

# COVID-19 Risk Assessment

Using guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.

**Assessment date:** 10<sup>th</sup> July 2020

**Review date:** 10<sup>th</sup> August 2020

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below  
RR = residual risk*

## General Hazards with regards to reopening the Gym

Hazard	Risk	Control measures	RR	Persons at risk
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<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>4 x 3 = <b>12</b></p>	<ul style="list-style-type: none"> <li>• To follow Government advice of self-isolation and only to leave house under the following circumstances: for medical reason; to shop for necessary food supplies; for exercise; and for essential works including those deemed 'key workers'</li> <li>• Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</li> <li>• Maintain contact with line management and follow company policy / guidance.</li> <li>• Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family)</li> <li>• To continue following ongoing Government guidance</li> <li>• Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</li> <li>• Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020</li> <li>• Follow good NHS hygiene measures at all times</li> <li>• Avoid all visitors to your home unless they are providing a medical requirement</li> <li>• Do not approach delivery staff, allow packages to be left on the doorstep</li> <li>• Do not take any antibiotics as they do not work against viruses.</li> <li>• Make Drop ins not allowed so only members who have booked a class can come to the gym.</li> </ul>	<p>4 x 1 = <b>4</b></p>	<p>Gym Members Coaches PT clients Café/ Reception Staff</p>
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Suspected case from an employee whilst working on site	4 x 4 = <b>16</b>	If an employee/self employed trainer develops a high temperature or a persistent cough while at work, they should: <ol style="list-style-type: none"> <li>1) Return home immediately</li> <li>2) Avoid touching anything</li> <li>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ol>	4 x 1 = <b>4</b>	Gym Members Coaches PT clients Café/ Reception Staff
General travel including foreign travel	4 x 4 = <b>16</b>	<ul style="list-style-type: none"> <li>• Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings</li> <li>• Where an individual has recently visited these countries, they should self / home isolate themselves until further notice from the government (lockdown measures continue to apply)</li> <li>• Please continue to follow any further national Government advice provided</li> <li>• Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service</li> <li>• All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible</li> </ul>	4 x 1 = <b>4</b>	Gym Members Coaches PT clients Café/ Reception Staff
Access to the building	4 x 4 = <b>16</b>	Where possible, consider and implement the following practices: <ul style="list-style-type: none"> <li>• Stop all non-essential visitors- only class bookings no drop ins</li> <li>• Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>• Monitor site access points to enable social distancing – Both the large doors at the front of the gym and doors at the rear entrance will be open at all times as well as the bi-folding doors between the café and gym area.</li> <li>• Require everyone to wash or clean their hands before entering or leaving the site</li> <li>• Allow plenty of space (two metres) between people waiting to enter site</li> <li>• Regularly clean common contact surfaces in reception, kitchen, door, tables, desks etc, particularly during peak flow times</li> </ul>	4 x 1 = <b>4</b>	Gym Members Coaches PT clients Café/ Reception Staff

Poor hygiene	4 x 4 = <b>16</b>	<ul style="list-style-type: none"> <li>• Encourage everyone to wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS. Insist people must wash their hands via a soap dispenser as they enter the building, and regularly when they are in the gym area at the cleaning stations.</li> <li>• Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> <li>• Provide additional hand sanitizing stations throughout the building as well as the soap in the changing rooms and disabled toilet.</li> <li>• Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> <li>• Restrict the number of people using toilet facilities at any one time e.g. 5 people max in each changing room at the same time. Wash hands before and after using the facilities</li> <li>• Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.</li> <li>• Provide disposable PPE masks for people to use if they would like to when in the building.</li> <li>• Clearly labelled signage throughout the building.</li> </ul>	4 x 1 = <b>4</b>	Gym Members Coaches PT clients Café/ Reception Staff
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Staff Office	4 x 4 = <b>16</b>	<ul style="list-style-type: none"> <li>• Employees should stay on site once they have entered the gym and not use local shops.</li> <li>• Dedicated eating areas should be identified on site to reduce food waste and contamination.</li> <li>• Break times should be staggered to reduce congestion and contact at all times</li> <li>• Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area</li> <li>• The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home</li> <li>• Workers should sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>• Tables should be cleaned between each use</li> <li>• All rubbish should be put straight in the bin and not left for someone else to clear up</li> <li>• All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</li> <li>• Staff are not to share any personal items such as phone chargers, laptops, mobiles etc.</li> </ul>	4 x 1 = <b>4</b>	Coaches Café/ Reception Staff
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<p>Use of Changing facilities, showers and changing rooms</p>	<p>4 x 4 = <b>16</b></p>	<ul style="list-style-type: none"> <li>• Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>• Introduce enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>• Encourage people not to use the changing facilities unless necessary. Many people are very local so hopefully this is possible.</li> <li>• Keep the lockers open so people can put their belongings inside if they would like, but do not lock them to avoid contact with the locks.</li> <li>• Limit the amount of people allowed in each changing room to 5 to maintain a distance of two metres</li> <li>• Include signage in the changing rooms reminding people to socially distance.</li> <li>• Encourage that people only use the showers if completely necessary- encourage to shower at home as much as possible.</li> <li>• Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</li> <li>• Potentially keep the doors open to the changing rooms to avoid contact.</li> <li>• Do not provide any towels to members</li> <li>• Potentially have hairdryers out of use.</li> <li>• Provide disposable hand paper towels.</li> <li>• Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved. Putting up a visible cleaning schedule can keep it up to date and visible.</li> </ul>	<p>4 x 1 = <b>4</b></p>	<p>Gym Members PT clients</p>
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Keeping members 2 metres apart during classes	$4 \times 4 = 16$	<ul style="list-style-type: none"> <li>• Clearly mark out 'zones', 2 meters x 2 meters for each member which they will stay within during the whole class. Members will walk into the training area and into one of the boxes and stay there for the whole class.</li> <li>• Add a line in the box where members must do their exercises on, ensuring that members stay more than 2m apart during the class.</li> <li>• Add extra space between each zone for extra care.</li> <li>• Reduce the class capacity. The bigger importance is getting members apart during the class rather than reducing the size of classes but this will help.</li> <li>• All the equipment that will be necessary for the class will already be in each members zone.</li> <li>• Provide cleaning equipment in each zone so members are responsible for cleaning their equipment at the end of class.</li> <li>• Have walk ways and directions clearly marked into and out of the training areas</li> <li>• Have the track defined as a stretching area for before/ after the class.</li> <li>• Any members waiting for their class will not be allowed in the training area- they must either sit on the side where the seating is provided or be stretching on the track. Walk ways up and down the gym will be either side of the track.</li> <li>• Stagger the start times of the classes to avoid congestion at the start, end of classes</li> <li>• Remove the need for people to come around the board at the beginning of the class- i.e members go straight to their individual training zone where the programming is briefed to them by the coach who is in the middle.</li> <li>• Only allow bookings for classes- no drop ins allowed.</li> <li>• The coach to remind people during the class to stay on the line in the middle of their box and and to remain 2m apart at all times.</li> <li>• Appoint a supervisor for each area of the gym to ensure social distancing measures are being adhered to by customers.</li> </ul>	$2 \times 2 = 4$	Gym Members Coaches PT clients
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Hygiene during the classes	$4 \times 4 = 16$	<ul style="list-style-type: none"> <li>• Provide cleaning equipment in each zone so members are responsible for cleaning their equipment at the end of class.</li> <li>• Provide cleaning equipment to wipe the floor of any sweat at the end of the workout.</li> <li>• Provide hand hygiene stations throughout the training space for personal hygiene.</li> <li>• Allow 10-15 minutes at the end of every class for members to thoroughly clean equipment.</li> <li>• Stagger class times to avoid congestion before and after classes.</li> <li>• Provide clearly defined walk ways throughout the training areas.</li> <li>• No direct contact- high fives, fist pumps etc.</li> <li>• Provide disposable PPE masks for people to use if they would like to when in the building.</li> <li>• No communal gym chalk will not be allowed. Members will need to bring their own liquid chalk if they would like to use.</li> <li>• Make sure members do not go too heavy when lifting so no spotting or contact is needed with the coach.</li> <li>• Follow government advice on air extraction and ventilation methods in the gym to mitigate risk of transmission including; increasing the existing ventilation rate by fully opening dampers and running fans on full speed; operating the ventilation system 24 hours a day and increasing the frequency of filter changes.</li> <li>• Air flow set to 20l/s per person.</li> <li>• When members are training in their adjacent boxes they should do so using back-to-back or side-to-side (rather than face-to-face) whenever possible.</li> </ul>	$2 \times 2 = 4$	Gym Members Coaches PT clients
Open gym Usage	$4 \times 4 = 16$	<ul style="list-style-type: none"> <li>• Limit open gym usage to off peak times</li> <li>• Drastically limit the numbers of open gym users at any one time</li> <li>• Open gym users will need to use one of the marked out training zones as if they were in a class.</li> <li>• Open gym user responsible for cleaning all equipment before and after their session.</li> <li>• Remove all non-essential gym equipment such as climbing ropes and rings.</li> <li>• No communal gym chalk will not be allowed. Members will need to bring their own liquid chalk if they would like to use.</li> </ul>	$2 \times 3 = 6$	Gym Members Coaches PT clients



Keeping staff members 2 metres apart from each other at all times	$3 \times 4 = 12$	<ul style="list-style-type: none"> <li>Always consider if the task can be performed differently without having to breach the 2m social distancing rule</li> <li>Workers are to limit face to face working and work facing away from each other when possible</li> <li>Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins</li> <li>Provide additional supervision to monitor distancing and teams not to be rotated</li> <li>Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task</li> <li>All equipment to be thoroughly cleaned prior and after using it.</li> <li>Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places</li> <li>Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor).</li> </ul>	$2 \times 3 = 6$	Coaches Café/ Reception Staff
Avoiding Congestion in the Café Area	$2 \times 4 = 8$	<ul style="list-style-type: none"> <li>Provide markings on the floor to keep people 2 metres apart when queuing at the reception desk</li> <li>If it is busy, make sure members are aware they can go straight into their class without signing in with the receptionist. The receptionist will go round the class at some point to make sure everyone is marked in anyway.</li> <li>Encourage people to make any orders for café products, such as smoothies before their class starts so it is ready afterwards.</li> <li>If the café gets too busy inform people that they will need to leave. The outside seating area can also be used however.</li> <li>Only 1 person to be sat at each small table. Everyone sat 2 meters apart in the café.</li> </ul>	$1 \times 4 = 4$	Gym Members Coaches PT clients Café/ Reception Staff
Reducing contamination risk at the café/ reception	$3 \times 4 = 12$	<ul style="list-style-type: none"> <li>The reception should have a Perspex screen/ barrier.</li> <li>The receptionist should regularly wash their hands, before and after every transaction or making of a smoothie/ coffee.</li> <li>Gloves and mask worn when appropriate.</li> <li>Payments should be taken by contactless card only.</li> <li>Where catering is provided on site, it should provide pre-prepared and wrapped food only</li> <li>Regular cleaning of the tables, reception desk, chairs, doors, and floors handles etc</li> </ul>	$1 \times 4 = 4$	Café/ Reception Staff

Water Fountain use	3 x 4 = <b>12</b>	<ul style="list-style-type: none"> <li>Encourage people as much as possible to bring their own water bottle which is already full so it is not necessary to use and touch the dispenser.</li> <li>Have a one way walking system to and from the water fountain in the first and last training arches if they do need to be used.</li> <li>Have 2 meter markings back from the water fountain in case there is a queue.</li> <li>Allow people to use the sink at reception to avoid congestion.</li> <li>No face to tap drinking- only refilling of personal bottles and containers</li> </ul>	1 x 4 = <b>4</b>	Gym Members Coaches PT clients
Contractors on site	2 x 3 = <b>6</b>	<ul style="list-style-type: none"> <li>Avoid having external contractors on site unless necessary.</li> <li>If any contractors are needed to be onsite, for gym maintenance or otherwise, make sure it is booked for off peak times.</li> <li>Make sure contractors adhere to 2 meter social distancing rules and where appropriate PPE equipment.</li> <li>Make sure the contractor washed their hands regularly and follows the other rules about hygiene.</li> </ul>	1 x 3 = <b>3</b>	Café/ Reception Staff External contractors
Deliveries	2 x 3 = <b>6</b>	<ul style="list-style-type: none"> <li>Make sure deliveries are booked to avoid peak times</li> <li>Make sure the delivery time is known so the goods can be brought into the gym while adhering to 2 meter social distancing.</li> <li>Make sure the delivery person washes their hands as they enter the building and are using the correct PPE equipment.</li> <li>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</li> </ul>	1 x 3 = <b>3</b>	Café/ Reception Staff Delivery people

## Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

## Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to the H&S competent person .
- Information must be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.

- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs