



Assessment Type	Building
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Assessment Title	Building / Facility Assessment - Covid-19 Restrictions
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Documents used in support of this assessment	Covid-19 A Framework for the re-opening of the gym and fitness industry PWTAG Technical Note 45 Opening Pools RLSS Guidance for swimming pool operators Gov.uk - Cleaning in non healthcare settings.
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Document Links	UK Active Framework
	PWTAG - Technical Note 45
	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
	RLSS Guidance for Swimming Pool Operators - Managing Lifeguards during Covid-19

Location	
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Ref	Hazards Identified	Who might be harmed?	Control Measures in Place	PLR	PSR	RRN	Further controls measures (risk reduction action plan)	PLR	PSR	RRN
Car Parks and External Areas										
2.1	Possible transmission of Covid-19 due to poor sanitation in car parks, overcrowding on access routes and poor queue management.	Staff Customers Public Contractors	External Directional signage from car parks to designated entrance points. Floor marking in place to aid distancing. Cones, tape and barriers used to manage queues. Multiple entrance points identified to minimise cross over. Session times staggered to minimise cross over. Car park barriers on free entry and exit to avoid contact. Queues kept close to building and away from traffic routes. Floor marking along queue route to maintain distancing. Bike racks cleaned and sanitised. Step and ramp handrails cleaned and sanitised frequently. Customers at NMC are advised to bring sanitiser or gloves to operate parking barrier and pay point.	1	4	4				0
Entrances / Exits										
2.2	Possible transmission of Covid-19 due to lack of social distancing.	Staff Customers Public Contractors	Multiple entrance points for most activities. Customer sessions are pre booked online to manage numbers. Session times staggered to avoid cross over. Floor is marked to current social distancing guidelines. Staff wearing PPE are stationed at entrance points and maintain radio contact with duty manager to manage access. Hand sanitiser available at entrance points. Doors kept open during entrance to avoid touch points. Additional matting provided where customers enter directly in to activity spaces.	1	4	4				0
Reception										
2.3	Possible transmission of Covid-19 due to not following 2m social distancing guidelines Spread of virus due to insufficient cleaning and hygiene arrangements Spread of virus as a result of touching contaminated touch points / shared items	Staff Customers Public Contractors	Main reception desks are closed for check in and payments Individual reception points allocated to multiple entrances. Pop up desks with single operator support distancing. Perspex screens on pop ups to protect reception staff. Receptionists wear non surgical face coverings. All payments made online or via DD to eliminate cash and card handling. Radios are sanitised on shift changeover. Perspex screen cleaned regularly. Retail stock not in use. (Swim Nappies an exception) No telephones at pop up reception points.	1	4	4				0
Circulation / Spectator Areas										
2.4	Possible transmission of Covid-19 due to not following 2m social distancing guidelines Spread of virus due to insufficient cleaning and hygiene arrangements Spread of virus as a result of touching contaminated touch points / shared items	Staff Customers Public Contractors	Directional signage in place to denote one way systems through the facility. Signage promoting distancing and hygiene throughout circulation. Sanitiser dispensers at entrances to all spaces and toilets. Doors held open where staff are stationed and customers are moving between areas. Mag locks used to hold open doors where fitted. Door handles, plates and edges are frequently sanitised. Seats and tables removed to avoid congregation and reduce touch points. Printed materials removed. Lifts restricted to one person or one person plus carer. Cleaned after each use. Water dispensers are switched off in public areas but on in controlled staff areas. Staff and customers will be advised to wear face coverings in all public, circulation and spectator areas of the building.	1	4	4				0
Building General Access / Security										
2.5.1	No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area	Staff Customers Public Contractors	Additional entrance and exit points will be staffed by attendants and then locked after admission and exit. Non used areas of the buildings will be locked down to avoid contamination and unauthorised access.	1	4	4				0
Touch Points										

2.5.2	High frequency touch points increasing risk of transmission of virus	Staff Customers Public Contractors	Register of high frequency touch points established for each facility. Specific cleaning standards procedures issued to all staff. Cleaning schedule established to ensure sufficient frequency of cleaning and sanitising. All staff trained in effective sanitisation processes. New cleaning products introduced.	2	4	4			
Handwashing / Sanitising									
2.5.3	Transmission of virus due to lack of sufficient cleaning and sanitising equipment.	Staff Customers Public Contractors	Multiple suppliers engaged to assist with consistent supply of products. Attendant regularly check sanitiser stations and gym cleaning equipment to ensure they are well stocked. Sanitiser is all over 70% alcohol content to ensure effective control of Covid-19. Additional bins provided and regularly emptied to manage paper towel waste. Staff will tie all bags and dispose of within standard exterior bins.	1	4	4			
Customer Awareness									
2.5.4	Transmission of virus due to lack of awareness of hygiene, distancing and revised facility procedures.	Staff Customers Public Contractors	Communication plan in place for pre opening including direct mail, social media and email. Signage externally and on all internal routes. Revised booking terms and conditions and additional advice on booking confirmation. All comms contain advice to follow self isolation guidelines.	1	4	4			
Technical / Maintenance									
Electrical Installation									
2.6.1	Fixed electrical inspection overdue following close down.	Staff Customers Public Contractors	All sites confirmed as up to date. Building checked daily and faults reported and repaired during closedown.	1	5	5			
Fire Alarm									
2.6.2	Fire Alarm system maintenance not up to date following close down	Staff Customers Public Contractors	Fire Alarm maintenance has been undertaken during closedown including statutory, periodic inspections. Daily checks and weekly call point tests have been undertaken throughout closure.	1	5	5			
Emergency Lighting									
2.6.3	Emergency lighting inspections out of date following closedown.	Staff Customers Public Contractors	All emergency lighting inspections have been completed during closedown. Weekly checks completed and faults reported and repaired.	1	5	5			
Passenger Lifts / Pool Hoists / Pool Pod									
2.6.4	Lifting equipment inspections out of date following closure.	Staff Customers Contractors	All statutory testing has been completed during lockdown. Insurance inspections completed and repairs undertaken.	1	4	4			
Fire Extinguishers									
2.6.5	Fire extinguishers ineffective due to lack of inspection.	Staff Customers Contractors	All weekly and monthly visual inspections have been undertaken during closure. Annual inspections undertaken by contractors.	1	4	4			
Gas Boilers									
2.6.7	Gas boiler inspections past expiry date due to closure.	Staff Customers Contractors	All annual inspections undertaken during closure period.	1	5	5			
Legionella									
2.6.8	Release of Legionella on start up of water systems	Staff Customers Contractors	Daily flushing of water systems in place during closedown. Daily flushes designed to fully empty any cold water storage tanks. Daily temperature sampling undertaken. Weekly flushing of all outlets. Monthly temperature checks undertaken by contractor. Microbiological testing undertaken prior to opening.	1	5	5			
Pool Water									
2.6.9	Issues with pool water quality on start up.	Customers Staff	Pool circulation and filtration left running during closure. Chemical dosing left in place during closure. Microbiological testing undertaken prior to opening.	1	5	5			
Ventilation									
2.6.10	Transmission of virus due to transfer of aerosols due to poor ventilation. Transmission due to inappropriate ventilation.	Customers Staff	Facilities are all capable of operating at the 100 cubic feet per person rates in Government guidance. All AHUs are running at full speed to help achieve the flow rate of 200's per person. ACUs only operating with 100% fresh air. Natural ventilation used where possible. Recirculating fans are not in use.	1	5	5			
Contractor Management									
2.7	Possible transmission of Covid-19 due to not following 2m social distancing guidelines Spread of virus due to insufficient cleaning and hygiene arrangements Spread of virus as a result of touching contaminated touch points / shared items	Staff Customers Contractors	Work carried out during non operational hours where possible. Work areas locked off where possible. Specific Risk Assessments undertaken for individual works where required. Revised contractor code of conduct in place to include hygiene and distancing measures. Revised RAMS provided and reviewed from all contractors and suppliers before accessing site. Contractors signed in and monitored via CCTV and radio.	1	4	4			0
Shared / Joint Use									
2.8	Possible transmission of Covid-19 due to inadequate procedures of user groups and poor coordination of controls.		No shared use in phase one of reopening.	1	1	1			0
Cleaning and Waste									
Cleaning staff									

2.9.1	Insufficient cleaning staff to undertake the enhanced cleaning required.	Staff Customers.	Staff allocated from other areas and roles and trained in revised schedules and methods. Lifeguards available due to reduced pool capacity. Staff available from other facilities that are yet to reopen. Unused areas left locked down to minimise cleaning requirements.	1	5	5				
Training										
2.9.2	Untrained staff using new cleaning substances and equipment introduced as part of the revised Covid-19 cleaning regime	Staff	COSHH assessments carried out on all new chemicals. Work equipment assessments undertaken for any new equipment. Revised NOP produced to detail general cleaning requirements. Staff trained against revised procedures prior to	2	2	4				
Ineffective Cleaning										
2.9.3	Poor cleaning practices resulting in increased risk of transmission.	Customers Staff	Detailed cleaning standards revised for all areas. Staff fully trained on 2 stage cleaning process. Supervisors patrol includes monitoring and audit of cleaning. GOV.UK guide to decontamination used following a confirmed case of Covid-19 in the facility.	1	5	5				
Cross Contamination										
2.9.4	Contamination transferred from waste.	Staff	PPE available (gloves and aprons) Handwashing enforced following handling. Bins emptied frequently to avoid overflowing. Where additional cleaning and waste is required following a suspected case of covid-19, the waste is double bagged and set aside for 72 hours before placing in general waste as per government guidelines.	1	5	5				
Deliveries / Post										
2.10	Deliveries exposing staff and delivery drivers to Covid-19 infection.	Staff Delivery drivers	Bulk orders placed to minimise contact. Electronic delivery notes used where possible. One person to handle delivery where possible. PPE (mask and gloves) used if not. Packaging disposed of immediately. Delivery points designated to minimise handling. PPE used for handling post	1	5	5				0
Lost Property										
2.11	Transmission of virus through handling lost property.	Staff	Swimwear, towels and personal clothing disposed of. Valuables bagged and stored in safe. Property left for 72 hours before moving or handling.	1	5	5				
Toilets - Indoor facilities										
2.12	Transmission of virus due to poor hygiene in toilet areas. Failure to manage social distancing in toilet areas.	Staff Customers	Limit of 1 person in any toilet area at any time. Limit to accessible toilets only where possible. Sanitiser station at entrance to toilet area. Enhanced cleaning regime in place with staff member allocated to the changing block to undertake regular cleaning in line with revised 2 stage cleaning standards. Duty Manager will undertake regular checks to ensure standards are maintained. In the new block changing facility, there will be a one way system in place with additional sanitiser station on exit. Urinals will not be in use and alternate cubicles will be blocked off. Hand dryers switched off to minimise aerosol creation and blue roll provided.	1	5	5				
Toilets - MFLC - New Block Changing										
2.12	Transmission of virus due to poor hygiene in toilet areas. Failure to manage social distancing in toilet areas.	Staff Customers	Limit of 1 person in any toilet area at any time. Limit to accessible toilets only where possible. Sanitiser station at entrance to toilet area. Enhanced cleaning regime in place with staff member allocated to the changing block to undertake regular cleaning in line with revised 2 stage cleaning standards. Duty Manager will undertake regular checks to ensure standards are maintained. In the new block changing facility, there will be a one way system in place with additional sanitiser station on exit. Urinals will not be in use and alternate cubicles will be blocked off. Hand dryers switched off to minimise aerosol creation and blue roll provided. To help with ventilation the entrance and exit door will be kept open whilst in use. Blue roll will be provided to dry hands and bins will also be provided to ensure that the paper towel can be disposed of safely. The bins will be monitored and changed on a regular basis following as per the NOP for waste disposal.	1	5	5				

Comments / Additions	
Date of assessment	03/06/2020
Review 1	28/08/2020 No amendments.
Review 2	21/09/2020 Adds specific RA for MFLC toilets.
Review 3	15/11/2020 Review and minor amends.
Review 4	06/04/2021 Full review to reflect Stage 2 of Roadmap

Assessors	Phil Harding	Health and Safety Coordinator
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Consultees	Jonathan Knight	UNISON HS Representative
Leadership Team Review		
Board Review		