



SHREWSBURY SCHOOL RISK ASSESSMENT

Sports Centre Risk Assessment relating specifically to working safety during COVID-19.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This document is to be read in conjunction with all relevant school guidance on COVID-19. In particular all staff must self-isolate and not attend work if they, or any of their immediate family members, show symptoms of COVID-19. In this situation do not attend work and telephone your line manager.

All Office based staff are to be given a copy of this Risk Assessment, and it is to be explained to all staff by their line manager in an individual telephone call. There is no fixed expiry date for this risk assessment, but it will be updated to reflect Government advice as required.

Hazard Identified	Persons at Risk	Assessment carried out by	Assessment date	Review date
Infection of COVID-19	Staff and Visitors	Ed Moore	27 th July 2020	As advice changes,

Control Method	Activity	Actions taken to minimise risk	Comments
Planning and following of National Governing Body Guidance (NGB)	Operation.	<p>The department with of clear and efficient communication to both pupil and community-based provision takes place.</p> <ul style="list-style-type: none"> • All provision organised with the Facilities Manager. • National Governing Body Guidelines followed and supported by the Operational team. • A risk assessment is required for each activity offered. • Social distancing signs are in place. • Floor tape in place. • Any excess foyer furniture has been removed. This will stop too many people from gathering in the foyer at the same time. 	Awaiting further guidance on ventilation units

		<ul style="list-style-type: none"> • All areas that are being used must be thoroughly cleaned prior to and during use. • Hand sanitiser tables set up to enable all pupils, staff and visitors to clean their hands. • All staff will be issued with a mask or visor (swimming instructors) and PPE for first aid treatment including mask, gloves and apron added to each first aid box. • Additional training given to all staff following NGB guidance and competency assessment actioned where relevant • A list of those visitors attending to be accessible via registers and computerised management system. • Step by step use guidance in place (matching NGB guidance): <ul style="list-style-type: none"> ▪ Duty managers will action user guidance and enforce new rules of use. ▪ Floor markings in place creating single route of venue use. ▪ Beach ready approach taken for all pool users. ▪ Temperature control in place upon entrance ▪ Health survey encouraged prior to visit ▪ Reduced attendance numbers in line with NGB guidance ▪ Maximum of one parent during child swimming. ▪ All staff to have been fully briefed, Via updated operational procedures. 	
During the operation	Staff, pupils and visitors.	<p>A member of staff must always be in-attendance in the foyer of the main entrance to the building to avoid overcrowding and to maintain strict 2m social distancing.</p> <p>Users are only allowed to bring items that they require.</p>	<p>COVID-19 is a communicable disease and droplets of moisture can hang in the air for long periods.</p>

		<p>Face masks are always to be worn excluding sporting participation.</p> <p>External organiser to inform all staff and visitors of the 2m social distancing at the School.</p> <p>All touch to be wiped down constantly during operations.</p> <p>Ensure there is ventilation flowing in all areas</p> <p>Ensure there is a system of track & trace implemented for all visitors and staff.</p> <p>All access/provision to be pre booked</p>	<p>All staff, visitors (children, parents) to complete a register with full names, address's and telephone numbers in case anyone needs to be contacted in the future regarding COVID-19.</p>
Social distancing.	Staff, pupils and visitors	<p>Must always maintain 2m social distancing.</p> <p>Staff and visitors must have been fully briefed on social distancing rules which have been applied.</p> <p>There should be no unnecessary movement around the building.</p> <p>Duty Managers to maintain and regularly remind all staff and visitors of the requirement of social distancing rules.</p> <p>Signs and floor tape to be in place to remind all staff and visitors of the 2m social distancing rules.</p> <p>Masks to be worn where possible.</p>	<p>Social distancing 2m measures to be regularly always re-enforced by organiser of the event.</p> <p>If 2m social distancing cannot be enforced properly then those staff and visitors MUST always be wearing face shields and masks.</p> <p>Given the size of Maidment then 2m social distancing should not be a problem for any staff or visitor.</p> <p>Maximum user/bath loads</p> <p>Pool Lane swimming (double Lane) 8 per lane) Upon opening 20 Family swimming (9m2 SE = 34) Upon opening 20 Swimming Lessons (6m2 SE = 52) Upon opening 20</p> <p>Sport hall (UK Active 3m2 PP) Activity dependant</p> <p>Fitness Suite (UK Active 3m2 PP) Cardio 9 Weights 6</p> <p>Note activities away from regular use/those listed above will</p>

			require and risk assessment with relevant maximum user allowance approved by the Sports Facilities Manager.
		Staff and users to increase the frequency of hand washing and surface cleaning.	Sanitise stations upon entrance
		You must ensure to notify any person who gets too close to you that there is 2m social distancing rules in place.	
		Avoid transmission during meetings, don't share equipment, pens, stationary.	Before any meeting starts then all parties must clean their hands.
	Office areas.	The social distancing 2m rule still applies.	
Workstations.	Workstations.	When working at either the laptop or the desktop, ensure that you wipe all the surfaces down with spray and wipes. Do not use spray on the laptop or the desktop computer.	
	Social distancing.	The social distancing 2m rule still applies in all areas of the office areas.	All staff must enforce the social distancing rules.
		Social distancing signs must be in place on all entrances to buildings. Floor tape in place to remind staff not to get too close to other staff members who might be using the office area.	
	Office occupancy levels.	In offices where there are a number of staff working, review occupancy levels to maintain social distancing.	
Cleaning the workplace.	Ventilation.	Opening windows and doors frequently to encourage ventilation, where possible.	
	Cleaning workstations.	Frequently cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards. Clearing workspaces and removing waste and belongings from work area at the end of a shift.	

		Do not solely rely on housekeeping to clean workstations and office areas.	
		Where there is no choice but to share workstation, then individuals must clean their workstation and areas every time they occupy the workstation in case another staff member has used that workstation.	General Service Manager to provide each office with enough hand sanitisers, wipes, gloves, masks. These items to be centrally located in each office for use by individuals.
	Hand washing.	Staff must increase the frequency of hand washing. There must be hand sanitiser available in all office and building entrances.	All staff are to be encouraged to wash their hands regularly. All staff and visitors must use hand sanitiser as they enter and when they leave the office environment.
	Housekeeping.	Organiser to arrange housekeeping.	Staff must assist, do not rely on housekeeping.
Hygiene.	All areas.	Provide hand sanitiser in multiple locations in addition to toilets, all entrances, practice rooms, waiting areas, offices etc. Enhancing cleaning for busy areas. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. Where possible use paper towels as an alternative to hand dryers.	Cleaning plan to be confirmed for the facility
PPE	Individual use.	The HM Government guidance (Working safely during COVID-19 in the workplace). It is important to note that face covering is not a replacement for the other ways on managing risk, including frequent hand washing, limiting contact, staggering shifts, increase surface cleaning. Face covering does not replace the above. Wearing face masks is optional and is not required by law, including in the workplace if 2m social distancing rules are enforced. If you choose to wear one, it is important to use a face covering properly. Wash your hands thoroughly for 20 seconds using soap	Contact to be made via your Line Manager to General Service Manager if additional materials are required.

		<p>and water. Avoid touching your face or face covering as you could contaminate them with your hands.</p> <p>Change your face covering if it becomes damp or if you have touched it.</p> <p>Always maintain 2m social distancing rules .</p>	
Accidents.	Workplace.	<p>If an accident occurs, then the social distancing rules can be ignored to assist as required. If this occurs, then all involved should pay attention to sanitation and hand washing afterwards.</p>	

Ed Moore
Sports Facilities Manager
Date 27th July 2020