

**Sports Facilities COVID-19 Secure Plan**

<b>Activity/Risk Assessment Title: Alive Sports Facilities COVID-19</b> <b>Manager/Assessor Name:</b> Tommy Goode <b>Consulted:</b> Neil Gromett, Mark Mitchell, Dave Cleland, Lewis Hemeter, Louise Biggs, Lucy Mellish, Amy Metcalfe, Sam Jay, Victoria Rush	<b>Assessment Date:</b> 23/07/2020 <b>Current Version:</b> 8 <b>Review Date:</b> 20/10/2020
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<b>Revision Updates</b>		
Version	What's Changed	Date
1	First Published	23/07/2020
2	<ul style="list-style-type: none"> <li>• Guidance for Taekwondo, Kickboxing and Indoor Bowls updated</li> <li>• Cleaning regimen updated</li> <li>• Facility capacity updates</li> </ul>	03/08/2020
3	<ul style="list-style-type: none"> <li>• Updated Badminton, Roller Hockey and Wrestling guidance</li> <li>• Facility capacity updates</li> </ul>	14/08/2020
4	<ul style="list-style-type: none"> <li>• Facility capacity updates</li> <li>• Swim England guidance update, England Hockey update.</li> </ul>	10/09/2020
5	<ul style="list-style-type: none"> <li>• Facility capacity updates</li> <li>• England Basketball guidance update</li> </ul>	15/09/2020
6	<ul style="list-style-type: none"> <li>• England Badminton, Basketball, Roller Hockey, Netball, Soft play guidance update</li> <li>• Face Covering update</li> <li>• Spectator update</li> <li>• Rule of 6 Indoor Team Sport Update</li> <li>• QR Code Test and Trace</li> <li>• Capacity updates</li> <li>• Catering updates</li> </ul>	25/09/2020
7	<ul style="list-style-type: none"> <li>• Inclusion of Town Hall and Stories of Lynn</li> <li>• Catering Table Service</li> <li>• Capacity Updates</li> <li>• Face Covering Update</li> </ul>	05/10/2020
8	<ul style="list-style-type: none"> <li>• Update on spectators</li> <li>• Update on 121 swimming lessons</li> <li>• Update on changing</li> </ul>	20/10/2020

**Activity Description:**

This risk assessment outlines the identified risks and mitigation controls associated to COVID-19 for our sports facilities including Alive Lynnsport, Alive Downham, Alive St James, Alive Oasis, Alive Town Hall and Alive Stories of Lynn.

The specific activities covered at each site include:

ALIVE LYNNSPORT	ALIVE DOWNHAM	ALIVE ST JAMES	ALVIE OASIS	Town Hall	Stories of Lynn
Fitness Room (Gym)	Fitness Room (Gym)	Fitness Room (Gym)	Fitness Room (Gym)	Weddings	Schools Visits
Group Fitness	Group Fitness	Group Fitness	Group Fitness	Meetings	Youth Groups
Sports Hall	Sports Hall	Swimming	Swimming	Registration Service	Holiday Activities
3G/Multi-use Pitches	Swimming	Offices and Staff Rooms	Bowls	Functions	

Bowls	Offices and Staff Rooms		Squash		
Skatepark			Skating Rink		
Squash			Cafe		
Climbing			Offices and Staff Rooms		
Gymnastics			Alive Adventures		
Athletics Track					
Athletics Barn					
Grass Pitches					
Dutton Pavilion					
Tennis Courts					
Cafe					
Offices and Staff Rooms					

Who this assessment covers:

- Customers
- Staff
- Contractors
- Clubs
- Schools
- College
- All collectively are referred to as Facility Users.

In the production of this risk assessment the following guidance has been used:

TITLE	SOURCE	FOCUS AREA	VERSION	DATE	GOVERNMENT APPROVED
Government COVID-19 Secure	<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>	Home of government COVID-19 advice			✓
Government Staying alert and safe (social distancing) guidance	<a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a>	Social distancing		22/09/2020	✓
Guidance for the public on the phased return of outdoor sport and recreation in England	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation</a>	Outdoor sports provision and sporting events		18/09/2020	✓
Government COVID-19 Guidance for small marriages and civil partnerships	<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-small-marriages-and-civil-partnerships/covid-19-guidance-for-small-marriages-and-civil-partnerships">https://www.gov.uk/government/publications/covid-19-guidance-for-small-marriages-and-civil-partnerships/covid-19-guidance-for-small-marriages-and-civil-partnerships</a>	Weddings and Civil Partnerships		26/09/2020	✓
Government COVID-19 Guidance for the safe use of multi-purpose community facilities	<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</a>	Community Centres and Town Hall		01/10/2020	✓
Government Working Safely during coronavirus (COVID-19) – Providers of grassroots sport and gym/leisure facilities	<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities</a>	Indoor sport and leisure provision		24/09/2020	✓
Department of Education Guidance - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak	<a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a>	Holiday clubs, parties, out of school activity provision		20/08/2020	✓
Government Working safely during coronavirus	<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a>	Café and Bar provision		24/09/2020	✓

(COVID-19) – restaurants, pubs, bars and takeaway services	<a href="#">19/restaurants-offering-takeaway-or-delivery</a>				
Borough Council of Kings Lynn and West Norfolk Health and Safety Advisors		General Health and Safety		July 2020	
Resus Council – CPR Guidance	<a href="https://www.resus.org.uk/covid-19-resources">https://www.resus.org.uk/covid-19-resources</a>	First Aid - CPR		28/04/2020	
Sport England – COVID-19 Guidance	<a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a>			21/07/2020	✓
UKActive – COVID-19 A framework for the reopening of gym, leisure centre and wider fitness industry during social distancing	<a href="https://www.ukactive.com/wp-content/uploads/2020/07/Covid-19-A-framework-for-the-re-opening-of-the-gym-and-fitness-industry-V2.3.pdf">https://www.ukactive.com/wp-content/uploads/2020/07/Covid-19-A-framework-for-the-re-opening-of-the-gym-and-fitness-industry-V2.3.pdf</a>	Gym and Leisure Centres	V2.1	14/07/2020	✓
CIMPSPA – ReOpen: Sport and physical activity sector reopening guidance	<a href="https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/reopen-sport-and-physical-activity-sector-facility-reopening-guidance">https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/reopen-sport-and-physical-activity-sector-facility-reopening-guidance</a>	Gym and Leisure Centres		21/07/2020	
Right Directions COVID-19 Fit for Business	<a href="https://rightrightdirections.co.uk/fit-for-business/">https://rightrightdirections.co.uk/fit-for-business/</a>	Leisure Operations and Training		July 2020	
PWTAG – Swimming pool technical operation after COVID-19 shutdown (TN46)	<a href="https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/">https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/</a>	Swimming pool operation		June 2020	
Swim England – Retuning to the Pool Guidance for Operators	<a href="https://www.swimming.org/swimengland/pool-return-guidance-documents/">https://www.swimming.org/swimengland/pool-return-guidance-documents/</a>	Swimming and Swimming Lessons	V7	01/09/2020	✓
RLSS – Guidance for Swimming Pool Operators	<a href="https://www.rlss.org.uk/Handlers/Download.ashx?IDMF=d9dff068-014e-4118-92b2-563a352252d9">https://www.rlss.org.uk/Handlers/Download.ashx?IDMF=d9dff068-014e-4118-92b2-563a352252d9</a>	Lifeguards, swimming lessons and training	V1.1	June 2020	
Les Mills – Club Re-set Planning Guidance	<a href="https://www.lesmills.com/uk/clubs-and-facilities/re-set-hub/">https://www.lesmills.com/uk/clubs-and-facilities/re-set-hub/</a>	Group Fitness		July 2020	
Football – FA COVID-19 – Guidance on Re-starting Football Activity for providers of outdoor football facilities, including clubs	<a href="http://www.norfolkfa.com/news/2020/jul/17/fa-guidance-issued-for-return-of-outdoor-competitive-grassroots-football">http://www.norfolkfa.com/news/2020/jul/17/fa-guidance-issued-for-return-of-outdoor-competitive-grassroots-football</a>	Football – Indoor and outdoor	V1.2	18/07/2020	✓
Badminton – Badminton England Return to Play Roadmap	Clubs and comps: <a href="https://www.badmintonengland.co.uk/media/8985/rtp-clubs-competition-v5.pdf">https://www.badmintonengland.co.uk/media/8985/rtp-clubs-competition-v5.pdf</a>  Facilities: <a href="https://www.badmintonengland.co.uk/media/8974/rtp-facilities.pdf">https://www.badmintonengland.co.uk/media/8974/rtp-facilities.pdf</a>	Badminton	V5	10/09/2020	✓
			V1	10/09/2020	✓
Bowls – England Bowls – Additional Guidance for Lawn Bowls	<a href="https://www.bowlsengland.com/coronavirus-guidance/">https://www.bowlsengland.com/coronavirus-guidance/</a>	Indoor Bowls		31/07/2020	
Squash – Back to Squash, Guidance for Clubs, Venues and Coaches	<a href="https://www.englandsquash.com/backtosquash">https://www.englandsquash.com/backtosquash</a>	Squash	V3	03/09/2020	✓
Athletics – England Athletics Guidance for Athletics Venues	<a href="https://d192th1lqal2xm.cloudfront.net/2020/07/EA-return-to-activity-guidance-venues-200720v7b.pdf">https://d192th1lqal2xm.cloudfront.net/2020/07/EA-return-to-activity-guidance-venues-200720v7b.pdf</a>	Athletics	Step3	23/09/2020	✓
Gymnastics – British Gymnastics, Working Safely During Coronavirus (COVID-19) Providers of grassroots sport and gym/leisure facilities – British Gymnastics Synopsis	<a href="https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/protection/11513-sfp-working-safely-and-effectively-within-the-coronavirus-guidelines/file">https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/protection/11513-sfp-working-safely-and-effectively-within-the-coronavirus-guidelines/file</a>	Gymnastics	V1	20/07/2020	
			Update:	22/09/2020	
Tennis – LTA Guidance for Tennis Venues in England, COVID Return to Play	<a href="https://www.lta.org.uk/globalassets/venue/support-your-venue/documents/lta-guidance-for-tennis-venues---covid-19.pdf">https://www.lta.org.uk/globalassets/venue/support-your-venue/documents/lta-guidance-for-tennis-venues---covid-19.pdf</a>	Tennis	V5.2	23/09/2020	✓
Skateboarding – Skateboard England, COVID-19 – A Framework for Indoor Skatepark Reopening During Social Distancing	<a href="https://www.skateboard-england.org/">https://www.skateboard-england.org/</a>	Skateparks		23/09/2020	
Awaiting Government Approved Guidance					
Climbing – Association of British Climbing Walls COVID-19 – Guidelines for reopening the climbing gym industry	<a href="https://www.abcwalls.co.uk/wp-content/uploads/Climbing-Centres-Covid-19-Reopening-Guide_07b-Public.pdf">https://www.abcwalls.co.uk/wp-content/uploads/Climbing-Centres-Covid-19-Reopening-Guide_07b-Public.pdf</a>	Climbing		06/07/2020	

Awaiting Government Approved Guidance					
Hockey – England Hockey Getting Back on the Pitch Step 4	<a href="file:///C:/Users/tgoode/Downloads/England_Hockey_Getting_Back_on_the_Pitch_-_Step_4_Guidance.pdf">file:///C:/Users/tgoode/Downloads/England_Hockey_Getting_Back_on_the_Pitch_-_Step_4_Guidance.pdf</a>	Hockey	V4	07/08/2020	✓
Table Tennis – Ready to Return Guidance	<a href="https://tabletennisengland.co.uk/news/archived/key-guidance-documents/">https://tabletennisengland.co.uk/news/archived/key-guidance-documents/</a>	Table Tennis	V14.3	25/09/2020	
Kickboxing – World Association of Kickboxing Organisations – WAKO GB COVID19 Operating Policy	<a href="http://wakogb.com/covid-19-update/">http://wakogb.com/covid-19-update/</a>	Kick Boxing		15/07/2020	
Taekwondo – British Taekwondo Council – COVID-19 Safety Guidance.	<a href="https://www.britishtaekwondo.org.uk/covid-19-guidance-and-resources/">https://www.britishtaekwondo.org.uk/covid-19-guidance-and-resources/</a>	Taekwondo		July 2020	
Wrestling – British Wrestling Return to the Mat	<a href="https://britishwrestling.org/wp-content/uploads/2020/06/Return-to-the-Mat-Plan.pdf">https://britishwrestling.org/wp-content/uploads/2020/06/Return-to-the-Mat-Plan.pdf</a>	Wrestling		25/07/2020	
Roller Hockey – National Rink Hockey Association – COVID-19: Return to the Rink Hockey Training Guidelines	<a href="https://nrha.wildapricot.org/resources/Documents/NEC/General%20Secretary/Covid-19/NRHA-Training%20Guidelines-Covid-19%20Return.pdf">https://nrha.wildapricot.org/resources/Documents/NEC/General%20Secretary/Covid-19/NRHA-Training%20Guidelines-Covid-19%20Return.pdf</a>	Roller Hockey		08/08/2020	
Basketball – England Basketball Return to Play	<a href="https://www.basketballengland.co.uk/media/12572/return-to-play-guidance-24-08-20.pdf">https://www.basketballengland.co.uk/media/12572/return-to-play-guidance-24-08-20.pdf</a>	Basketball		24/08/2020  Update 23/09/2020	✓
Soft Play – British Association of Leisure Parks, Piers and Attractions	<a href="https://www.balppa.org/about_balppa/safety-bulletins-2/">https://www.balppa.org/about_balppa/safety-bulletins-2/</a>	Soft Play		25/09/2020	
Netball – England Netball – COVID-19 Guidance to Restart Netball Activity	<a href="https://www.englandnetball.co.uk/about/covid-19-support/">https://www.englandnetball.co.uk/about/covid-19-support/</a>	Netball		25/09/2020	

In association with this risk assessment Alive West Norfolk have also produced:

- Site Specific Risk Assessments
- Site Specific Safe Systems of Work
- Cleaning, Maintenance and Contamination Procedure
- Site Specific COVID-19 Normal Operating Procedures

All hazards identified are associate to the spread of Coronavirus COVID-19 within Alive West Norfolk sport facilities and the well-being of those within the facilities.			
Ref	Hazard	Mitigation Controls Agreed	Action Implementation Date
1	Attending facilities with COVID-19 symptoms causing COVID-19 to be passed on to others	<p><b>Travelling to and from facilities</b></p> <ul style="list-style-type: none"> <li>• Facility Users will be encouraged to travel independently to facilities and avoid public transport where possible. We will encourage active travel through walking or cycling where possible.</li> <li>• Facility Users are encouraged to wear face masks if travelling through crowded areas.</li> </ul> <p><b>Presenting with COVID-19 symptoms</b></p> <ul style="list-style-type: none"> <li>• Anyone attending a facility presenting with symptoms of COVID-19 will be sent home. Symptoms include: <ul style="list-style-type: none"> <li>○ New continuous cough.</li> <li>○ High temperature.</li> </ul> </li> </ul>	25 September 2020

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Ref	Hazard	Mitigation Controls Agreed	Action Implementation Date
		<ul style="list-style-type: none"> <li>○ A loss or change to senses of taste or smell.</li> <li>● Anyone unable to go home will be taken to a containment area by staff wearing full PPE and parents/guardians contacted to immediately collect. All areas the customer has come in contact with will be immediately deep cleaned by staff wearing PPE.</li> <li>● Staff will be advised to self-isolate and arrange a COVID-19 test by contacting Personnel Services.</li> <li>● An incident form should be completed and contamination plan outlined in cleaning procedure implemented and NHS Test and Trace check list located in contamination plan used to gather information.</li> </ul> <p><b>NHS Test and Trace</b></p> <ul style="list-style-type: none"> <li>● We will collect all personal data of customers and contractors who use our facilities, adding them to our leisure management system, unless:               <ul style="list-style-type: none"> <li>○ They are part of a group attending swimming where the lead adult of the group will be required to provide their details, or;</li> <li>○ They are a member of a club and the club will be requested to keep a record of participants to their sessions.</li> </ul> </li> <li>● Customers who refuse to provide their details will not be admitted to the sites.</li> <li>● We will aid the NHS Test and Trace programme by identifying others who may have come in contact with those highlighted to us through the Test and Trace programme. If contacted by Test and Trace the contamination plan checklist should be used to ascertain as much information as possible.</li> <li>● We will display the NHS Test and Trace COVID-19 QR Posters at the entrance to all of our facilities.</li> <li>● Any visitors to sites for meetings, etc who would not be recorded on the leisure management system must be signed in on the visitors log at reception.</li> </ul>	
2	First Aid Emergency – Close contact with others increasing risk of COVID-19 spreading	<ul style="list-style-type: none"> <li>● First Aiders to wash hands/sanitise before and after treatment.</li> <li>● First Aiders to wear disposable gloves as a minimum for all first aid treatments.</li> <li>● Encourage self-treatment where possible.</li> <li>● Where close contact first aid is required, first aider to wear PPE.</li> <li>● First Aiders to adhere to revised CPR protocols issues by the Resus Council.</li> <li>● PPE and soiled dressings to be disposed of in biohazard bins.</li> </ul>	25 July 2020
3	Emergency Evacuation – Close contact with others increasing the risk of COVID-19	<ul style="list-style-type: none"> <li>● Normal Emergency Action Plans (EAP) to be adhered to.</li> <li>● EAP Overrides building movement plans and social distancing processes.</li> <li>● Social distancing will be encouraged where possible particularly at assembly areas.</li> </ul>	25 July 2020
4	Overcrowding resulting in close contact with others and increasing the likelihood of COVID-19 spreading.	<p><b>SOCIAL DISTANCING MEASURES</b></p> <ul style="list-style-type: none"> <li>● We will comply with social distancing government guidance at all time. Currently this is a 2m distance where possible and where not possible it will be 1m + mitigation.</li> <li>● Face coverings are now mandatory for customers within facilities other than when taking part in sport or fitness activities unless exempt. This is a legal requirement for Stories of Lynn.</li> <li>● Staff to adhere to the AWN Staff Face Covering Policy</li> <li>● We will provide clear and consistent signage across our facilities encouraging social distancing. This will include COVID safe practices including the optional wearing of masks.</li> </ul>	20 October 2020

All hazards identified are associate to the spread of Coronavirus COVID-19 within Alive West Norfolk sport facilities and the well-being of those within the facilities.

Ref	Hazard	Mitigation Controls Agreed	Action Implementation Date																																																																	
		<ul style="list-style-type: none"> <li>Customers will be encouraged where possible to park cars in car parks allowing for social distancing. Where this is not possible social distancing should be maintained between people taking turns to enter and exit their vehicles.</li> <li>Queues for facilities will be clearly marked out and floor marking used to determine where people should stand in queues and reception areas.</li> <li>Sneeze screens will be used in reception areas and sales areas where high customer interaction takes place.</li> <li>All staff will be issued with PPE, masks or face shields to be used in public areas.</li> <li>Floor markings have been used to indicate customer travel flows around facilities.</li> <li>Participants are encouraged to come activity ready with changing facilities and lockers only available for essential use.</li> <li>Those attending swimming lessons should attend swim ready and shower at home. Changing rooms will be made available for essential use only.</li> <li>To aid social distancing we have reviewed the capacities within our facilities. Capacities are generally calculated based on 100sqft per person with activity specific functions accounted for. Capacities will be:</li> </ul> <table border="1" data-bbox="718 800 2460 1913"> <thead> <tr> <th data-bbox="718 800 1071 835">Area</th> <th data-bbox="1071 800 1418 835">Lynnsport</th> <th data-bbox="1418 800 1765 835">Downham</th> <th data-bbox="1765 800 2113 835">St James</th> <th data-bbox="2113 800 2460 835">Oasis</th> </tr> </thead> <tbody> <tr> <td data-bbox="718 835 1071 871">Fitness Room (Gym)</td> <td data-bbox="1071 835 1418 871">50</td> <td data-bbox="1418 835 1765 871">28</td> <td data-bbox="1765 835 2113 871">5</td> <td data-bbox="2113 835 2460 871">20</td> </tr> <tr> <td data-bbox="718 871 1071 940">Group Fitness Classes</td> <td data-bbox="1071 871 1418 940">Studio: 25 Group Cycling: 20</td> <td data-bbox="1418 871 1765 940">12 Group Cycling: 17</td> <td data-bbox="1765 871 2113 940"></td> <td data-bbox="2113 871 2460 940">Bowls Hall: 15 Studio: 8</td> </tr> <tr> <td data-bbox="718 940 1071 1285">Swimming Pool</td> <td data-bbox="1071 940 1418 1285"></td> <td data-bbox="1418 940 1765 1285">General Swim: 30 Lane Swim: 25 Water Aerobics: 16 Competitive Swim: 6 per lane up to 30 max</td> <td data-bbox="1765 940 2113 1285">Main Pool General Swim: 35 Lane Swim: 30 Learner Pool: 15 Water Aerobics: 22 Competitive Swim: 6 per lane up to 36 max Water Babies: 10 Adults with a child each.</td> <td data-bbox="2113 940 2460 1285">General Swim: 45 Lane Swim: 20 Water Aerobics: 40 Competitive Swim: 6 per lane up to 24 max</td> </tr> <tr> <td data-bbox="718 1285 1071 1528">Sports Hall</td> <td data-bbox="1071 1285 1418 1528">Total: 123 Badminton: 4 per court. Martial Arts: 12 per court Roller Hockey: 20 per half. 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Ref	Hazard	Mitigation Controls Agreed				Action Implementation Date
		Grass Pitches	30			
		Dutton Pavilion	10			
		Tennis Courts	12 per court			
		Table Tennis	4 per table			4 per table
		Cafe	Closed			Closed except for Water Aerobics sessions
		Alive Adventures				Closed
		Spectators	No spectators unless agreed with senior management for special circumstances or Under 8's swimming lessons.			
		Offices and Staff Rooms	Workstations 2m apart and where this is not possible, screens should separate workstations or workstations faced away from each other.			
		Town Hall and Stories Capacities:				
		<b>Town Hall</b>	<b>Capacity</b>	<b>Stories of Lynn</b>	<b>Capacity</b>	
		Assembly Room	30	Tour Route	30	
		Weddings	15			
		Council Chamber	14			
		<ul style="list-style-type: none"> <li>To manage capacities, we have introduced booking systems for all activities except swimming. Swimming will use a queueing system of 1 in and 1 out and a bands system when capacities are reached.</li> <li>Session times have been limited to allow fair and equitable use for all customers.</li> <li>Equipment has been spaced out or removed to maintain social distancing.</li> <li>Signage has been used to encourage social distancing in toilets and changing areas by indicating which toilets, sinks and showers can be used.</li> <li>Public seating and spectator areas will be removed or closed other than those in operation in approved spectator areas.</li> <li>Lifts will be restricted to one person to maintain social distancing.</li> <li>Contractor work will only take place in customer areas in operational hours if social distancing can be maintained.</li> <li>Staff will have shift start and end times and breaks staggered where possible.</li> <li>Hand shaking, high fives or any form of physical contact should be avoided where possible and social distancing maintained.</li> <li>Cafes will implement table service procedures when open.</li> <li>One way tour system in Stories of Lynn.</li> </ul>				
5	Unregulated activity resulting in poor social distancing and hygiene practices leading to the spread of COVID-19	<ul style="list-style-type: none"> <li>All activities will adhere to site hygiene, social distancing and building management processes.</li> <li>In addition national governing bodies of sport have set out specific requirements for participation of their activity/sport which we will work within:</li> </ul> <p><b>ACTIVITIES</b></p> <p><b>Fitness Room (Gym)</b></p> <ul style="list-style-type: none"> <li>Equipment will be spaced to allow for social distancing. Surplus equipment will be removed from gyms to storage.</li> <li>Users should not be working out face to face.</li> </ul>				20 October 2020

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Ref	Hazard	Mitigation Controls Agreed	Action Implementation Date
		<ul style="list-style-type: none"> <li>• Signage will be in place to promote social distancing particularly in free weights areas.</li> <li>• Maximum gym capacities will be based on 100sqft per person.</li> <li>• No fan based Rowing Machines.</li> </ul> <p><b>Group Fitness</b></p> <ul style="list-style-type: none"> <li>• Social distancing of 2m or 1m+ mitigation will be adhered to in classes.</li> <li>• Classes will aim for fixed workout zones without travelling to maintain social distancing.</li> <li>• Social distancing will be promoted via floor markings indicating where participants should be spaced.</li> <li>• Classes will have reduced times and breaks between to allow for cleaning.</li> </ul> <p><b>Swimming</b></p> <ul style="list-style-type: none"> <li>• One-way systems for pool access and egress will be implanted to avoid congestions around these areas.</li> <li>• Social distancing to be maintained in pools with pool capacities based on a minimum of 6 sqm per person for lane swimming and water aerobics and 9 sqm per person for general swimming. The ability to access changing facilities has also been factored into capacity calculations.</li> <li>• Swimmers from the same household or support bubble do not need to maintain social distancing.</li> <li>• Customers are encouraged to attend swim ready to reduce time and usage of changing facilities.</li> <li>• Bookings are not being taken for swimming but a one in one out queueing system will be used at peak times to manage pool capacities. Capacities will be monitored by usual bather load head counts and a band system implemented when pool occupancy is high.</li> <li>• Swimming lessons will consider the distance between participants, duration of time at which participants will be in close proximity and the type of activity the class are undertaking and how this will determine group management to set class sizes.</li> <li>• Where water slides are used these will be considered within site specific risk assessments.</li> <li>• Swim 121 sessions will commence maintaining social distance with teachers out of the pool. Those who need assistance in the pool should be accompanied by an adult from their household or support bubble.</li> </ul> <p><b>Badminton</b></p> <ul style="list-style-type: none"> <li>• Both singles and doubles play can now take place in groups of people from different households, as long as you remain 2m apart as far as possible including during play.</li> <li>• You can play singles and doubles using all areas of the court, within the respective court markings – if social distancing between courts adjacent courts cannot be maintained, you should only use the singles court markings.</li> <li>• Remain 2m apart when taking breaks and before and after play.</li> <li>• No changing of ends.</li> <li>• Do not make physical contact with other players.</li> <li>• No handshaking or high fives.</li> <li>• If your shuttle lands on another court which is in use please ask the players on that court to return the shuttle by racket or foot, no picking up and passing.</li> <li>• For doubles, agree which player will take the shot if the shuttle travels to the centre of the court.</li> <li>• Pay and Play sessions remain as 4 people per court.</li> <li>• Coached sessions are a ratio of 1 coach to 15 participants with a maximum of 6 people on one court.</li> </ul>	



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Ref	Hazard	Mitigation Controls Agreed	Action Implementation Date
		<ul style="list-style-type: none"> <li>• Club/Activity sessions supervised by a member of staff/coach can have 6 people on a court.</li> <li>• For coached, activity and club sessions must have a maximum of 6 people in a bubble. One bubble can play on one court <b>or</b> they can play against another bubble and must not change ends. Bubbles can not mix and play on the same team.</li> <li>• Individuals within the bubble must not change groups during the session.</li> </ul> <p><b>Football</b></p> <ul style="list-style-type: none"> <li>• 10 minutes between sessions to allow for clear changeover of players without congestion.</li> <li>• Signage will be provided promoting social distancing.</li> <li>• Until 31 July competitive training can take place with group sizes including coaches not exceeding 30 people.</li> <li>• From August competitive matches to begin with social distancing in place before and after matches and during any breaks.</li> <li>• From September leagues can commence.</li> <li>• Players and officials should sanitise hands before and after play and during any breaks.</li> <li>• Ball handling should be kept to a minimum with most contact via a boot and ball disinfected in breaks of play.</li> <li>• Youth football coaches are encouraged to limit persistent close proximity of participants during match play and training.</li> <li>• Goal celebrations should be avoided.</li> <li>• Equipment should not be shared and goalkeepers should disinfect their gloves regularly in breaks.</li> </ul> <p><b>Skatepark</b></p> <ul style="list-style-type: none"> <li>• Social distancing will be promoted through signage and participant briefings prior to commencement of activity.</li> <li>• Only one person at the top of a ramp at a time and no queuing.</li> <li>• 2m distancing should be adhered to at all times.</li> </ul> <p><b>Bowls</b></p> <ul style="list-style-type: none"> <li>• Social distancing must be maintained by 2m where possible. If this is not possible it must be at least 1m + mitigation.</li> <li>• Players should play within their group of 6 people for the session and not swap groups with a maximum of 4 on a rink at any one time.</li> <li>• Players to bring their own equipment where possible.</li> <li>• Where equipment is shared e.g. jacks/mats these should be sanitised between uses.</li> <li>• A maximum of 6 players per rink</li> <li>• No interacting with people on adjacent rinks.</li> <li>• Singles and Pairs formats only during casual use. If clubs choose these formats all rinks can be used.</li> <li>• If clubs opt for triples or fours, alternate rinks must be used.</li> </ul> <p><b>Squash</b></p> <ul style="list-style-type: none"> <li>• As social distancing cannot be maintained, the normal game of squash should not be played by players from two or more households (except those from a support bubble).</li> <li>• Where participants are not from the same household or support bubble, they should play an adapted version of squash called sides (rules available within Squash guidance). Alternatively, advanced players can attempt socially distanced practices available on the England Squash website.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Only one person should touch the court door and ball.</li> <li>• Coached sessions can have up to 5 people with only 2 people on court at any time.</li> <li>• Only 2 people on court at any time to maintain social distancing.</li> <li>• Players must not touch walls.</li> <li>• Play should stop and restart play if in danger of breaching social distance or striking your opponent with the ball.</li> <li>• Protective eyewear is strongly recommended for all players.</li> </ul> <p><b>Table Tennis</b></p> <ul style="list-style-type: none"> <li>• Players encouraged to bring their own equipment.</li> <li>• Balls should be sanitised regularly.</li> <li>• No breathing on the ball to clean</li> <li>• No touching the table.</li> <li>• No handshakes/high fives.</li> <li>• No touching the table.</li> <li>• Hands sanitised before play.</li> <li>• Tables separated by barriers.</li> <li>• No spectators in hall.</li> <li>• Tables areas are ideally a minimum of 9m x 4.5m.</li> <li>• Individuals to train in bubbles of 2-6 people across 2-3 tables, with no more than 2 people per table at any time.</li> <li>• Players to clean their side of the table before finishing or rotating whilst maintaining social distance.</li> <li>• Doubles play is not permitted unless all participants are from the same household or support bubble.</li> <li>• Coaches can not coach across bubbles and must make up one of the 6 within a bubble.</li> </ul> <p><b>Climbing</b></p> <ul style="list-style-type: none"> <li>• Capacity calculated on 1 person per 9 sqm of space in climbing hall.</li> <li>• Social distancing should be maintained at all times.</li> <li>• Hand sanitiser should be used before and after climbs as it is not possible to clean holds between climbs.</li> <li>• Climbing wall holds will only be cleaned when removed from the wall.</li> <li>• Signage promoting social distancing will be displayed.</li> <li>• PPE must be worn when rescue at heights are required.</li> </ul> <p><b>Athletics</b></p> <ul style="list-style-type: none"> <li>• Fixed and moveable equipment positioned to maintain social distancing. Equipment should also be cleaned before and after use.</li> <li>• Signage in place to promote social distancing.</li> <li>• Athletes will be encouraged to bring their own equipment. Where this is not possible equipment should be sanitised before and after use.</li> <li>• Online bookings will be implemented for casual use to manage capacity levels aimed at promoting social distancing.</li> <li>• Spectators not permitted within the fenced athletics area or indoor barn area.</li> <li>• Whilst taking part in activities social distancing must be adhered to where possible.</li> </ul>	

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		<p>advised to bring their own equipment.</p> <p><b>Roller Hockey</b></p> <ul style="list-style-type: none"> <li>• Maximum 20 participants including coaches, volunteers and officials.</li> <li>• Max of 6 players aged 18 and over allowed to play in a group.</li> <li>• Social distancing must be maintained at 2m at all times before, during and after play.</li> <li>• Equipment should not be shared where possible. Where it is, it should be sanitised before and after use.</li> <li>• A hygiene break should be taken every 20 minutes and hands sanitised</li> <li>• No spitting or rinsing mouths.</li> <li>• No physical contact.</li> </ul> <p><b>Wrestling</b></p> <ul style="list-style-type: none"> <li>• Currently Phase 1</li> <li>• Solo socially distances practices unless with members of the same household or support bubble.</li> <li>• Focus on getting fighting fit.</li> <li>• No contact.</li> <li>• No competition.</li> <li>• Adhere to social distancing at all times.</li> </ul> <p><b>Basketball</b></p> <ul style="list-style-type: none"> <li>• Response Level: 2</li> <li>• Max of 6 players aged 18 and over allowed to play in a group.</li> <li>• Sanitise balls before and after use.</li> <li>• Everyone has their own individual ball unless from the same household or support bubble.</li> <li>• Sanitise ball every 20 minutes.</li> <li>• No bibs to be used unless personally kept by individual players.</li> <li>• No shared towels.</li> <li>• No shared water bottles. All water bottles should be clearly labeled with individuals names.</li> <li>• No handshakes, high fives or other bodily contact.</li> <li>• Hand sanitizer to be applied every 20 minutes.</li> <li>• Social distancing to be maintained during play.</li> <li>• No passing of the ball between player including retrieving balls.</li> <li>• PPE – face covering or face shield is mandatory for coaching and support personnel.</li> <li>• Up to 30 individuals per courts to include coaches, officials, players, etc</li> </ul> <p><b>Netball</b></p> <ul style="list-style-type: none"> <li>• Maximum of 30 on a court to include players, officials, coaches, etc</li> <li>• Max of 6 players aged 18 and over allowed to play in a group.</li> <li>• Play outdoors where possible</li> <li>• Players must remain at least 4ft (1.2m) apart at all times.</li> <li>• Officials and those not playing should remain at least 2m from others at all times.</li> <li>• Ball to be sanitised each quarter.</li> </ul>	

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Ref	Hazard	Mitigation Controls Agreed	Action Implementation Date
		<ul style="list-style-type: none"> <li>• Team talks to remain socially distanced.</li> <li>• Handshakes, high fives and goal celebrations are not permitted.</li> <li>• No touching of the posts or post protectors.</li> <li>• No shouting.</li> <li>• No sharing of water bottles.</li> <li>• No sharing of bibs.</li> <li>• No toss ups.</li> <li>• No idle interactions.</li> </ul> <p><b>Stories Family Activities</b></p> <ul style="list-style-type: none"> <li>• 1 family of up to 6 in café area.</li> </ul> <p><b>Weddings</b></p> <ul style="list-style-type: none"> <li>• Limited to 15 by government guidance</li> </ul>	
6	Poor hygiene and cleanliness resulting in increased likelihood of COVID-19 spreading.	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• COVID-19 Controls for Cleaning and Facility Management procedure will be implemented.</li> <li>• Increased frequency of cleaning will be undertaken.</li> <li>• Regular cleaning of high touch points e.g. door handles, reception, gym, lockers outlined in High Touch Points check list.</li> <li>• Enhanced frequency of cleaning regimen.</li> <li>• PPE to be worn for cleaning and emptying of bins/waste removal. Masks, face shields, disposable gloves and aprons to be used where appropriate.</li> <li>• Contamination plan located in cleaning procedure outlines cleaning and PPE requirements.</li> <li>• Breaks have been implemented between organised sessions such as group fitness classes and lessons to allow for cleaning to take place between sessions.</li> <li>• Staff will be trained in the new cleaning procedures.</li> <li>• Clubs will be issued cleaning and sanitisation products to aid keeping the environment clean.</li> </ul> <p><b>Sanitisation</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities available and regularly stocked in all facilities.</li> <li>• Hand sanitiser available to use on entry at reception, at key facility areas e.g. gym, sports hall, swimming pool, etc, staff entrances, delivery areas.</li> <li>• Hand sanitiser issued to relevant staff as part of individual risk assessments.</li> <li>• Fitness and Group Fitness users to collect sanitising sprays on entry and clean equipment and facilities they touch as they go. When session is completed user will sanitise their bottle and place it back in the collection zone.</li> <li>• Equipment hired or lent will be sanitised when giving out and when returning.</li> <li>• Staff will sanitise workstations before and after use using the sanitising spray and paper towel provided. This will include desk, computer, phone and any equipment/stationary they have used.</li> </ul>	25 July 2020
7	Cross Contamination of COVID-19 from shared facilities/equipment	<p><b>Equipment Loan/Hire</b></p> <ul style="list-style-type: none"> <li>• Customers will be encouraged to bring their own equipment where possible.</li> </ul>	25 September 2020

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Ref	Hazard	Mitigation Controls Agreed	Action Implementation Date
		<ul style="list-style-type: none"> <li>• Any equipment loaned or borrowed will be sanitised before and after use.</li> <li>• Staff handing equipment should sanitise hands after touching.</li> </ul> <p><b>Water Stations</b></p> <ul style="list-style-type: none"> <li>• Water fountains will not be available to drink from.</li> <li>• Bottle filling stations will only be available to fitness users with santising spray available to clean before and after use.</li> <li>• Customers will be encouraged to bring their own water bottles prefilled.</li> </ul> <p><b>Lost Property</b></p> <ul style="list-style-type: none"> <li>• Staff should wear PPE when handling lost property.</li> <li>• Personal clothing such as underwear and swimwear will be disposed of.</li> <li>• Valuable items will be double bagged and placed in safe.</li> <li>• Other items will be double bagged and secured.</li> <li>• Items other than valuables will not be accessed for 72 hours to reduce the risk of COVID-19 transfer.</li> <li>• Staff handling lost property to sanitise hands immediately after touching.</li> </ul> <p><b>Door Handles</b></p> <ul style="list-style-type: none"> <li>• Door to remain open where safe to do so.</li> <li>• Doors to have sensor operated mechanical opening and closing mechanisms where appropriate to reduce the need to touch.</li> <li>• Door guards or similar magnetic door holders linked to fire alarms to be used where appropriate.</li> </ul> <p><b>Lockers</b></p> <ul style="list-style-type: none"> <li>• Customers to be advised lockers are for essential use only and to plan their trips to avoid lockers where possible.</li> <li>• Where lockers are used, sanitizing spray and paper towel will be available clean before and after use.</li> </ul> <p><b>Hot Desks</b></p> <ul style="list-style-type: none"> <li>• Hot desking should be avoided where possible.</li> <li>• All staff members should sanitise the station they are working from before and after use with the sanitising spray and paper towel provided.</li> </ul>	
8	Staff unaware of new process and/or not embedding new processes.	<p><b>Staff Training</b></p> <ul style="list-style-type: none"> <li>• StaffHub will be introduced to log staff understanding of new procedures.</li> <li>• All staff will undertake the Right Directions COVID-19 training module for leisure operators.</li> <li>• All Staff will undertake the COVID internal update training.</li> <li>• All sports staff will be trained in the communications provided to customers.</li> <li>• All Staff will undertake return to work training/induction.</li> </ul>	25 September 2020

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Ref	Hazard	Mitigation Controls Agreed	Action Implementation Date
		<ul style="list-style-type: none"> <li>• Department/role specific training will be provided where needed.</li> <li>• Staff will be trained in site specific risk assessments and safe systems of work.</li> </ul> <p><b>Staff Behaviour</b></p> <ul style="list-style-type: none"> <li>• Once trained, staff not adhering to the new procedures and putting other facility users at risk will be disciplined in line with the AWN/BCKLWN disciplinary procedure.</li> </ul>	
9	Facility Users/Contractors/Deliveries not aware of new processes or not adhering to new processes.	<p><b>Customers</b></p> <ul style="list-style-type: none"> <li>• Website will be populated with COVID-19 Restart After Lockdown Customer Guidance detailing what we are doing to keep customers safe, what is open and when and activity specific guidance which customers will need to follow.</li> <li>• All active members who have an email address will be emailed and directed to COVID Restart After Lockdown guidance on our website.</li> <li>• Adverts will be place in the YLP directing people to website for more information.</li> <li>• Social Media channels will direct people to the website for full details in addition to regular key points broadcasting across social channels.</li> <li>• Staff member will act as designated meet and greet at facilities to provide queue management and basic information around registration, where to go, sanitising and social distancing.</li> </ul> <p><b>Contractors</b></p> <ul style="list-style-type: none"> <li>• Contractors will be required to have COVID-19 working safely as part of their method statements and risk assessments.</li> <li>• Alive West Norfolk staff should assess if social distancing and hygiene are appropriate in line with government guidance.</li> <li>• Contractors will be briefed on site COVID-19 guidance including site travel flows, maintaining social distance from others and washing facilities/sanitising stations.</li> </ul> <p><b>Clubs and Sub-Contracted Delivery Partners</b></p> <ul style="list-style-type: none"> <li>• Will be required to produce a risk assessment demonstrating how they will comply with government and national governing body of sport government approved guidance.</li> <li>• Will be required to maintain a register of attendance to sessions and collect and manage participant personal details to aid the NHS Test and Trace programme, storing personal details for a minimum of 21 days following a session.</li> </ul> <p><b>Deliveries</b></p> <ul style="list-style-type: none"> <li>• We will order in bulk to reduce the number of deliveries.</li> <li>• Delivery person should be met at delivery entrance by designated staff member.</li> <li>• Signing should be contactless.</li> <li>• Items delivered should be sanitised before they are touched and moved.</li> <li>• Person handling receiving delivery should wear gloves and wash hands thoroughly once package has been sanitised.</li> <li>• Delivery person should be briefed on movements around the facility and asked to wear a face covering and remain 2m from other facility users if they are to enter the buildings for any reason.</li> </ul>	25 September 2020

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Ref	Hazard	Mitigation Controls Agreed	Action Implementation Date
10	Building Management failures resulting in increased likelihood of COVID-19 spreading.	<p><b>Water</b></p> <ul style="list-style-type: none"> <li>• Legionella flushing regimen maintained during closure.</li> <li>• Temperature checks maintained during closure.</li> <li>• System cleaned, disinfected and re-commissioned by competent person.</li> <li>• If hot water does not work, it will be difficult to for facility users to maintain hygiene. Hand sanitisers should be made available until resolved.</li> <li>• If hand washing facilities or hand sanitiser is not available facilities will need to close until resolved.</li> </ul> <p><b>Washing Facilities</b></p> <ul style="list-style-type: none"> <li>• Washing facilities will be checked frequently in line with the enhanced cleaning and inspection regimen and consumables topped up more frequently.</li> <li>• If hand dryers are out of order for any reason, paper towel will be provided.</li> <li>• Hair dryers not to be used.</li> </ul> <p><b>Air Handling</b></p> <ul style="list-style-type: none"> <li>• Air handling units to avoid recirculation of air where possible and utilise fresh air.</li> <li>• Windows to be open in areas where there is not air handling.</li> </ul> <p><b>Building Management</b></p> <ul style="list-style-type: none"> <li>• All building management tasks and checks to be completed in line with Normal Operating Procedure (NOP) and problems recorded and rectified through Opportunities for Improvement (OFI) process.</li> <li>• All urgent concerns to be notified immediately to Duty Person and Management.</li> <li>• All building and equipment maintenance to be conducted in line with Plan Preventative Maintenance (PPM) schedules and problems recorded and rectified through OFI process.</li> </ul> <p><b>Swimming Pool Operations</b></p> <ul style="list-style-type: none"> <li>• Pool water monitoring completed during closure.</li> <li>• Legionella testing conducted prior to reopening.</li> <li>• Microbiological testing completed monthly and pre-opening.</li> <li>• Back wash completed weekly.</li> <li>• PWTAG Guidance adhered to pre and post opening.</li> </ul> <p><b>Statutory Inspections</b></p> <ul style="list-style-type: none"> <li>• To be maintained within schedule, to include where relevant:               <ul style="list-style-type: none"> <li>○ Fixed electrical</li> <li>○ Fire alarm</li> <li>○ Emergency lighting</li> </ul> </li> </ul>	21 July 2020



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Ref	Hazard	Mitigation Controls Agreed	Action Implementation Date
		<ul style="list-style-type: none"> <li>○ Passenger lift</li> <li>○ Pool hoists</li> <li>○ Pressure vessels</li> <li>○ Fire extinguishers</li> <li>○ Gas boilers</li> <li>○ Kitchen canopy</li> <li>○ Climbing wall</li> <li>○ Hammer cage</li> <li>○ Lightning protection</li> <li>● All to have pre-opening checks to ensure safety and operating optimally.</li> </ul>	
11	Reduced staffing due to isolation, illness or absence resulting in facilities being unable to open.	<ul style="list-style-type: none"> <li>● Each site to have a skeleton staffing plan identifying minimum staffing levels for each area/site.</li> <li>● Current staff lists should be available to contact staff for shift cover. StaffHub coms can also be used to contact staff groups e.g. Fitness Instructors, receptionists.</li> <li>● Staff will be informed as part of their return to work induction that they may need to be utilised in other areas to support the organisation operations.</li> <li>● Staff may be redeployed across sites to support organisation operations as needed.</li> <li>● If there is insufficient staff or insufficient trained staff to operate areas, Duty people should be in communication with Managers and close areas until staffing levels are restored. Site closures should be discussed with the Managing Director where possible. In the Managing Directors absence this should be discussed with the Centre Manager, Head of Development or Head of Health and Wellness.</li> </ul>	25 July 2020
12	Anxious and/or irate facility users due to new processes or poor adherence of processes by others	<p><b>STAFF</b></p> <ul style="list-style-type: none"> <li>● Return to work meetings and individual risk assessments to be completed for all staff.</li> <li>● Compulsory staff training in new COVID processes.</li> <li>● Occupational health services available to staff where required.</li> <li>● All concerns/comments/opportunities for improvement to be raised with line managers.</li> <li>● Regular employee welfare chats will be undertaken by managers.</li> <li>● Welfare support services available through Personnel Services.</li> <li>● Staff training available in dealing with violence and aggression and escalation processes in sites overseen by Managers and Duty People.</li> </ul> <p><b>CUSTOMERS</b></p> <ul style="list-style-type: none"> <li>● Advance warning of operational changes for customers.</li> <li>● Website with all key changes affecting facility customers.</li> <li>● Email notification of changes sent prior to opening.</li> <li>● Social Media bulletins of key changes.</li> <li>● Reopening advert in YLP and social media directing customers to key information.</li> <li>● Members emailed and notified about direct debit collection commencement date.</li> <li>● Staff to challenge customers not adhering to new procedures in a friendly and professional manner and repeat offenders reported to managers/duty people who can action sanctions which may include stopping the customer using facilities.</li> </ul>	25 July 2020

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Ref	Hazard	Mitigation Controls Agreed	Action Implementation Date
		<p><b>CONTRACTORS</b></p> <ul style="list-style-type: none"> <li>• Will be informed prior to visiting about the need to include COVID-19 Secure working practices as part of their method statements and risk assessments.</li> <li>• Will be briefed on key site COVID-19 process for moving around sites.</li> <li>• Contractors to complete work outside of operating hours where possible.</li> </ul>	
13	Lack of knowledge or out of date knowledge results in the latest guidance not being embedded.	<ul style="list-style-type: none"> <li>• Head of Development will check for guidance updates bi-weekly and disseminate updates to management team.</li> <li>• This Risk Assessment will be updated bi-weekly identifying the current versions of guidance being used and changes/additions in control measures being implemented.</li> </ul>	20 October 2020

**APPROVAL**

**Managing Director:** Neil Gromett

**Managing Director signature:**



**Date:** 20 October 2020