

<b>Section reference [1]</b>	COVID-19 Risk Assessment											
<b>Assessment type [2]</b>	Specific hazard											
<b>Assessment title</b>	Reopening Risk Assessment COVID-19											
<b>Documents used in support of this assessment [3]</b>	COVID-OP1 procedure, H&S reopening plan											
<b>Document links [4]</b>	<a href="https://docs.google.com/spreadsheets/d/1uznd2_F33uCIF0mtjr4iVMJnDjqlLxK-EqFHVM8bXA/edit#gid=0">https://docs.google.com/spreadsheets/d/1uznd2_F33uCIF0mtjr4iVMJnDjqlLxK-EqFHVM8bXA/edit#gid=0</a>											
<b>People at risk [5]</b>	Employees, users											
<b>Name of centre/facility</b>	Breckland Leisure Centre											
Ref	Hazards identified	Who is at risk? [6]	Recommended control measures to examine (based on industry practice) [7]	Control measures in place	PLR [8]	PSR [9]	RRN [10]	Further controls measures (risk reduction action plan) [11]	PLR [12]	PSR [13]	RRN [14]	
COVID/01	Legionella	all	<a href="https://docs.google.com/document/d/1M3fe4sd9AaVrPd0bwKD8sLBCIXKjuvkf_3NE4NpNhHs/edit">https://docs.google.com/document/d/1M3fe4sd9AaVrPd0bwKD8sLBCIXKjuvkf_3NE4NpNhHs/edit</a>	Legionella flushing regime in place throughout closure period. To be continued in low use areas on reopening.	2	5	10	Legionella Testing to be completed and actioned prior to reopening	1	5	5	
COVID/01A	Legionella	all	Complete the revised reopening protocol (Jan 2021 version) to include legionella sampling and acting on results	Legionella flushing regime in place throughout closure period. To be continued in low use areas on reopening.	2	5	10	Legionella Testing to be completed and actioned prior to reopening	1	5	5	
			<b>General - pre opening planning</b>			4	0	No further action required			0	
COVID/02	COVID-19-transmission from customers	Staff	Are there any roles or tasks within the premises where staff cannot maintain social distancing? Detail additional controls in place.	<b>Manual Handling/Working at Height/Confined Spaces/Two-person plus tasks</b> - To be undertaken with the same colleague(s) whenever possible and planned in order for task to be completed efficiently. Face masks available. Visors required. <b>Emergency first aid</b> - To be conducted in an open plan space where this does not compromise the customers dignity/privacy. Facemasks and pocket masks available. Visors required. <b>Pool rescues</b> - Lifeguard vigilance to prevent the need for an emergency response.	1	4	4				0	

COVID/03	COVID-19-transmission from customers	Staff	Where SD is not always possible, have mitigating controls been put in place to reduce the risk? e.g. side by side, back to back working, screens, reducing contact time?	<b>Front of House</b> - Single cover only in the reception and service area. <b>Cashier and DM</b> to prepare and check floats and takings independently. Screens erected and floor markings and signage in place to educate customers to maintain their distance from reception and service areas. <b>Fitness &amp; Sales</b> - Memberships tours, inductions, and consultations to be conducted from safe distance and in an open plan space. <b>Office work</b> - Access to office space to be restricted to dedicated office and management personnel only with maximum occupancy levels for each area set (DM Office = 2. Admin & Managment = 4. Office hours staggered i.e early and late shifts with minimal overlap of early and late colleagues. Office layout to be adapted so all workstations are wall facing so VDU's have there back turned to colleagues during transitory contact as colleagues circulate within the office.	2	4	8	Office layout has been adapted so all workstations are wall facing so VDU's have there back turned to colleagues during transitory contact as colleagues circulate within the office.	1	4	4
COVID/04	COVID-19-transmission from customers	Staff & customers	If SD cannot be maintained, can the task be avoided?	<b>First Aid</b> - Customers to self administer under first aiders supervision wherever possible. <b>Pool Rescue</b> - Use or rescue aids wherever possible to avoid entry into the water and close contact. <b>Office Work</b> - Remote working	1	4	4	No further action required			0
COVID/05	COVID-19-transmission from customers	Customers	Are there controls in place to maintain social distancing beteen customers?	Floor markings and social distancing posters to be erected. Equipment removed and/or put out of use. Reduced maximum occupancy levels in activity areas and courses/classes and/or larger alternative activity areas used.	2	4	8	Floor markings and social distancing posters have been put in place in all operational areas of the centre	1	4	4

COVID/05A	COVID-19-transmission from customers	Staff & customers	Are there any obvious bottlenecks in the flow of people around the premises?	<b>Reception</b> - floor markings, directional signage & customer notices. Designated entry and exit door. <b>Corridors</b> - Floor markings in place, directional signage (e.g keep left), and lockers put out of use (alternative lockers available in male and female sports changing) <b>Changing Room &amp; Toilets</b> - Floor marking, directional signage, & customer notices (e.g keep left. knock on entry/exit for entrance/exit doors without a vision panel. Proportion of sinks, urinals, cubicles and showers put out of use e.g alternate. <b>Sports Hall</b> - Directional signage & customer notices. Designated entry and exit door. <b>Studios</b> - Classes relocated to alternative larger area and/or class times staggered to prevent simultaneous entry and exit from the activity space.	2	4	8	Reception turnstiles to remain turned off to enable dedicated entry and exit turnstiles and doors in and out of reception	1	4	4
COVID/06	COVID-19-transmission from customers	Staff	Can the premises practically operate a one way system to assist with social distancing?	Not without modifications to entry systems and automatic doors. Best alternative is for all customer to keep left to avoid minimal contact with others travelling in the opposite direction.	2	4	8	Staggering of activity sessions to avoid two way travel of customers in and out simultaneously. Designated in and out doors to the sports hall, main reception, and poolside.	1	4	4
COVID/07	COVID-19-transmission from customers	Staff & customers	Is it possible to further stagger staff start times?	Activity sessions staggered to avoid simultaneous movement in and out of the centre and individual activity areas. Staff to remain in own departments or shift teams wherever possible. Little or no overlap allowed for on shift rotas	1	4	4	No further action required			0
COVID/08	COVID-19-transmission from customers	Staff	Has any necessary protective equipment been identified and obtained e.g. screen, first aid masks, gloves?	PPE identified but some stock not yet on site. Supplementary screens required at reception for greater protection and/or Visors. Existing temporary screens assumes customers will approach reception in the direction of the screen	2	4	8	Stock of aprons, masks, and gloves on sites. Supplementary screens or Visors at reception required. PVC sheets on order to 'wrap' half cycle reception desk. Awaiting visors from head office	1	4	4
COVID/09	COVID-19-transmission from customers	Staff & customers	Are systems in place to stagger customer admissions, e.g. booking activities, staggering class times?	Yes - Legend can offer bookable spaces for all activities that takes account of staggering	1	4	4	No further action required			0
COVID/10	COVID-19-transmission from surfaces	Staff and customers	Pre opening premises sanitizing. Noting that the risk of the presence of COVID-19 is small as premises have been closed for over a month.	Deep cleaning will be undertaken in phase one before the site reopens	1	4	4	No further action required			0
COVID/11	COVID-19-transmission from customers	Staff and customers	<a href="https://docs.google.com/spreadsheets/d/1uznd2_F33uClF0mtjr4iVMJnDjJlLxK-EqFHVM8bXA/edit#gid=0">https://docs.google.com/spreadsheets/d/1uznd2_F33uClF0mtjr4iVMJnDjJlLxK-EqFHVM8bXA/edit#gid=0</a>	Confirm completion of pre-opening tasks-2020 plan	1	4	4				0
COVID/11A	COVID-19-transmission from customers	Staff and customers	<a href="https://docs.google.com/spreadsheets/d/1eyw8dFmqS8aqkulV8cYIH07fdSDT9Hekvrc0_5qd2kc/edit#gid=0">https://docs.google.com/spreadsheets/d/1eyw8dFmqS8aqkulV8cYIH07fdSDT9Hekvrc0_5qd2kc/edit#gid=0</a>	Confirm completion of pre-opening tasks-2021 plan	2	4	8	All task to be fully completed prior to reopening	1	4	4

COVID/12	COVID-19-transmission from customers	Vulnerable staff	Clinically Vulnerable staff- Conduct individual risk assessment using template and put control measures in.	Clinically vulnerable staff identified	1	4	4	Conduct-assessment-with LOD,-LS,-DR & CH			0
COVID/12A	COVID-19-transmission from customers	Staff and customers	A review of the indoor ventilation system to ensure there is reasonable air flow and provision of fresh air to minimise the risk of airborne contamination.	Ventilation review completed by A&S cooling prior to 1st re-opening, and all AHU's and AC units, plus BMS have been serviced prior to 3rd reopening	1	4	4				0
COVID/13	COVID-19-transmission from customers	All staff	Conduct staff training and briefing on risks and site control measures. Use powerpoint presentation.	Training/refresher training planned completed prior to first reopening. All staff to be reinducted and refresher training completed prior to 3rd reopening once notice of reopening is given	2	4	8	Completion of return to work staff training	1	4	4
			<b>Specific Job Roles</b>		1		0	No further action required			0
COVID/14	COVID-19-transmission from customers	Receptionists/Box office staff	Put in place physical protection and distancing measures to protect staff as per the H&S reopening plan	PPE, screens, work area reconfiguration	1	4	4	No further action required			0
COVID/14A	COVID-19-transmission from customers/other staff	office staff	Put in place physical protection and distancing measures for office staff to protect staff as per the H&S reopening plan	Cleaning equipment and sanitiser provided. Layout of office to be changed so desks are not facing each other and VDU's are facing away from walkway.	2	4	8	Office layout in admin office has been reconfigured so that all workstations are wall facing. Partition or screen required for adjoining desks or staff to where visors. Visors and/or screens to be purchased and implemented. (N/A at this stage due to minimal office hours)	1	4	4
COVID/15	COVID-19-transmission from customers	Customers	Changing Rooms & Toilets- Managing capacity and encouraging spacing as per the reopening plan. Encouraging good hand hygiene. Regular cleaning of high contact points.	Changing Village capacity = 66. Cleaning materials and sanitiser to be made available in high use/contact areas	1	4	4		1	4	4
COVID/16	COVID-19-transmission from other staff	Staff	Staff rooms- maintain hygiene standards as per the H&S reopening plan.	Cleaning equipment provided as well as PPE where required. Capacity of staff room to be limited to a maximum of two people	1	4	4	Staff room capacity notice to be placed on door			0
COVID/17	COVID-19-transmission from customers	Instructors and users	Gym - Managing capacity and encouraging spacing as per the reopening plan. Encouraging good hand hygiene. Regular cleaning of high contact points	Instructors will undergo the training prior to reopening. Cleaning will be undertaken continually as well as posters being used to encourage good customer hygiene.	1	4	4	No further action required			0
COVID/18	COVID-19-transmission from customers	Instructors and users	Studios- Manage capacity and user spacing as per the H&S reopening plan. Cleaning of equipment before and after use. hand sanitizers in place for users.	Classes to be relocated to larger alternative activity areas where possible and floor marking put in place to maintain spacing. Staff will undertake cleaning as required. Hand sanitiser to be made available at entry points to activity areas. Customer notices to be put in place to educate customers of the need to clean down equipment before and after use. This is also to be reinforced by the activity instructor	2	4	8	Sanitiser dispensers have been erected outside all sports hall, gym, and studio doors and customer notices regarding cleaning and hygiene have been put in place. Stock on Cleanline multi-purpose cleaning spray is in place and available for use in all areas. Studio classes moved to 1/2 Sports Hall to maintain capacity of 24 (4x2m gap between participants). Spin moved to Studio with a reduced capacity of 18 (2m x 2m gap between bikes). Double size gap maintained between instructor and nearest possible participant.	1	4	4
COVID/19	COVID-19-transmission from customers	Users	Swimming Pools- programme adjusted as per H&S reopening plan.	Fitness Swimming, Swimming Lessons, and Club/School Hire only at this stage	1	4	4	No further action required			0

COVID/20	COVID-19-transmission from customers	Lifeguards	Maintain distancing as much as possible when cleaning. Natural space when supervising pool anyway. First aid-Resus masks for emergency first aid to be provided to all first aiders. Protective masks for staff when providing first aid.	Distancing guidance in place, PPE available if required	1	4	4	No further action required			0
COVID/21	COVID-19-transmission from customers	Swim teachers & coaches	Swim teachers maintain distance by not teaching in the water. Coaches can deliver classes where distancing can practically be maintained.	Lesson capacities reduced and/or separate lifeguard provided to prevent the need for teachers & coaches to instruct from the water	1	4	4	No further action required			0
COVID/21A	COVID-19-transmission from customers	Swim lesson pupils	Pupil safety including social distancing planned and implemented in accordance with the Swimming Lesson Addendum NOP	One Way system of circulation in place in both the changing village and on poolside. 1m+ to be maintained within the water and at breaks at the wall in between swimming	1	4	4	No further action required			0
COVID/23	COVID-19-transmission from customers	Staff and users.	Indoor Halls- Activity programme tailored to reflect social distancing in reopening plan. Communication of expectations to users. Changeovers by staff maintain social distancing and hand hygiene after each changeover.	Booking times and locations to be blocked off on Legend to stop bookings taking place next to each other and/or immediately after each other. DM to plan changeover timings to limit exposure time between staff and customers.	2	4	8	Legend bookings to be set-up to allow change-over time between bookings if required	1	4	4
COVID/24	COVID-19-transmission from customers	Users	Outdoor pitches- As per Tier/Step system rules for local area		1	4	4	No further action required			0
COVID/25	COVID-19-transmission from customers	F&B Staff and customers	Food and beverage outlets- Limit operation as per reopening plan, tailor to site based on design and operational needs.	NA - Cafe permanently closed	0	0	0	No further action required			0
COVID/26	COVID-19-transmission from customers	Users	Bowls Hall- age of most bowlers presents increased risk. Team Games suspended until NGB or PHE provide authorisation .	Dependant on guidance - No roll ups taking place. Either singles or same family doubles can take place with SD. Rinks Alternate rink to be used	1	4	4	No further action required			0
COVID/36	COVID-19-transmission from customers	Users	Lifts- one person in lift at a time if possible. Cleaning as part of the ongoing sanitizing programme.	Customer notice regarding revised lift capacity to be erected (unless part of same household/bubble). Cleaning to be undertaken as per programme	2	4	8	Revised Lift capacity notice erected	1	4	4
COVID/37	COVID-19-transmission from customers	General Assistants	General Assistants- adjusting cleaning times to off peak, minimising close contact with users.	Outside of the daily cleaning schedule which will be undertaken outside of peak times, cleaning will be undertaken before and after activity, with no customers present where possible.	1	4	4	No further action required			0
COVID/38	COVID-19-transmission from customers	Staff and customers	Signs and notices. Customer information and reminder signs displayed prominently to promote hand hygiene and social distancing.	Signage to be displayed in all areas	2	4	8	Signage erected in all areas	1	4	4
COVID/39	COVID-19-transmission from customers	Staff	Decontamination- Follow documented process for decontamination. Restrict task to lower risk staff.	As per company guidance	1	4	4	No further action required			0
COVID/40	COVID-19-transmission from customers	Staff and customers	High contact surfaces contamination- Follow COVID-19 Routine Cleaning Guide to ensure 2 hourly clean of high contact areas.	Cleaning of high contact areas reintroduced on reopening	1	4	4	No further action required			0

COVID/40A	COVID-19-transmission from customers	Staff	Venue operating as a mass testing centre- ensure staff trained as required by Public Health in process and handling of materials and samples, Social Distancing maintained, PPE worn as specified by PHE, safe method of disposal of samples and inform Bridge Insurance brokers of change in use and staff function. (Updated 7th Jan 2021)	NA - Centre not operating as mass testing centre				0	No further action required				0							
			<b>First aid</b>																	
COVID/41	COVID-19-transmission from customers	First Aider	Use resuscitation masks/shields in the event of an emergency	Masks available. Staff advised on use	1	4	4		No further action required				0							
COVID/42	COVID-19-transmission from customers	First Aider	Wash their hands after each procedure?	Guidance and training in place	1	4	4		No further action required				0							
COVID/43	COVID-19-transmission from customers	First Aider	Double bag contaminated waste as per cleaning procedure	Double bag contaminated waste as per cleaning procedure.	1	4	4		No further action required				0							
COVID/44	COVID-19-transmission from customers	First Aider	Fluid repellent face masks & aprons- worn for conducting routine first aid.	Facemasks supplied be Head Office. Aprons to be ordered by site	2	4	8		Aprons delivered to site	1	4	4								
			<b>General -post opening</b>		1															
COVID/45	COVID-19-transmission from customers	Staff and customers	All activities- controls in place in accordance with Govt/NGB and company guidelines for social distancing and safe operation. ref- reopening plan	RA and control measures in place. Training and reopening plan to be issued to staff prior to reopening	1	4	4		No further action required				0							
COVID/46	COVID-19-transmission from customers	Staff and customers	Hygiene programme- ongoing cleaning and sanitizing programme in place. Zoono sanitizing plan in place and implemented with weekly retreatment.	RA and control measures in place. Training and reopening plan to be issued to staff prior to reopening	2	4	8		Zoono sanitizing plan required for weekly treatment	1	4	4								
COVID/47	COVID-19-transmission from customers	Staff and customers	Are staff briefed to stay away from work if they have symptoms or have been asked to self-isolate?	RA and control measures in place. Training and reopening plan to be issued to staff prior to reopening	1	4	4		No further action required				0							
COVID/48	COVID-19-transmission from customers	Staff and customers	Are staff monitored for symptoms and advised to remove themselves from work if they develop symptoms?	RA and control measures in place. Training and reopening plan to be issued to staff prior to reopening	1	4	4		No further action required				0							
COVID/49	COVID-19-transmission from customers & other staff	Staff and customers	Training rooms- all training is planned as per the training room NOP (updated 1/2/21)			4	0		No further action required				0							
<b>Date of assessment</b>		11/06/2020	<b>Assessor:</b>	Richard Savory	<b>Validity period 1 year unless significant change occurs</b>															
<b>1st Review date</b>		08/07/2020	<b>Assessor:</b>	Richard Savory																
<b>2nd Review date</b>		04/09/2020	<b>Assessor:</b>	Richard Savory																
<b>3rd Review date</b>		23/03/2021	<b>Assessor:</b>	Richard Savory																

- [1] Area, Activity, Tasks, Specific hazards,
- [2] Area, Activity, Tasks, Specific hazards,
- [3] Record any legislation, guidance and industry guidance used in research for this assessment
- [4] Hyperlinks to documents where relevant and available
- [5] Recorded the people mostly effected e.g. Children.
- [6] Insert most probable injuries from the hazard
- [7] Suggested control measures but can be adapted to suit local circumstances
- [8] Probable Likelihood Rating (1-6)
- [9] Probable Severity Rating (1-6)
- [10] Risk Rating (1-36) acceptable levels of risk if industry practice applied.
- [11] Action required to achieve industry practice
- [12] Likelihood reduced by further control measures
- [13] Severity reduced by further control measures
- [14] Remaining or residual risk once an acceptable level has been achieved