



COVID-19 New Procedures- Forge Valley Sports Centre

The below procedures have been introduced to try to ensure the safety of our pupils, staff, customers and the community at Forge Valley School Sports Centre. We need to ensure that all users adhere to these procedures where possible so that we can remain open and continue to allow access to the school site outside of school hours.

Upon Arrival

- Remain in your car/ do not arrive or enter the building until your session time. It is likely you will not be allowed entry whilst other people are in the building or previous sessions are leaving. Please advise all users to travel independently unless coming from the same household where possible.
- Please note and remind your participants on where to enter the building depending on where your session will take place: If using the Gym/ Fitness Studio and or Dance/ Activity Studio then please enter via the main sports centre entrance. If using the Sports Hall then please enter downstairs via the back of the building. If using the Dance/ Activity Studio then please exit via the fire exit at the back of the studio to avoid large groups of people meeting along corridors etc.
- Please ensure all participants wash their hands upon entering the building
- Ensure that anyone feeling unwell or has symptoms of COVID-19 does not enter the building.
- Follow all signage that has been put up around the building to remind and support customers.
- ONE allocated lead person to register at reception desk at Forge Valley Sports Centre providing name, address and telephone number for track and trace purposes. This information will be kept for 21 days and teams/ users must register and sign in on every visit.
- Please note that only 3 people will be able to queue at the Reception Desk at any one time. If there are more than individuals will be asked to queue outside on the marked lines.
- It is advised that individuals wear face masks when inside the building and moving to and from activity sessions.
- There will be no hot drinks served at reception during this time. Please advise all users to bring a filled water bottle with them as water fountains will be made unusable.

Your Session

- Your activity should follow current rules/ regulations and procedures stipulated by your specific National Governing Body. If you do not have a Governing Body for your activity then please speak to the facility manager around mitigating risks in your session.
- All external facility bookings should have a COVID-19 specific risk assessment in place and have discussed this with the Sports Centre Manager prior to attending site.
- All external bookings should keep personal details (including name, address and phone number) of ALL participants so they can be given for track and trace purposes.
- Bookings where children attend should not allow parents to stay on site wherever possible. If parents/ carers need to stay on site for any reason then they should be factored in to the maximum numbers within the specific room.
- Bookings at Forge Valley Sports Centre will be for 55 minutes out of a 60-minute block. This will allow cleaning of equipment in between activities such as benches and other heavily used areas (example 5pm-5.55pm). If you block book a room for a period of time we would advise staggering start and finish times to ensure there is no grouping of sessions and numbers do not exceed maximum limits.

- Sharing of equipment should be limited where possible and equipment used in sessions should be cleaned before it is stored at Forge Valley School. Where possible no equipment should be stored at the school however there are exceptional circumstances to this (large equipment, goal posts etc.). If needed then bookings should factor cleaning times in to their booking at school.
- Changing facilities at the school will NOT be open for public use for general sessions or bookings. Participants are advised to come ready for activity and wash clothing as soon as possible once the session has concluded.
- Remind all of your participants to wash their hands before leaving the session.
- All bookings should have a qualified first aider on site, access to first aid equipment and adequate PPE provision for the individual.
- Please pay online via BACS wherever possible or speak to the Sports Centre Manager regarding paying via invoice from now onwards. Please limit the use of paying with cash wherever possible and note that after cash has been handled both users and sports centre staff should wash their hands thoroughly.
- If a participant who has been on site tests positive for COVID-19 then we would expect that the lead person contacts the Sports Centre Manager immediately with the date and time of the session that they were in school.

Studio

- The maximum number of people in the Dance/ Activity Studio at any one time is **20 people**. This includes instructors/ teachers and other users.
- Centre users can access the building via the main entrance and go straight to the studio or can access via the fire door in the studio (and avoid the reception area). Please note that when using the fire exit door the inside fire door should not be propped open as per fire regulations. When leaving the building customers should exit via the fire exit door in the studio (so to avoid the reception area and new users arriving).

Sports Hall

- The maximum number of people in the Sports Hall at any one time is **50 people**. This includes instructors/ teachers and other users. If only booking half of the hall then please note that the limit will be 25 people and you should use the fire exit doors in the sports hall as separate entry and exit points where possible. Please speak to Sports Centre staff about this wherever possible.
- ALL Sports Hall users should enter and exit the building via the external doors downstairs at the back of the sports centre. Access to this is down the stairs to the right of the centre (as you are looking at the main entrance). Please ensure users stick to the left of the stairs and adhere to social distancing measures where possible.
- There will be no loaning of equipment (for example badminton rackets) for sessions in the hall.

Gym/ Fitness Studio

- The maximum number of people in the Gym/ Fitness Studio at any one time is **8 people**. This does not include instructors/ Forge Valley Staff.
- Bookings will be limited to a 45 minute booking slot and these available slots will be circulated to all members. This will allow 15 minutes of cleaning time for sports centre staff in between the next cohort of gym users. Please only book sessions that you intend to use as you may be restricting other users in the venue.

- Members should report to the reception desk on entering the sports centre and complete sign in (and Par-Q Form if necessary)
- Hand sanitizer will be made available and should be used by members prior to entering the gym
- The gym door will be propped open to allow air to circulate and to try and prevent contamination via door handles etc. These should be closed when the gym is not in use.
- A hand sanitizer and cleaning station will be setup inside the gym/ fitness studio for users.
- Gym members should wipe down equipment after EVERY use. This includes machines, free weights and matted areas.
- No towels will be allowed in the gym during this time and we ask that all tissues are disposed of personally and effectively.
- The air conditioning in the Gym/ Fitness Studio will not be in use during sessions. Windows will be opened to allow air to circulate further.

Outdoor Facilities

- Use of Tennis Courts- Users should arrive at reception and show that they have booked a court online. There will be no loaning of equipment for tennis bookings currently and users should bring their own.
- MUGA Area- Users should enter the MUGA area via the top of the car park and should not come through near the building where possible (apart from one person to register attendance). Users should follow guidance from NGB's (e.g. the FA) on training and equipment etc.
- Cycle Circuit- Private bookings- Users should follow above procedures and should allow one lead person to register attendance on site with Reception Desk.
- Cycle Circuit- Public Sessions- ALL users will have to register at Reception desk and provide details as usual for their session and for track and trace purposes. Public Sessions will be limited during this time.
- Fields- All users must adhere to current government guidelines around training in outdoor sports facilities and must also follow guidance from their Governing Bodies (e.g. the FA).

Any users seen not following the above procedures risk getting the sports centre closed with immediate effect and also risk being asked to leave site, with any future bookings being cancelled indefinitely.

We ask all of our community to pull together at this time to help us beat the virus whilst allowing us to stay open, stay active and stay healthy.

If any users have any questions then please do not hesitate to get in contact with the Sports Centre Staff immediately.

