



Assessment Type	Staff
Assessment Title	Staff / People Assessment - Covid-19 Restrictions
Documents used in support of this assessment	<p>Covid-19 A Framework for the re-opening of the gym and fitness industry PiWTAG Technical Note 45 Opening Pools RLSS Guidance for swimming pool operators Resus Council Guidance PHE - Donning and Doffing PPE Gov.UK - Working Safely, Offices and Contact Centres</p>
Document Links	<p>UK Active Framework PiWTAG - Technical Note 45 https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/ PHE Donning PPE PHE Doffing PPE https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres RLSS Guidance for Swimming Pool Operators - Managing Lifesavers during Covid-19</p>
Location	

Ref	Hazards Identified	Who might be harmed?	Control Measures in Place	PLR	PSR	RRN	Further controls measures (action plan)	(risk reduction)	PLR	PSR	RRN
Stress and Mental Wellbeing											
3.1	Staff concerned about returning to work and exposure to multiple people. Increased stress due to customer expectations and behaviours.	Staff	<p>Return to work surveys and interviews prior to opening. Refresher training in NOPs and EAP delivered pre opening. Staff trained in specific Covid-19 control measures. Return to work packages. Occupational health and Employee Assistance Programme in place and staff aware of how to access. Clear and concise updates and communications on performance of measures and changes. Open 2 way communication with staff encouraged to bring forward concerns and suggestions.</p>	2	3	6					0
Staff Facilities											
3.2	Possible transmission of Covid-19 through poor hygiene and lack of social distancing in staff rooms	Staff Customers	<p>Additional staff areas allocated in areas of the facility not yet reopened. Separate toilet and washing facilities provided. Start times staggered where possible. Limit of 2 staff members in the main staff room at any time. Break times staggered. Safe outside seating area allocated where possible. Signage on entrance to remind of limits and hygiene practices. Enhanced cleaning regimes in place. Staff to bring pre prepared food and avoid cooking and heating on site. No staff food, crockery or utensils to be stored on site. Microwaves are permitted in staff areas but must be cleaned prior to and after use on all occasions. Duty Managers will undertake spot checks on every shift to ensure standards are maintained in line with</p>	1	5	5					0
High Risk Employees											
3.3	High risk staff suffering more severe symptoms from Covid-19.	Staff	<p>Pre return questionnaires issued to establish staff at risk or in households with persons at increased risk. Individual risk assessments undertaken where required to identify additional control measures. Government advice followed. Homeworking continued where possible. Additional distancing measures where possible. Additional PPE where required. HR procedures in place for staff who are required to shield or isolate.</p>	1	4	4					0
Staff Planning											
3.4	Possible transmission of Covid-19 due to staff being in work when not necessary Possible transmission of Covid-19 due to staff coming into increased contact with one another	Staff	<p>Only essential staff to be on site to maintain safe operation. Remote / home working encouraged where possible. Shift rates revised to facilitate fixed teams or partnering where possible. Business related travel restricted to essential staff. Car sharing not permitted. Staff must wear face covering if travelling to work via public transport.</p>	1	4	4					0
Managing customers with symptoms											
3.5	Transmission of Covid-19 through the attendance of persons displaying symptoms or having been in contact with an infected person.	Staff Customers	<p>Direct communications with customers prior to opening. Website messages in place. Revised terms and conditions sent with booking confirmation. Customers with visible symptoms tactfully refused entry and advised to self isolate and seek medical advice.</p>	2	5	10					0
Managing staff with symptoms											
3.6	Staff continuing to work if feeling unwell or presenting Covid-19 symptoms	Staff Customers	<p>Clear policy is in place instructing to self isolate if they or a member of their household have Covid-19 symptoms. Training in policy and sign off prior to reopening. Staff to confirm at the start of each shift that they and all members of their household are symptom free and have not been notified of the need to isolate by Track and Trace. Revised disciplinary process in place to deal with non compliance.</p>	1	5	5					0
Office Working Facilities											

3.7.1	Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas	Staff	Facility office staff days and shifts rotated and staggered. Additional workstations available on reception as this will not be in use. Workstations assigned to individuals. No hot desking. Offices kept ventilated. Equipment sanitised between users. Floor markings to maintain distancing. One way system in place where possible.	1	5	5				
Head Office										
3.7.2	Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas. Transmission of virus via shared office equipment and furniture. Insufficient ventilation leading to spread of virus. Insufficient cleaning resource to control virus.	Staff	Support services staff to continue to be furloughed or work from home wherever possible. Equipment provided to homeworkers to enable safe homeworking. Only business critical tasks to be undertaken in the NGA office these are to be limited to: Marketing - 2 x Sales staff only where access to phones and Gladstone are required. 5 days per week. CCH - 3 x HRA Mon-Fri 9-6 and SF Monday 9-11 HR - 1 person 1 day per week Finance - 1 person 1 day per week - Audits. DD send 2 people 2 times per month. Staff to arrive at staggered times to avoid customer queues and manage office capacity. Sanitiser stations introduced at entrance to the office. Signage in place to encourage hand washing, distancing and sanitisation. Work stations assigned to individuals. No hot desking. Overall Occupancy reduced to allow 3m2 per person. Total capacity reduced to 18 members of staff at any time. This figure must be reduced to 17 to allow for the Facility Duty Manager. Priority for office space must be given to any members of staff who are unable to work from home or have identified health, safety or wellbeing issues caused by the homeworking environment. Contractors working in the office must be booked in to avoid breaching the overall capacity. No food to be stored on site, staff to bring crockery and utensils to site and take home. Microwaves not in use. No cooking on site. Increased frequency of cleaning in line with revised cleaning schedule. Cleaning standards revised to introduce a 2 stage clean and sanitise system. Office staff sanitise high frequency touch points during shift. All desks and workstations sanitised by office staff before and after work. Ventilation systems will be set to run at full capacity. Where possible, staff should be partnered to minimise cross over. This should be done within departments and across departments if possible. Office working will need to be booked in advance and	2	5	10				
Staff Meetings										
3.8	Possible transmission of Covid-19 through poor hygiene and lack of social distancing in meetings	Staff	Staff meetings avoided where possible. Meetings conducted via Microsoft Teams wherever practical. Meeting held outdoors or in well ventilated spaces if necessary. Seating arranged 2 metres or more apart. Refreshments not provided.	1	5	5				0
Training										
General										
3.9.1	Possible transmission of virus through attendance at training courses	Staff	Non essential training postponed. Online and learn training developed. Revised procedures issued electronically prior to pre opening.	1	5	5				
NPLQ										
3.9.2	Possible transmission of virus through attendance at training courses. Transmission of Covid-19 via shared training equipment. Inability to maintain social distancing during training sessions.	Staff	Removed option to train at another site to prevent cross contamination. Pools closed to public for training sessions Ruth Lee manikins so no requirement for casualty in the water. Capacity reduced to 6 people per double lane to a maximum of 20. PPE use included in training. FA treatment is explained and not practised. CPR manikin is sanitised between use and lungs changed after each session followed by a deep clean. Individual laerdal masks are used by each candidate with one way valve. Lifeguard equipment is sanitised between users. Close contact not required for timed swims as torpedo buoy and lanyard enable distancing. Option to bring household member to use as casualty should staff prefer. Deep water contact rescue removed by RLSS during restrictions.	1	5	5				
Competency Tests										
3.9.3	Possible transmission of virus through attendance at training courses. Transmission of Covid-19 via shared training equipment. Inability to maintain social distancing during training sessions.	Staff	Capacity reduced to 6 people per session maximum. Dry element of training delivered first to include information on distancing during wet element. FA treatment is explained and not practised. CPR manikin is sanitised between use and lungs changed after each session followed by a deep clean. Individual Laerdal masks are used by each candidate with one way valve. Lifeguard equipment is sanitised between users. Close contact not required for timed swims as torpedo buoy and lanyard enable distancing. Option to bring household member to use as casualty should staff prefer. Deep water contact rescue removed by RLSS during restrictions.	1	5	5				
NPLQ - Requalification										

3.9.4	Expiry of NPLQ qualification.	Customers	Renewals arranged as soon as feasible. Lifeguards complete online training via RLSS prior to reopening. Ongoing CPD sessions during lockdown and furlough. Competency test prior to opening. Qualifications extended.	1	4	4				
First Aid										
3.9.5	First Aid at Work out of date.	Customers Staff	HSE advised an extension to FA qualification until 20th September. Rotas reviewed to ensure sufficient cover.	1	4	4				
NPLQ - Courses										
3.9.6	Possible transmission of virus through attendance at training courses. Transmission of Covid-19 via shared training equipment. Inability to maintain social distancing during training sessions.	Staff Candidates Instructors	Course capacity set at 8 to enable distancing in classroom environment. Desks and work areas will be distanced. Candidates will wash or sanitise hands when entering the classroom. PPE demonstration will be done by instructor along with hygiene and distancing reminders. Workstations and presentation equipment regularly cleaned throughout the session. Candidates to use the same workstation. Candidates may bring a member of the same household to act as a casualty. Candidates will bring own stationary. Course materials wiped prior to issue. Bandages disposed of after use. Shared rescue equipment must be cleaned before and after use. CPR manikins will be allocated individually where possible. Manikins will be cleaned and lungs replaced after each session. Infant manikin lungs must be individual in all cases. Candidates will be issued with individual valves for pocket masks. Candidates will wear face coverings when moving around the facility and where 2 metre distancing is not possible. Gloves to be worn by candidate and acting casualty. Rescue breath training must be included as standard and with Covid adjustments. PPE will be worn during FA demonstrations in line with Brio EAPs CPR and First Aid practicals will be undertaken in line with RLSS guidance and detailed in the NOP. Swimming Pool / Practical rescues will be undertaken in line with RLSS guidance as detailed in the NOP. Daily registers will be retained for test and trace. Candidates will complete a Covid declaration on commencement.	1	5	5				
First Aid- Course										
3.9.7	Possible transmission of virus through attendance at training courses. Transmission of Covid-19 via shared training equipment. Inability to maintain social distancing during training sessions.	Staff Candidates Instructors	Course capacity set at 8 to enable distancing in classroom environment. Desks and work areas will be distanced to ensure 2 metre space. Candidates will wash or sanitise hands when entering the classroom. PPE demonstration will be done by instructor along with hygiene and distancing reminders. Workstations and presentation equipment regularly cleaned throughout the session. Candidates to use the same workstation. Candidates may bring a member of the same household to act as a casualty. Candidates will bring own stationary. Course materials wiped prior to issue. Bandages disposed of after use. Candidates will be issued with individual face and lungs for adult CPR manikin. Manikins will be cleaned and lungs replaced after each session. Infant manikin lungs must be individual in all cases. Candidates will wear face coverings when moving around the facility and where 2 metre distancing is not possible. Gloves to be worn by candidate and acting casualty. Rescue breath training must be included as standard and with Covid adjustments. PPE will be worn during FA demonstrations in line with Brio EAPs CPR and First Aid practicals will be undertaken in line with Resus Council guidance and detailed in the NOP. Daily registers will be retained for test and trace. Candidates will complete a Covid declaration on	1	5	5				
Evac Chair Course										
3.9.8	Possible transmission of virus through attendance at training courses. Transmission of Covid-19 via shared training equipment. Inability to maintain social distancing during training sessions.	Staff Candidates Instructors	Removed option to train at another site to prevent cross contamination. Maximum number of participants taking part is 4 due to enclosed space of fire exit stairwell. Ruth Lee manikins to be used as casualties in chair to simulate real person to reduce potential transmission of Covid-19. PPE; face covering must be worn by all those taking part in the training due to close proximity of others on training. All touch points on the Evac Chair must be wiped down with an appropriate sanitizer prior to each use involving a different person to avoid contamination. Evac Chair must be completely sanitized after the session and repositioned on its wall mount. During the training the designated area will be cordoned off and signs positioned to avoid entering the area unless it is an emergency.	1	5	5				
IOS - Courses										

3.9.9	Possible transmission of virus through attendance at training courses. Transmission of Covid-19 via shared training equipment. Inability to maintain social distancing during training sessions.	Staff Candidates Instructors	Course capacity set to enable distancing in classroom environment. Desks and work areas will be distanced. Candidates will wash or sanitise hands when entering the classroom. PPE reminder will be done by instructor along with hygiene and distancing instructions. Workstations and presentation equipment regularly cleaned throughout the session. Candidates to use the same workstation. Candidates will bring own stationary. Course materials wiped prior to issue. Candidates will wear face coverings when moving around the facility and where 2 metre distancing is not possible. Daily registers will be retained for test and trace. Candidates will complete a Covid declaration on commencement. IOS will provide a risk assessment to Brio facility manager detailing key controls and specific action for candidates from areas with enhanced restrictions.	1	5	5				
Interviews										
3.9.10	Transmission of Covid 19 due to inability to socially distance. Transmission of Covid 19 via contaminated surfaces and equipment. Transmission of virus from airborne droplets.	Interview Panel Candidates	Candidates instructed to not attend if they have any symptoms or have been in contact with individuals with symptoms. Candidates and panel to use Test and Trace QR code to register attendance. Panel and candidates to wear face coverings when moving through the facility. These may be removed when stationed at desks. Candidates to sanitise hands on arrival and entrance to the interview room. Desks sanitised prior to use. Presentation equipment sanitised prior to and after use. Individual desks for panel members set at 2 metre distance. Individual desk for candidate set at 2 metre distance. Bottled water provided for candidate with disposable glass. Panel to confirm candidate is happy to conduct interview without face covering.	1	5	5				
Small Meetings - Up to 30 People										
	Possible transmission of virus through attendance at training courses. Transmission of Covid-19 via shared training equipment. Inability to maintain social distancing during training sessions.	Staff Customers Attendees Trainers	Course capacity set to enable distancing in classroom environment. Capacity is based on 3m2 per person. Hirer must identify a responsible person who will be provided with a copy of Brio procedures. Desks and work areas will be distanced at 2 metres and marked on the floor. Hirer asked to minimise hand outs and remove group activities that prevent distancing. Candidates will wash or sanitise hands when entering the classroom. PPE reminder will be done by instructor / trainer along with hygiene and distancing instructions. Workstations and presentation equipment regularly cleaned throughout the session and detailed on a list of high frequency touch points. Candidates to use the same workstation throughout. Candidates will bring own stationary. Course materials wiped prior to issue. Candidates will wear face coverings when moving around the facility and where 2 metre distancing is not possible. Daily registers will be retained for test and trace	1	5	5				
Staff Behaviours										
3.11	Staff in workplace increasing the risk of community transmission	Customers Staff Contractors	Senior managers up to date with advice and lead by example. Policy states that social distancing rules apply at all times. Specific risk assessment and enhanced PPE in place where this is not possible and task is essential. Supervisors and managers monitor staff compliance. Pre mobilisation training details exact requirements. Staff empowered to challenge anyone not adhering to guidelines. Staff from the same household to maintain social distancing in the workplace. HR disciplinary process in place for non compliance. Staff instructed on revised cleaning processes and schedules. Staff instructed on hygiene practices. Handshaking and close personal greetings are not permitted.	1	5	5				
PPE										
3.12	Transmission of virus due to inadequate PPE provision and incorrect use.	Staff Customers Contractors.	Protective gloves to be worn by all staff when - Handling waste - Cleaning - Delivering First Aid Staff must wear non surgical face coverings when - Undertaking reception duties - Transiting through the building. - Social distancing is not possible or not readily controllable - Handling waste - Moving around office areas but not when seated if 2 metre distancing is possible. Staff must wear surgical masks when undertaking first aid. Goggles / Eye protection must be worn when undertaking first aid. Plastic aprons / coveralls must be worn when delivering first aid. Staff trained against Public Health England guidance for putting on and removing PPE. Used or soiled PPE disposed of in double bags.	1	5	5				

		Comments / Additions
Date of assessment	03/06/2020	
Review 1	18/06/2020	Addition of NPLQ training .
Review 2	16/07/2020	Addition of Head Office
Review 3	21/08/2020	No Amends
Review 4	24/09/2020	Addition of NPLQ course, FA Course and Evac Chair Training
Review 5	28/09/2020	Increased restriction on HO working
Review 6	14/10/2020	Added IOS courses
Review 7	01/12/2020	General review. Minor amends.
Review 8	26/02/2021	Addition of small meetings
Review 9	09/04/2021	General review. Minor amends.

Assessors	Phil Harding	Health and Safety Coordinator
	Kerry Goryl	Operations Manager
Consultees	Jonathan Knight	UNISON HS Representative
	Jeff Nield	Trainer / Assessor
	Eddie Murphy	Health and Safety Officer
	Bev Pentland	Health and Fitness Officer
Leadership Team Review		
Board Review		