

Covid-19 Risk Assessment – Forge Valley School Sports Centre

This generic risk assessment has been completed to assess the general associated risks within the sports centre environment in the sports centre at Forge Valley School and, provide additional control measures where necessary to manage those risks to an acceptable level. Individual community sports organisations and users/ bookings will also carry out their own risk assessments in line with their governing body requirements.

Whilst the Covid-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness.

Whilst this is a complex and changing situation, there is enough known about the epidemiology of Covid-19 to provide a risk-based approach to support staff in their roles. Therefore: -

- **Avoid contact with anyone with symptoms**
- **Frequent hand cleaning and good respiratory hygiene**
- **Regular cleaning of settings**
- **Minimising contact and mixing**

The assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff and all visitors to the community venue.
- PPE will be provided where necessary according to evidence of efficacy and assessment of clinical risk.
- All efforts will be made to secure a reliable and adequate supply of suitable PPE where necessary.
- The community sports centre, staff and visitors must, where possible adhere to social distancing and hand and respiratory hygiene.
- Community users will adhere to procedures put in place by the school and by their national governing bodies for their chosen activity/ sport at the time (guidance is likely to change over a period of time).

Please find below a series of identified risks and control measures put in place to minimise risk wherever possible.

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
Covid-19	Transmission of the virus – leading to potential ill health and fatality Staff having appropriate knowledge on virus, transmission and risk	Employee, pupils, agency staff, member of the public	All staff to keep themselves updated and follow the latest <u>Government</u> and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/ Covid-19 advise, and recognising symptoms signs placed in key areas and around school.	Regular sharing of information with all staff. Including information from central team and Government. Staff guidance document that supports reopening has been communicated and issued to all staff prior to opening. Staff briefing to take place regarding new procedures for sports centre.	L
Transmission of Covid-19 via arrival at setting	Increased transmission of virus on arrival at the sports centre	Employee, pupils, member of the public	When sport centre users enter the building, there should be clear signage in place that encourages social distancing and alerts individuals to Covid-19 and risks of transmission. Guidance on how to conduct themselves whilst in the building should also be made clear e.g. protocols for using the gym, walking around the building etc.. A clear demarcation line is in place around the reception area to protect staff. This demarcation requires parents/carers to remain at least 2 metre away from the reception desk area where possible. Hand sanitiser placed in reception for use on entry. Regular sanitisation and frequent washing signs placed in key areas and around the sports centre	Sport centre users should be sent communication regarding the reopening of the sports centre. This information should also be posted on the sports centre Facebook page. Signage and Line should be put in place. A Perspex screen should also be installed on the sports centre reception desk Sanitise stations should be introduced at all entrances to the sports centre and school buildings that are open for lettings e.g. entrance of the sports centre, top corridor of sports centre and entrance to school (gym and main hall side entrance)	L
Effectively implementing social distancing	Staff and Children/Young People being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19	Employee, pupils, member of the public	To help ensure that the risk of virus spread for both staff and visitors, the sports centre should: <ul style="list-style-type: none"> • tell employees and visitors not to enter the sports centre if they are displaying any symptoms of coronavirus (COVID-19) • Introduce a booking system for gym members (max members in the gym at any one time) • Introduce a temporary cut of 5 minutes to any lettings in the sportshall/gymnasium to provide time to clean key areas before the next lettings arrives. • try to follow the <u>social distancing guidelines</u> Follow key national guidance:	Guidance on websites and on notices around sports centre. Signs are on corridors and at eye level above doors for visibility, to ensure all persons in the building can clearly see them. Creation of simple booking system for gym members. Contact details collected for track and trace purposes when booking. Email to lettings.	L

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			https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings		
Effectively implementing social distancing and minimising risks in the sports centre	Staff and visitors being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19 during opening hours	Employee, visitors	<p>Sports centre staff to implement the following during opening hours to actively support social distancing and minimise risk:</p> <ul style="list-style-type: none"> • No changing rooms available for use • Toilets will be made available but only to be used one person at a time (Accessible toilets only to be used) • Putting guidelines on the floor in corridors – movement throughout the sports centre to be monitored and managed to encourage social distancing • Avoid close contact between staff members <p>Entrance doors should be fixed to open to allow air circulation. All indoor extraction fans should be turned on inside the sportshall and gym.</p> <p>Ideally introduce a card/online payment system. Where cash needs to be handled, only one member of staff should handle the cash and must wash hands after touching. PPE made available, with masks, gloves, and aprons to all first aid staff. Reception staff to have masks where necessary. Cleaning staff to be placed on a rota to ensure sports centre is kept clean. Evening cleaning to continue as required by sport centre staff. Sanitisers and tissues placed in sport centre reception for use by staff and visitors. 2m social distancing signs placed around school. Hand washing, along with covid-19 advise and recognising symptoms signs placed in key areas of</p>	<p>Signage on toilet facilities</p> <p>Footsteps 2 meter apart, signage marked on floors</p> <p>Introduction of temporary reception desk to ensure 2 members of staff are not sat close together behind the main reception</p> <p>Wash/santise hands after handling cash</p> <p>Available in both buildings for medical / first aid purposes.</p> <p>Rota is in place.</p> <p>Rota is in place – follow Covid-19 cleaning rota</p> <p>Sanitiser and tissues are in sport centre reception</p> <p>Signage is displayed.</p> <p>More signage has been put up around sports centre</p> <p>More have been put up.</p> <p>Signs have been put in place</p> <p>Staff and students have been briefed beforehand and will receive an induction session to ensure understanding of social distancing rules (including emergency evacuation – see section later)</p>	L

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			sports centre. Implement limited movement around sports centre to minimise contact. Signage to be in place identifying the flow of movement and direction of travel		
Reducing transmission of Covid-19 through effective hand washing	Staff and visitors having sufficient opportunity to implement effective hand washing	Employee, Visitors	Follow Hand Washing protocol at appendix 1 below https://www.who.int/gpsc/clean_hands_protection/en/ / Soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides. Staff and visitors should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing. Bins for tissues should be emptied every day.	Signage in place Briefing of staff Signage in place	L
Fire Drills / Activation of the fire alarm	Transmission of the virus – leading to potential ill health & fatality	Staff, visitors	When undertaking a fire drill social distancing should be maintained at all times Markers should be displayed at the assembly area / muster point to avoid congestion A phased return must be adhered to when leaving and re-entering back into the sports centre to maintain social distancing Washing of hands etc still required on entry back into the building	Ensure a fire drill plan is produced Signage in place You may have to use one or more external areas of the School to achieve social distancing Develop and share new Fire Drill procedure. Ensure staff are aware.	L
Changing	Transmission of the	Staff, Parents	No changing facilities available for public use unless in	Communicate with visitors prior to	

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Areas	virus – leading to potential ill health & fatality	& Pupils	extreme circumstances.	reopening	L
Staff client interaction where momentary physical contact is required or cannot maintain 2m distance.	Transmission of the virus – leading to potential ill health & fatality	Employee, Visitors	Close adherence to hand and respiratory hygiene protocols. Mask to be worn by member of staff. Sessional (iv) use is adequate in these circumstances. Gloves and apron to be worn for First Aid procedures and cleaning purposes.	Signage in place Guidance has been provided to all staff Visitors to provide own first aiders for lettings where possible. Defibrillator positioned in sports centre	L
Managing risk If an individual displays symptoms		Employee, visitors	https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19 If someone becomes unwell and starts to display symptoms and starts to display with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the <u>staying at home guidance</u> . If a visitor is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Public Health England together with NHS England and the Department of Health and Social Care (DHSC), has agreed to prioritise testing for those most at risk of severe illness from the virus.	Guidance provided to staff and information and procedures are around school A medical room is available in the sports centre. See new first aid procedure. First Aid staff have been provided full PPE, including masks, gloves, aprons and face shields. Signs created to close down the room, until deep clean has been done. Ensure contact details are kept for bookings/ lettings to support Track and Trace and to ensure that key information is shared where possible.	L

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			Those in hospital care for pneumonia or acute respiratory illness will be the priority. If a member of staff becomes unwell with a new, continuous cough, or a high temperature, in an education setting, they should be sent home and advised to follow the <u>staying at home guidance</u> .		
Deliveries and Maintenance on school sites			Only essential repairs and maintenance work should be carried out Full chlorination clean of water systems and sample testing to be taken before re-opening Statutory site maintenance checks to continue All deliveries to School should be left at the main entrance and sanitised with wipes or suitable disinfectant before taking them inside the School premises Keep deliveries to a minimum with essential items only	Delivery signage has been enhanced at reception to ensure they go to correct door. Limit deliveries to through the school day to liaise directly with school facilities staff.	L
Fitness based classes	Transmission of the virus – leading to potential ill health & fatality	Staff, Visitors	Each group should consist of a maximum number of visitors (if social distancing allows for these numbers) When entering / leaving the studio, this should be on a phased “one person at a time” basis Equipment use should be reduced to minimum Visitors should be spaced out appropriately in-line with social distancing guidelines where possible and in line with governing body guidelines for each activity.	Limited number of visitors per class Rooms set up for students with exam desks to maintain social distancing in classroom where possible. Where equipment has been used, staff must ensure this equipment is thoroughly cleaned after use.	L
Community Toilets	Transmission of the virus – leading to potential ill health & fatality	Pupils, Staff, Cleaners	Ensure that signage is in place to ensure only one person at a time uses the toilets Ensure access to hot running water All toilets are cleaned on a daily basis with an antibacterial spray, paying particular attention to the toilet seat, taps, flush, door handles, sinks etc Hand washing frequently with soap and in hot water where possible	Soap dispensers are regularly checked Cleaners to clean as part of rota every day Sport Centre staff to spray with anti-bac every hour as part of cleaning checklist	L

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Surfaces in the sports centre	Transmission of the virus – leading to potential ill health & fatality Transmission of the virus – leading to potential ill health & fatality	Staff, Visitors	Follow Sports Centre Covid-19 cleaning checklist hourly Disconnect water fountain or do not use signs where possible.	Staff to follow hourly cleaning checklist Ensure gym door and other doors remain propped open to allow air circulation and contamination of door handle	L
Reception Seating, Administering First Aid, Club Guidance	Transmission of the virus – leading to potential ill health & fatality	Staff, Visitors	All seating in the sports centre reception to be put out of use to prevent people congregating and over crowding the reception If social distancing cannot be maintained when administering first aid/medication, PPE appropriate to the circumstances e.g. gloves, face masks and eye protection (if necessary) should be provided Wash hands and ensure the affected area is cleaned upon completion All first aid/clinical waste and PPE should be disposed of by double bagging and put in the clinical / external waste School staff should continue to use the PPE that they have always used (such as an apron and gloves) when undertaking more intimate care with pupils. If you are not providing intimate care to someone, PPE is not needed. Anyone hiring the facility must adhere to their respective NGB guidance around Covid-19	No seating available in sports centre reception For further information on first aid visit the government guidance https://www.gov.uk/government/publications/ novel-coronavirus-2019-ncov-interim- guidance-for-first- responders/interim- guidance-for-first- responders-and-others-in- close- contact-with-symptomatic-people-with- potential-2019-ncov For staff providing first aid – this is category 2 PPE Guidance for Headteachers and Employees has been issued to all staff. For staff providing intimate care – this is category 3 PPE Ensure adequate stocks of PPE are available and all staff are trained in the use of PPE including donning and doffing and disposing of PPE Refer clubs/individuals to NGB guidance and spot check activities to ensure guidance is not breached	Guidance advises that cat2 PPE not required in an educational setting L

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
<p>Transmission of Covid-19 in the fitness suite</p> <p>Circulation of disease via air conditioning</p> <p>Effectively implementing social distancing and minimising risks in the fitness suite</p>	<p>Transmission of the virus – leading to potential ill health & fatality</p>	<p>Staff, Visitors</p>	<p>Limit number of members in-line with Govt guidelines (1 customer per 100 square feet – max customers in gym per time slot).</p> <p>Staff and visitors advise to wear PPE but not compulsory</p> <p>Introduce sanitization stations in fitness suite</p> <p>Ask visitors to clean down each piece of equipment that they use</p> <p>Staff to follow covid-19 cleaning rota</p> <p>The aircon unit on the fitness suite must remain off, instead all windows must be opened and the main entrance propped open. Any fans must remain on at all times.</p> <p>Every other piece of cardio equipment will be placed out of order to allow for social distancing unless the trust allow the purchase of screens to place between equipment</p>	<p>Introduce signage</p> <p>Introduce booking system – 45 min slots followed by 15 min cleaning/ wiping down of equipment.</p> <p>Promote new procedures on social media and make clear upon arrival.</p> <p>Ensure than adequate wipes/ blue roll/ towels are provided for customers to wipe down equipment.</p> <p>Introduce signage on walls</p>	<p>L</p>

PPE Guidance

The guidance table below has been produced by Public Health Sheffield. This should be used to ascertain situation must be worn by individuals.

	Category	PPE Requirements	Educational Setting
1	Staff client interaction where distance of 2m can be maintained throughout	Close adherence to hand (i) and respiratory hygiene protocols (ii). No additional PPE required beyond what would usually be worn for any given task	The majority of school and childcare settings will fall into this category. For example Class Teacher and Classroom assistants working within a classroom environment where social distancing can be adhered to.
2	Staff client interaction where momentary (iii) physical contact is required or cannot maintain 2m distance.	Close adherence to hand and respiratory hygiene protocols. Surgical facemask to be worn by member of staff. Sessional (iv) use is adequate in these circumstances.	In some childcare and school settings where intimate care is required it may be necessary to wear a surgical facemask when undertaking certain tasks (e.g. administration of medication where it cannot be self medicated, or When administering first aid, self-administration is not possible e.g. child places their own plaster on a cut / laceration
3	Prolonged/intimate (v) physical contact is required between member of staff and client.	Close adherence to hand and respiratory hygiene protocols. PPE required - Disposable gloves, disposable apron, sessional surgical facemask (include eye protection if client is coughing or sneezing). Donning and doffing according to standard protocols (vi) and disposing of clinical waste appropriately(vii).	Anyone who is symptomatic should not be in a childcare or school setting. However if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of a serious injury. And if that child is coughing or spitting, this should include eye protection.
4	Any scenario in the household of a 'shielded' (viii) person. Close adherence to hand and respiratory hygiene protocols	PPE required - Disposable gloves and plastic apron in addition to single use (ix) surgical facemask.	Not applicable
5	Specialist scenarios e.g. Aerosol generating procedures, hospital inpatients, home births, phlebotomy in non-compliant patients etc.	Specialist PPE requirements	Not applicable

Appendix 1 – Handwashing Guidance

Clean hands protect against infection (WHO protocol)

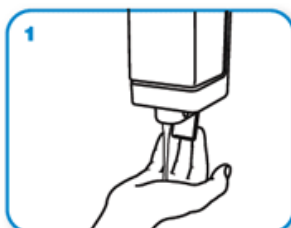
Protect yourself

- Clean your hands regularly.
- Wash your hands with soap and water, and dry them thoroughly.
- Use alcohol-based hand rub if you don't have immediate access to soap and water.

How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below:



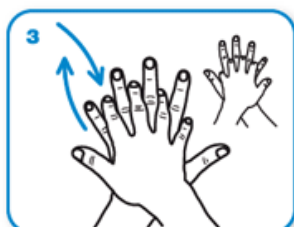
Wet hands with water



apply enough soap to cover all hand surfaces.



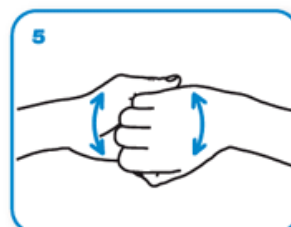
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



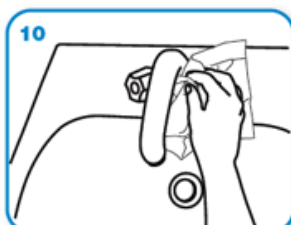
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

Appendix 2 – Additional PHE Guidance for the Use & Disposal of PPE

i.	Handwashing Protocol	Attached at appendix 1 above https://www.who.int/gpsc/clean_hands_protection/en/
ii	Respiratory hygiene protocol	This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. https://www.who.int/emergencies/diseases/novel-coronavirus2019/advice-for-public
iii	Momentary contact	Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.
iv	Sessional use	Surgical facemask can be used multiple times and need not be disposed of until wet, damaged or uncomfortable. https://www.gov.uk/government/publications/wuhan-novel-coronavirusinfection-prevention-and-control/covid-19-personal-protective-equipmentppe#section-6
v	Intimate care	Is defined as a role which is personally supporting the client to bathe, wash, feed etc. where there may be close proximity to bodily fluids.
vi	Donning and doffing	Refers to the correct method by which PPE should be put on and taken off. https://www.gov.uk/government/publications/covid-19-personalprotective-equipment-use-for-non-aerosol-generating-procedures https://www.youtube.com/watch?v=-GncQ_ed-9w
vii	Disposal of PPE	PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.
viii	Shielded person	Definition at appendix 3.
ix	Single use	Refers to disposal of PPE after each client interaction.
x	PHE Covid-19 IPC	https://www.gov.uk/government/publications/wuhan-novel-coronavirusinfection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304cf38d248abba&utm_medium=email&utm_campaign=govuknotifications&utm_content=immediate

Appendix 3 – Shielded/Extremely Clinically Vulnerable Group

People falling into this **extremely clinically vulnerable group** include:

1. Solid organ transplant recipients.
2. People with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - 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 immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.
4. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
6. Women who are pregnant with significant heart disease, congenital or acquired.

NB: Patients should have received notification directly from the government and or their GP practice about whether they fall into this group and how to reduce their risk.