Entrance/exits (RLC / OLC / FSC / SAD / CWC / RAT)

| **Hazard**  What the hazard is/ possible injury | **Risk To**  Who may be harmed | **Control Measures**  What are you already doing? | **L** | **S** | **R** | **Further Control Measures**  (add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No social distancing due to Capacity levels, Track and trace & Queuing. | All | 2 meter markers in place upon entry to the facility.  QR code on entry.  Majority sessions are bookable in advance with maximum numbers.  A separate queue for dual use centre i.e. Library at CWC.  One way system in place for entry and exit where possible.  Hand sanitising unit upon entry to the facility.  Signage in place for user guidance.  Members of the public and staff are encouraged to wear face masks when navigating their way through the building and when in a public vicinity such as a spectator area. | 2 | 4 | 8 | The first 2 weeks of reopening FOH staff will be at entry points to control and instruct attendees regarding the new centre procedures. | 4 |
| Poor hygiene standards | All | Hand sanitising stations in place. Signage throughout facilities to remind users regarding cleanliness. Clear approach to cleanliness communicated to both staff & customers. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Hand washing facilities with soap and water in place & actively encouraged.   * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | 2 | 1 | 2 |  | 2 |

Reception (RLC / OLC / FSC / SAD / CWC / RAT)

| **Hazard**  What the hazard is/ possible injury | **Risk To**  Who may be harmed | **Control Measures**  What are you already doing? | **L** | **S** | **R** | **Further Control Measures**  (add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No social distancing due to Capacity levels & Queuing. | All | 2 Meter markers in place upon entry to the facility.  Majority sessions are bookable in advance with maximum numbers.  QR codes on entry to the facility to register at site  A separate queue for duel use centre i.e. Library at CWC.  One way system in place for entry and exit where possible.  Hand sanitising unit upon entry to the facility.  Signage in place for user guidance.  Protection screens in place for FOH team.  Hand sanitiser available at all stations for staff.  Cashless process in place where possible.  Numbers limited within the area in line with 2 meter distance guideline.  Members of the public and staff are encouraged to wear face masks when navigating their way through the building and when in a public vicinity such as a spectator area. | 2 | 2 | 4 |  | 4 |
| Poor hygiene standards | All | Hand sanitising stations in place. Signage throughout facilities to remind users regarding cleanliness. Clear approach to cleanliness communicated to both staff & customers. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as key boards, monitors, phones, door handles, light switches, reception area using appropriate cleaning products and methods. Hand washing facilities with soap and water in place & actively encouraged.   * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | 2 | 1 | 2 |  | 2 |

Circulation Areas (RLC / OLC / FSC / SAD / CWC / RAT)

| **Hazard**  What the hazard is/ possible injury | **Risk To**  Who may be harmed | **Control Measures**  What are you already doing? | **L** | **S** | **R** | **Further Control Measures**  (add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No social distancing due to Capacity levels & Queuing. | All | One way system in place for entry and exit where possible.  Hand sanitising units throughout the facility the facility.  Signage in place for user guidance and enforced.  Patrons advised to keep the 2 meter social distancing whilst using the facilities.  Any seating/Tables removed to open walkways.  Members of the public and staff are encouraged to wear face masks when navigating their way through the building and when in a public vicinity such as a spectator area. | 2 | 2 | 4 |  | 4 |
| Poor hygiene standards | All | Hand sanitising stations in place. Signage throughout facilities to remind users regarding cleanliness. Clear approach to cleanliness communicated to both staff & customers. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Hand washing facilities with soap and water in place & actively encouraged.   * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | 2 | 1 | 2 |  | 2 |

Changing rooms & Toilets (RLC / OLC / FSC / SAD / CWC / RAT)

| **Hazard**  What the hazard is/ possible injury | **Risk To**  Who may be harmed | **Control Measures**  What are you already doing? | **L** | **S** | **R** | **Further Control Measures**  (add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No social distancing due to Capacity levels & Queuing. | All | Hand sanitising units throughout the facility.  Signage in place for user guidance and enforced.  Patrons advised to keep the 2 meter social distancing whilst using the facilities including all changing facilities and toilets.  Members of the public and staff are encouraged to wear face masks when navigating their way through the building and when in a public vicinity such as a spectator area. | 2 | 2 | 4 |  | 4 |
| Poor hygiene standards | All | Hand sanitising stations in place. Signage throughout facilities to remind users regarding cleanliness.  All Hair Dryers and Hand dryers will be place out of use until further notice.  Group changing facilities only to be used by Education and cleaned as per rota.  Disability changing facilities restricted to patrons eligible and 1 in and 1 out process. Access via radar key.  Clear approach to cleanliness communicated to both staff & customers. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Hand washing facilities with soap and water in place & actively encouraged.   * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | 2 | 1 | 2 |  | 2 |

Staff Room (RLC / OLC / FSC / SAD / CWC)

| **Hazard**  What the hazard is/ possible injury | **Risk To**  Who may be harmed | **Control Measures**  What are you already doing? | **L** | **S** | **R** | **Further Control Measures**  (add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No social distancing due to Capacity levels & Queuing. | All | Reduced capacity to enable social distancing rule 2 metres. Programmed breaks with teams throughout the day. | 2 | 2 | 4 |  | 4 |
| Poor hygiene standards | All | Signage throughout facilities to remind users regarding cleanliness. Clear approach to cleanliness communicated to both staff & customers.  Staff to bring own cutlery and crockery. To be stored in personal locker. All areas need to be cleaned after use. Only food to be kept on site (Fridge and Freezer) for that day’s usage to enable others to use the following day. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches using appropriate cleaning products and methods.  Hand washing facilities with soap and water in place & actively encouraged.   * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | 2 | 1 | 2 |  | 2 |

Office areas (RLC / OLC / FSC / SAD / CWC / RAT)

| **Hazard**  What the hazard is/ possible injury | **Risk To**  Who may be harmed | **Control Measures**  What are you already doing? | **L** | **S** | **R** | **Further Control Measures**  (add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No social distancing due to Capacity levels & Queuing. | All | Reduced capacity to enable social distancing rule 2 meters. Hot desking not permitted. Screen dividers in place where required. Office stations allocated to relevant staff. | 2 | 2 | 4 |  | 4 |
| Poor hygiene standards | All | Hand sanitising in place. Signage throughout facilities to remind users regarding cleanliness. Clear approach to cleanliness communicated to both staff & customers. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as key boards, monitors, phones, door handles, light switches using appropriate cleaning products and methods. Hand washing facilities with soap and water in place & actively encouraged.   * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | 2 | 1 | 2 |  | 4 |

Café (OLC)

| **Hazard**  What the hazard is/ possible injury | **Risk To**  Who may be harmed | **Control Measures**  What are you already doing? | **L** | **S** | **R** | **Further Control Measures**  (add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No social distancing due to Capacity levels, track and trace & Queuing. | All | 2 meter markers in place upon entry to the facility.  One way system in place for entry and exit .  Hand sanitising unit upon entry to the facility.  Signage in place for user guidance.  QR code on each table for users to register. Receipt – Name and contact details kept daily and stored for 21 days.  Tables are distances apart at 2 meters with maximum 3 chairs per table.  Users must adhere to government guidance of Family Bubble/Support bubble at each table.  Members of the public and staff are encouraged to wear face masks when navigating their way through the building and when in a public vicinity such as a spectator area. | 2 | 2 | 4 |  | 4 |
| Poor hygiene standards | All | Hand sanitising stations in place. Signage throughout facilities to remind users regarding cleanliness.  Table and chairs to be wiped clean/sanitised after use.  Protection screens in place for FOH team.  Hand sanitiser available at all stations for staff.  Cashless process in place where possible.  Numbers limited within the area in line with 2 meter distance guideline.  Clear approach to cleanliness communicated to both staff & customers. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, food prep areas using appropriate cleaning products and methods inc PPE Hand washing facilities with soap and water in place & actively encouraged.   * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | 2 | 1 | 2 |  | 2 |

Car Parks (RLC / OLC / FSC / SAD / CWC / RAT)

| **Hazard**  What the hazard is/ possible injury | **Risk To**  Who may be harmed | **Control Measures**  What are you already doing? | **L** | **S** | **R** | **Further Control Measures**  (add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No social distancing due to Capacity levels & Queuing. | All | Normal procedures in place regarding car park facilities. Customers Informed via social media regarding centre rules. | 2 | 2 | 4 |  | 4 |
| Poor hygiene standards | All | Normal cleaning rota in place for external litter picking and regular emptying of bins. | 2 | 1 | 2 |  | 2 |

Spectators (RLC / OLC / FSC / SAD / CWC)

| **Hazard**  What the hazard is/ possible injury | **Risk To**  Who may be harmed | **Control Measures**  What are you already doing? | **L** | **S** | **R** | **Further Control Measures**  (add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No social distancing due to Capacity levels & Queuing. | All | Only one parent/guardian per child within the centre and spectator area. This will be dependent on numbers of seats in the spectator area to maintain social distancing guidelines, unfortunately some centres may not be able to accommodate all parents/guardians in the spectator area.  Members of the public and staff are encouraged to wear face masks when navigating their way through the building and when in a public vicinity such as a spectator area. | 2 | 2 | 4 |  | 4 |
| Poor hygiene standards | All | Sanitising unit in place. Areas cleaned as per cleaning schedule. Users requested to remove any items and deposit rubbish to bins. | 2 | 1 | 2 |  | 2 |

Fitness Suite (RLC / OLC / FSC / SAD / CWC)

| **Hazard**  What the hazard is/ possible injury | **Risk To**  Who may be harmed | **Control Measures**  What are you already doing? | **L** | **S** | **R** | **Further Control Measures**  (add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No social distancing due to Capacity levels & Gym layout. | All | Gym Layout have been reviewed to allow spacing between machines where possible. Customers have been Instructed to ensure that they keep the correct social distance from each other as per the updated government guidelines. Reduced capacities and bookable sessions in place. | 2 | 2 | 4 |  | 4 |
| Specialist or clients may-be classed as high risk & should not be mixing with general public. | Specialist Clients | Known clients with “high risk” conditions will be offered a digital alternative to exercise at home rather than enter a facility. “High risk” clients will receive bespoke “at home” workout product. | 0 | 0 | 0 |  | 0 |
| Turnstile access or "open door" does not restrict entry which could lead to overcrowding or none-approved entry. | All | New Booking system in place Gladstone update so people can book for 1 gym session per day at peak times plus 1 additional session booked on the actual day (max 2 sessions a day), off-peak people will have to queue. New maximum attendance set per Gym based on new gym layout, type of attendee & site specific arrangements. | 2 | 2 | 4 |  | 4 |
| Not staffed at all times so no supervision in place to enforce any control measures. |  | New staffing arrangements in place so that gym will be staffed at all times to control entry and exit.  All gym staff to have access to phone / radio so they can request support / help if required. | 2 | 2 | 4 |  | 4 |
| Sweat & bodily fluids are prone due to exercise type, so hygiene is a concern. | All | New Code of Conduct Introduced. The updated Studio Code of conduct to includes: request to bring sweat towel, wear gloves, come dressed ready for the gym & avoid use of the showers/toilets. Must observe 2m social distancing rule at all times. Additional cleaning stations put in place. Clear approach to cleanliness communicated to both staff & customers. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Class content has been adjusted to limit use of exercise equipment & contact points. Class timetable has been adjusted to allow more time to de-rig & clean kit/areas in between classes. | 2 | 2 | 4 |  | 4 |
| Poor hygiene standards | All | Additional cleaning stations put in place. Clear approach to cleanliness communicated to both staff & customers. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Hand washing facilities with soap and water in place & actively encouraged.   * See hand washing guidance. * <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | 2 | 1 | 2 |  | 2 |

Spin Studio (RLC / OLC / FSC)

| **Hazard**  What the hazard is/ possible injury | **Risk To**  Who may be harmed | **Control Measures**  What are you already doing? | **L** | **S** | **R** | **Further Control Measures**  (add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No social distancing due to Capacity levels & Studio Layout | All | New studio layouts have been designed – outline specific 4 sq/m zones via floor markings for participants. Class capacities reduced by a minimum of 20% to allow for social distancing. Spin bike spaced out at least 2m apart. Classes relocated to larger “rooms” where possible. | 2 | 2 | 4 |  | 4 |
| Sweat & bodily fluids are prone due to exercise type, so hygiene is a concern. | All | New Code of Conduct Introduced. The updated Studio Code of conduct to includes: request to bring sweat towel, wear gloves, come dressed ready for the gym & avoid use of the showers/toilets. Must observe 2m social distancing rule at all times. Additional cleaning stations put in place. Clear approach to cleanliness communicated to both staff & customers. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Class content has been adjusted to limit use of exercise equipment & contact points. Class timetable has been adjusted to allow more time to de-rig & clean kit/areas in between classes. | 2 | 2 | 4 |  | 4 |
| Poor hygiene standards | All | Additional cleaning stations put in place. Clear approach to cleanliness communicated to both staff & customers. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Hand washing facilities with soap and water in place & actively encouraged.   * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | 2 | 1 | 2 |  | 2 |

Bowls hall (OLC)

| **Hazard**  What the hazard is/ possible injury | **Risk To**  Who may be harmed | **Control Measures**  What are you already doing? | **L** | **S** | **R** | **Further Control Measures**  (add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No social distancing due to capacity levels & hall layout is not possible | All | Follow NGB guidance.  Only 2 bowling lanes will be in operation (end lanes only).  Maximum capacity of 4 players per lane introduced.  Signage to encourage distancing and good practice. | 2 | 2 | 4 |  | 4 |
| Specialist clients may-be classed as high risk & should not be mixing with general public. | Specialist Clients | Customers will be encouraged to follow Government advice on socialising with others and leaving home. | 2 | 2 | 4 |  | 4 |
| Turnstile access or "open door" does not restrict entry which could lead to overcrowding or none-approved entry. | All | Bowls hall locked when not in use.  Entry to hall will be for pre-booked sessions only.  New guidelines issued to staff & customers.    There will procedures in-place to enter and exit the hall and building.  Signage to encourage good practice.  Basic NGB guidance for staff and management.  Reiterate operating safely - Help us protect you. | 2 | 2 | 4 |  | 4 |
| Sweat & bodily fluids are prone due to exercise type, so hygiene is a concern. | All | Come dressed ready for activity & avoid use of the showers/toilets.    Promote observing social distancing rule at all times.    Additional cleaning stations put in place.  Clear approach to cleanliness communicated to both staff & customers.  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. | 2 | 2 | 4 |  | 4 |
| Poor hygiene standards | All | Additional cleaning stations put in place.  Clear approach to cleanliness communicated to both staff & customers.  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.  Hand washing facilities with soap and water in place & actively encouraged.   * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | 2 | 1 | 2 |  | 2 |

L = Likelihood 1 Remote – would not happen in 5 years. S = Severity 1 Minor Injury

2 Unlikely – would not happen in 2-3 years. 2 First Aid Treatment

3 Likely – would expect to happen once a year. 3 Three Day Injury

4 Very Likely – Could Occur 2-3 times a year. 4 Major Injury

5 Certainty – Likely to happen at any moment. 5 Fatality