in place to prepare for the re-opening of Fram Leisure on Monday 3rd August 2020 at Framlingham College.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- Pool Safety Operating Procedures including Emergency Action Plan and Normal Operating Procedures

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparation of Premises.	Any staff with health concerns or deemed clinically vulnerable people must be considered for different job roles.	<i>Catching COVID-19</i>	M	Determine anyone who falls under this category and assess suitability for work.	30.07.20	L
	Enable those who are self-isolating to work from home where appropriate. Check current guidance if someone has symptoms or lives with someone who has symptoms as well as those who have been close to someone with COVID-19.	<i>Catching / transmitting COVID-19</i>	M	Duty Managers to remain in communication with staff working from home.	30.07.20	L
	Staff showing signs of COVID-19 will be required to be tested at the earliest opportunity and self-isolate at home until the results are confirmed.	<i>Catching / transmitting COVID-19</i>	H	Duty Managers to monitor staff to recognise if they display symptoms.	30.07.20	M
	All staff to receive induction including explanation of the RA, allowing them the opportunity to	<i>Missing or misjudging important considerations</i>	L	Organise a clear line of communication between Duty Manager and staff.	30.07.20	L

	consider the RA and ask questions before return to work.					
	Plan to communicate with members prior to their arrival about rules, protocols and measures in place. This will reassure customers as well as re-enforcing rules.	<i>Potential uncertainty over what is expected resulting in possible overcrowding</i>	M	Briefing information sent prior to opening via emails, website and social media.	28.07.20	L
	Signage displayed on the front door explaining government advice regarding entering facilities, the importance of social distancing within the facility and rules / guidance of using the facility.	<i>Infected people entering the facility and without social distancing guidance could transmit the virus to other members or staff</i>	M	Clear information is displayed prior to anyone entering the facility.	29.07.20	L
	Access to the facility only to be allowed once the cleaning schedules between bookings has been completed.	<i>Cross contamination between members booking slots</i>	M	All supervisors to only allow access to members once cleaning is complete and checked.	29.07.20	L
	Opening times / booking slots have been arranged to ensure sufficient time for the completion of pre-opening, mid-session and post-closing cleaning schedules.	<i>Overcrowding to be avoided and social distancing adhered to</i>	L	Management team have set opening hours, session times and breaks for cleaning.	28.07.20	L
	Check boilers / ventilation systems are working efficiently.	<i>Poor air handling, ventilation or quality could increase risk of virus transmission transmit virus</i>	M	Maintenance staff have checked AHU and boilers.	27.07.20	L

	Check Legionella testing up to date. Check areas where water has not been circulated as usual ie: drinks dispensers, showers etc.	<i>Waterborne diseases spreading and infecting staff or customers</i>	H	Domestic staff have confirmed routine checks have been carried out in accordance with regulations.		L
	Consider opening more entry or exits points to the building to reduce crowding.	<i>Overcrowding and reduced social distancing in corridors, reception and main entrance</i>	M	Management team have produced a plan of building clearly defining entry and exit points and direction of travel.		L

Cleaning Regime	Hand sanitiser stations with disposable gloves are located at entrances / exits and outside each gym room.	<i>Lack of sanitiser could help spread the virus</i>	H	Arranged as supplies are readily available from the Domestic team.	28.07.20	M/L
	Hot water and hand soap are available in toilets / changing rooms.	<i>Lack of provisions to clean hands could help spread the virus</i>	H	Arranged as supplies are readily available from the Domestic team.	28.07.20	M/L
	Sufficient quantities of disinfection sprays, paper towels and closed bins are located around each gym room.	<i>Lack of provisions to clean hands could help spread the virus</i>	H	Arranged as supplies are readily available from the Domestic team.	28.07.20	M/L
	Water machine to be cleaned regularly and have disinfection spray for dispenser button.	<i>Multi use without means to disinfect could spread the virus between users</i>	H	Disinfectant spray and paper towels are provided by Domestic team. New machine ordered,	28.07.20	M/L

	Appropriate levels of staff and time needed on each shift to ensure a robust and thorough cleaning schedule is carried out.	<i>Lack of staff could result in sub-standard and ineffective cleaning regimes</i>	M	Management have arranged cleaning rota where possible to ensure the same staff work together.	28.07.20	L
	Between each scheduled session – cleaning of all equipment and touch points throughout the centre are disinfected.	<i>Multi use without means to disinfect could spread the virus between users</i>	H	Time has been scheduled before, during and after every session to allow for thorough cleaning of all equipment and touch points.	28.07.20	M
	Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, tables/chairs, tills, card machines using appropriate cleaning products and methods.	<i>Spread of virus</i>	M	Cleaning schedule in place to allow time to clean before and after each session. (see opening hours and session times for details).	28.07.20	M
	Toilets & Changing room sinks, taps, toilets and doors to be wiped down before, mid and after sessions	<i>Spread of virus</i>	M	Cleaning schedule in place for all these areas / items.	29.07.20	M
	Bins around the facility must be monitored and emptied regularly to avoid overflow and cross contamination. The use of pedal bins with tops should be used to avoid touching the bin to open / close it.	<i>Risk of transmitting the virus through waste not being disposed of.</i>	M	Cleaning schedule in place for all these areas / items.	29.07.20	M

	Chemical levels of the pool should be within the recommended levels to ensure the chlorine works efficiently and effectively.	<i>Poor disinfection of water could lead to spread of virus</i>	M	Review pool chemical levels and change set points accordingly. Regular testing to be carried out in accordance with routine schedule.		L
Staffing	Appropriate levels of staff need to be on each shift to ensure a robust and thorough cleaning schedule is carried out.	<i>Lack of staff could lead to social distancing not being enforced and cleaning not being carried out</i>	H	Staff rotas in place and to be reviewed daily.	28.07.20	L
	Competency tests for all returning lifeguards to be carried out in accordance with guidance from the RLSS. Staff to be trained on new procedures.	<i>Lack of knowledge from staff could lead to social distancing not being enforced</i>	M	Arrange competency tests and training prior to re-opening.	28.07.20	L
	Lifeguard numbers are within the usual levels for the maximum arranged capacities for each session.	<i>To many swimmers to lifeguard could pose a threat to life and inability to enforce new rules</i>	H	Lifeguard numbers on duty are in line with revised max bather load / capacity.	28.07.20	L
	Uniform/Work clothes. Advise staff that uniform to be washed at over 60°C or use laundry sanitiser. Consider in house laundry or professional contract rather than staff taking home. If sufficient uniform available, advise staff to leave uniforms in a bag in a safe place for 72 hours then wash as normal.	<i>Lack of personal hygiene could lead to spread / transmission of the virus</i>	M	As part of induction, staff are briefed and advised to ensure they have clean uniform for every shift. Review kit levels and increase if staff working multiple shifts per week.	28.07.20	L

	Ensure response plan in place if staff or member of public fall ill with a fever and new, continuous cough, send home and follow current government advice. Consider 999 if breathing difficulties and life is at risk. Use Emergency PPE and clean and disinfect touch points which may have been contaminated. Wash hands after removing and disposing of PPE.	<i>Local outbreak of COVID-19</i>	H	Staff briefed at induction training to put on enhanced PPE and take staff or member of public displaying symptoms to isolation room in Fowler Pavilion. Member to either drive home or be collected as required. Follow First Aid procedures if uncertain of condition or cause of illness.	28.07.20	M/L
Group Sizes	Pool capacity to be determined based on the recommendations from Swim England.	<i>Failure to social distance swimmers could spread the virus</i>	M	Pool dimension reviewed, capacity calculated and layout designed for:	28.07.20	L
				Use three double width lanes to allow Swimming Pool Maximum capacity per session to be 15.	28.07.20	L
				Signage used for one- way systems around the pool and in the swim lanes.	28.07.20	L
	Gym capacity to be determined by socially distanced equipment and space as advised by UK Active.	<i>Failure to social distance gym users could spread the virus</i>	H	Room dimensions reviewed, capacity calculated and layout designed.	27.07.20	M
				Ground Floor Fixed Weights Room maximum capacity per session is 4		

				<p>First Floor Performance Room maximum capacity per session is 6.</p> <p>First Floor Cardio Room maximum capacity per session is 4.</p>		
				Signage on doors into each of these areas confirming maximum capacity.	28.07.20	M
				Signage used for social distancing systems around the gym, using floor markings where possible or taping off machines which cannot be moved	28.07.20	M
	Class numbers to be kept according to the space in which the session is taking place.	<i>Failure to social distance class users could spread the virus</i>	H	All classes reviewed and numbers managed through booking system to ensure social distancing. Induction training for instructors completed covering social distancing, hand sanitising and cleaning of equipment.	27.07.20	M

Social Distancing	Numbers permitted into pool / gym will be within pre-decided capacities and monitored through the day; booking times for pool / gym usage to be introduced.	<i>Failure to social distance gym users could spread the virus</i>	H	A booking system with set session times and capacities is in place. Members are aware of this system via social media and email communication.	28.07.20	M
	Queuing to enter the building must be controlled with socially distant signage / floor markings.	<i>Failure to social distance members even in the open air could spread the virus</i>	H	Cone markings spaced every 2 meters alongside the changing room wall leading to main entrance. Member of staff to be present to ensure queueing is carried out correctly. Barriers will be used at entrance to prevent members entering building before allocated time.	30.07.20	M
	Members to be encouraged to change prior to arrival to be pool / gym ready and to reduce crowding in changing rooms. Chairs to be spaced apart on poolside and in the changing rooms for after swimming. Changing time after swimming capped at 10 minutes to allow for post session cleaning.	<i>Failure to social distance members could spread the virus</i>	H	Communication to members via social media and email informing them of the arrangements for arriving changed and ready and for changing arrangements after session. Adequate signage in place inside changing areas and on poolside confirming these arrangements.	29.07.20 29.07.20	M M
	Reception staff to use pre booked registers to verify number of guests into the facility per session and validate memberships and	<i>Failure could result in overcrowding and lack of social distancing</i>	H	Entry to centre will only be allowed if: A - the member has pre-booked	29.07.20	M

	<p>scan key fobs at reception on arrival.</p> <p>Duty Manager to monitor social distancing in all areas by regular monitoring during sessions and CCTV viewing.</p> <p>Ensure all personal items removed at end of each shift to allow for full clean and disinfect.</p> <p>A member of staff to be behind reception at all times when centre is open to ensure members have ample opportunity to book sessions and also, to restrict access to the facility whilst sessions are in progress.</p>	<p><i>Members not abiding to social distancing could risk spreading the virus</i></p> <p><i>Items left could risk spreading the virus</i></p> <p><i>Risk of spreading / transmitting the virus</i></p>	<p>M</p> <p>M</p> <p>M</p>	<p>B – There is spare capacity once all pre-booked members have registered.</p> <p>If member does not abide by social distancing and fails to comply to management instruction, then member will be instructed to vacate the premises.</p> <p>Changing post session to be discouraged and has been communicated via email and social media. Signage in the facility will also reinforce this. Showers will remain out of use.</p> <p>Revised booking system in place. All staff briefed on the importance of supervising areas during each session. Members to be approached or even asked to leave for failing to adhere to rules as communicated. Signage to be displayed at reception and throughout building.</p>	<p>29.07.20</p> <p>29.07.20</p> <p>29.07.20</p>	<p>M</p> <p>M</p> <p>M</p>
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Equipment	Computer / mouse / phone and radios to be disinfected before and after every individual session throughout the day.	<i>Failure to clean could risk the spread of the virus</i>	M	Cleaning schedule in place to include all touch points before and after each session. Minimum of 6 occasions during the morning session and 4 occasions through the evening session. (see opening times and schedule for details).	29.07.20	L
	If used / touched – the pool rescue equipment is to be cleaned using pool water.	<i>Failure to clean could risk the spread of the virus</i>	L	Induction training completed on cleaning of pool equipment and floors.	29.07.20	L
	All gym equipment to be wiped down after use by member.	<i>Failure could lead to spread of virus</i>	M	Signage displayed in each gym room reminding users of the requirement to clean down after each use using disinfect and paper hand towels, disposing of them correctly.	28.07.20	M

First Aid	First aid will continue in accordance with Royal Lifesaving Society COVID-19 guidelines. PPE to be issued to lifeguards. Lifeguards will remain in place to educate, intervene, carry out rescues and first aid.	<i>Risk of spreading the virus if correct precautions are not used when dealing with first aid incidents</i>	M	All first aid kits are correctly stocked with routine and enhanced PPE. All staff have received induction training on RLSS COVID-19 First Aid procedures with information on noticeboards	29.07.20	M
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Communication	Relevant and up to date information on the centre's new procedures regarding COVID-19 are communicated to all customers, staff and contractors. Any updates to these policies, procedures and protocols must be communicated to all concerned.	<i>Failure to keep members and staff informed could lead to increased risk of spreading the virus</i>	M	Fram Leisure Manager to review Government advice daily and will immediately communicate changes to staff and members via social media and email.	28.07.20	L
	COVID-19 compliant officer to stay up to date with changing government or governing body guidance and adapt procedures if required.	<i>Failure to keep informed of updated policies and guidance could lead to increased risk of spreading the virus</i>	M	Fram Leisure Manager to regularly check any changes to guidance from the government, Swim England and UK Active.	Ongoing	L
	Encourage feedback on how measures are going. Ask for ideas/suggestions.	<i>Best practice important to maintain safety and reflect effective current procedures</i>	L	All staff to engage with Fram Leisure's COVID-19 risk assessment strategy.	From 30.07.20	L
	Communication between Framlingham College and Fram Leisure is maintained to ensure both parties are aware of current advice, procedures and responsibilities.	<i>Failure to work in partnership with the College Sports Staff could lead to overcrowding and lack of hygiene</i>	M	Fram Leisure Manager to work with FC Sports Department to outline the college's requirement for the facility at the start of the new academic year.	28.07.20	L