

## HERTS & ESSEX SPORTS CENTRE – COVID-19

Name of Venue Herts and Essex Sports Centre	Name of Risk Assessor: Martin Pratt	Date of Risk Assessment: 10.7.2020	Updated: 6.9.2020
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What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?
Capacity/gatherings	<ul style="list-style-type: none"> <li>Staff</li> <li>Contractors</li> <li>Students</li> <li>Vulnerable groups</li> <li>Elderly</li> <li>Pregnant workers</li> <li>Those with existing underlying health conditions.</li> <li>Anyone else who physically comes in contact with other people.</li> </ul>	<ul style="list-style-type: none"> <li>The Centre will not allow spectators to gather unless they are a carer or parent of a vulnerable child.</li> <li>Spectators will be asked to stay in their cars.</li> <li>Clubs will follow government and their national bodies for capacity of their coaching.</li> <li>Centre will have one-way systems to keep users flowing through the Centre.</li> <li>Changing rooms to be closed.</li> <li>Users to come ready for their Sport.</li> <li>Social distance at 2 meters in areas where possible.</li> <li>Centre to follow government and sporting bodies on training and social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>Have signs and spots to direct and inform Visitors.</li> <li>Social media post of current guidance.</li> <li>Training of staff in current procedures and signed training sheet.</li> <li>Inform clubs of their responsibilities of their customers and support the Centre's procedure for COVID-19</li> <li>Astro gates by the Centre both need to be open to avoid pinch points.</li> </ul>	<p>Centre Manager</p> <p>Centre Staff</p>	25.7.2020

Hygiene	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Contractors</li> <li>• Students</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Those with existing underlying health conditions.</li> <li>• Anyone else who physically comes in contact with other people.</li> </ul>	<ul style="list-style-type: none"> <li>• Centre to follow Government and NHS guidance on handwashing.</li> <li>• Hand gel station by entrance.</li> <li>• Hand gel by sports hall entrance.</li> <li>• Hand gel to be placed by workstation.</li> <li>• Staff not to share-to-share equipment where possible, if not equipment needs to be wiped down.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Posters to be placed in toilets on current guidelines for handwashing.</li> <li>• Posts on social media on hand washing for customers.</li> <li>• Poster in Duty manager office</li> <li>• Inform clubs of their responsibilities of their customers and support the Centre's procedure for COVID-19.</li> <li>• Centre to move all check list to electronic.</li> <li>• Training of staff in current procedures and signed training sheet.</li> </ul>	Centre Manager Centre Staff	25.7.2020
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First Aid	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Contractors</li> <li>• Students</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Those with existing underlying health conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Sports Centre to follow guidance from St Johns and Resuscitation Council UK</li> <li>• Mask available just for emergencies where social distancing cannot be kept.</li> <li>• Social distancing kept at all times where possible.</li> <li>• Gloves to be worn at all times when any contact of first aid given unless its CPR</li> <li>• Wash hands before and after first aid</li> <li>• Clubs to provide first aid to their own users and Centre staff are able to assist if need.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid guidance to be placed on show in Duty Manager Office.</li> <li>• CPR guidance to be place in Duty Managers office.</li> <li>• Clubs to be informed of first aid procedures</li> <li>• Training of staff in current procedures and signed training sheet.</li> <li>• Small hand gel in first aid bag</li> </ul>	Centre Manager Centre Staff	25.7.2020
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Cleaning	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Contractors</li> <li>• Students</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Those with existing underlying health conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to regularly clean high touch surfaces while maintaining social distancing</li> </ul> <ol style="list-style-type: none"> <li>1. work surfaces like desks, platforms and workstations</li> <li>2. handles on doors, windows, rails, dispensers and water coolers</li> <li>3. common areas like toilets, reception, changing rooms, corridors and lifts</li> <li>4. vehicle handles, steering wheel, seat belts and internal surfaces</li> <li>5. control panels for machinery, control pads and switches</li> <li>6. computer keyboards, printers, touch screens, monitors and phones</li> <li>7. taps, kettles, water heaters, fridges, microwaves and cupboards</li> <li>8. shared equipment like tools, machines, vehicles, pallet trucks and delivery boxes</li> <li>9. post and goods coming in or being shipped out</li> </ol> <ul style="list-style-type: none"> <li>• Disposable gloves and apron to be worn when cleaning.</li> <li>• Mask can be worn down to the individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Return to work meeting held with staff over cleaning and discuss ideas and views.</li> <li>• Staff to be given their own PPE not to be shared.</li> <li>• Staff to be trained and training sheet signed.</li> </ul>	Centre Manager Centre Staff	25.7.2020
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		<ul style="list-style-type: none"><li>• COVID-19 Cleaning Rota to be implemented.</li><li>• Staff to follow WI Cleaning</li></ul>			
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Clubs and Sporting activities	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Contractors</li> <li>• Students</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Those with existing underlying health conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubs and the Centre to follow individual guidance from the government and Sporting bodies.</li> <li>• Clubs to provide Centre with their own risk Assessment on how they are providing the training/ sessions.</li> <li>• Clubs to manage their own groups and first aid.</li> </ul>	<ul style="list-style-type: none"> <li>• Booking form to inform clubs to provide relevant Risk Assessments and various documentation.</li> </ul>	Centre Manager Centre Staff	25.7.2020
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Ventilation	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Contractors</li> <li>• Students</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Those with existing underlying health conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed.</u></li> <li>• <u>Where possible, open the reception doors to stay open (weather dependant) to help increase circulation.</u></li> <li>• <u>increase the supply of fresh air, for example, by opening windows and doors (unless fire doors or doors instructed to stay closed).</u></li> <li>• <u>The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air. (HSE)</u></li> <li>• <b>Maximum occupancy of each indoor facility should be limited by providing a minimum of 100sqft per person. For this figure, the area is the net useable indoor facility space available to members to use, including changing rooms, toilet and wash facilities. Reducing capacity in this way whilst sustaining ventilation flows, will increase the typical current 10l/s/p flow rate of ventilation to at least 20l/s/p, as fewer people are being served by the ventilation system.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Weekly clean on air con systems</li> <li>• Weekly dust of air vents in all rooms.</li> <li>• Regular checks by centre staff</li> <li>• Set up ventilation via Maintenance computer.</li> <li>• Airflow systems are to run at 100% as per guidance.</li> </ul> <p>Max Capacity set in rooms;</p> <p>Sports hall – 88</p> <p>Dojo -44</p> <p>Toilet – 1</p> <p>Changing rooms – 3 this will remain closed</p> <p>Bar – 12</p> <p>Gym-7</p> <ul style="list-style-type: none"> <li>• If social distance cannot be maintained due to activity, then number to be reduced.</li> </ul>	Centre Manager  Centre Staff	25.7.2020
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|  |  | <ul style="list-style-type: none"><li>• <b>Ventilation systems should provide 100% fresh air and not recirculate air from one space to another.<br/>(government website)</b></li></ul> |  |  |  |
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<p>Illness with COVID-19 symptoms</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Contractors</li> <li>• Students</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Those with existing underlying health conditions</li> </ul>	<ul style="list-style-type: none"> <li>• The main symptoms of coronavirus are:</li> <li>• a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> <li>• Most people with coronavirus have at least 1 of the If you have any of the main symptoms of coronavirus:</li> <li>• Stay at home (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.</li> <li>• Get a test – get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should</li> </ul>	<ul style="list-style-type: none"> <li>• Staff made aware of process on return to the Centre</li> <li>• Staff to inform manager of symptoms or illnesses.</li> <li>• Follow EAP for cleaning after</li> <li>• A person shows symptoms of coronavirus.</li> <li>• Staff to follow EAP if a member of the public is suspected of coronavirus.</li> </ul>	<p>Centre Manager Centre Staff</p>	<p>25.7.2020</p>
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		also get a test if they have symptoms.			
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Track and trace system	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Contractors</li> <li>• Students</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Those with existing underlying health conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Track and trace system is vital for fighting coronavirus.</li> <li>• Details needed of hirers to assist in track and trace.</li> </ul>	<ul style="list-style-type: none"> <li>• Clubs will have their own registers and need to assist track and trace.</li> <li>• Anyone booking pay to play like badminton at the Centre must have details inputted in the SportSoft system.</li> <li>• Should the Centre receive contact from track and trace, all clubs have contact details on booking forms.</li> <li>• Centre staff to contact club and assist where possible.</li> <li>• Staff to use register for any visitors such as contractors or governors.</li> <li>• Centre to store rotas so aware shift patterns on days and times.</li> </ul>	Centre Staff Centre manager	25.7.2020
Other Health and safety Requirements	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Contractors</li> <li>• Students</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Those with existing underlying health conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Centre to continue to maintain all health and safety requirements under HASWA 1974.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff retrained in an induction</li> </ul>	Centre Manager Centre Staff	25.7.2020

Masks/ face covering	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Contractors</li> <li>• Students</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant workers</li> <li>• Those with existing underlying health conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Large amount of customers using Parking eye tablets entering the building.</li> <li>• Masks will need to be worn by customers to and from their activity. They do not need to wear one during an activity. Unless exempted.</li> <li>• Staff will need to wear one during their shift. Unless exempted or working outdoors.</li> <li>• It should cover your nose and mouth while allowing you to breathe comfortably</li> <li>• It should fit comfortably but securely against the side of the face.</li> <li>• It should be secured to the head with ties or ear loops.</li> <li>• It should be made of a material that you find to be comfortable and breathable, such as cotton.</li> </ul> <p><b><u>While the mask/ face covering is being worn.</u></b></p> <ul style="list-style-type: none"> <li>• wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</li> <li>• avoid wearing on neck or forehead</li> <li>• avoid touching the part of the face covering in contact with your</li> </ul>	<ul style="list-style-type: none"> <li>• Poster and social media posts to advertise in wearing them.</li> <li>• Email send to all clubs of update.</li> <li>• Updated booking form for new users.</li> <li>• Promote exempt cards by the government website.</li> </ul>	Centre Manager Centre Staff	6.9.2020
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		<p>mouth and nose, as it could be contaminated with the virus.</p> <ul style="list-style-type: none"><li>• change the face covering if it becomes damp or if you've touched it.</li><li>• avoid taking it off and putting it back on a lot in quick succession.</li></ul> <p><b><u>Taking off mask/ face covering</u></b></p> <ul style="list-style-type: none"><li>• wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</li><li>• only handle the straps, ties or clips</li><li>• do not give it to someone else to use</li><li>• if single-use, dispose of it carefully in a residual waste bin and do not recycle</li><li>• if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</li><li>• wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed</li></ul>			
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