

Foxhills

MANAGEMENT RISK ASSESSMENT

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|----------------------------|--|--|------------------------------|---------------------------------|
| Department: Leisure | Area/Task: Swimming pool within the Youth Club building. Opening scheduled for 25 July 2020 | Assessor/s: Chris Fitt/ Dawn Adams/Steve Barrass | Date: 22-24 July 2020 | RA Ref No: FOX/L/YCP/MRA |
|----------------------------|--|--|------------------------------|---------------------------------|

Note: This risk assessment is subject to change following any industry specific announcements by the UK Government and subsequent guidance from ministers.

ASSOCIATED RISK ASSESSMENT (RA) DOCUMENTATION

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|--|--|--|---|---|--|
| Manual Handling RA Ref: Currently not applicable | COSHH RA Ref: Currently not applicable | DSE RA Ref: Currently not applicable | Lone Working RA Ref: Currently not applicable | Young Person RA Ref: Currently not applicable | Fire Risk Assessment Ref: Currently not applicable |
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Hazard Identification and Initial Risk Level Classification

Within the department, review the work area or tasks that are undertaken. Consider the **significant** hazards in the work area or within the task or job. Observe all the work area or how the task is undertaken. When conducting this assessment, ensure you consult personnel who work in the area or who are involved in or may be involved in the task. Allocate a risk rating and consider if the risks are adequately controlled.

| Step 1 IDENTIFY THE HAZARDS | | | | | | | | | | | | |
|-----------------------------|--------------------------------------|----|-------------------------------------|----|---|----|-------------------------------------|----|-----------------------------------|----------------------------|----------------------|---|
| 1 | Slips & Trips | 6 | Storage, space & obstructions | 11 | Use of vehicles & buggies/driving at work | 16 | Fire hazards | 21 | Food preparation/allergens | List any specific Hazards: | | |
| 2 | Storage at height Falling objects | 7 | Use of electrical equipment | 12 | Working outdoors/extremes of weather | 17 | Flammable materials | 22 | Extremes of temperature | 26 | Contracting Covid-19 | ✓ |
| 3 | Inappropriate housekeeping | 8 | Use of portable tools | 13 | Working at height | 18 | Work in confined spaces | 23 | Lone working | 27 | | |
| 4 | Manual handling tasks/activities | 9 | Fixed work equipment | 14 | Noise & Vibration | 19 | Work with hazardous substances | 24 | Out of hours/night working | 28 | | |
| 5 | Display screen equipment | 10 | Lighting levels – internal/external | 15 | Naked flames | 20 | Condition of the building/structure | 25 | Violence or verbal abuse to staff | 29 | | |

Proceed to Step 2 and list the hazards that have been identified, along with what is being done to control the risk and any further action to eliminate or reduce the risk

| Step 2 EVALUATE THE RISK CONTROLS | | | | | | | |
|-----------------------------------|---------------------------------------|-------------------------|--|------------------------------------|-----|----|---|
| Hazard No | Hazard Description | Who could be harmed? | Existing Control Measures | Is the risk adequately controlled? | | | Further action to reduce the risk |
| | | | | Risk H/M/L | YES | NO | |
| Covid-19 Generic | | | | | | | |
| 26 | Spread of Covid-19 Coronavirus | Members, Guests & Staff | <u>Hand Washing</u> <ul style="list-style-type: none"> Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels or hand driers. | M | ✓ | | Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose, or mouth with unclean hands. |

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| | | | | Risk H/M/L | YES | NO | | | |
| Covid-19 Generic | | | | | | | | | |
| 26 | Spread of Covid-19 Coronavirus | Members, Guests & Staff | <ul style="list-style-type: none"> Gel sanitisers (60% alcohol based) in any area where washing facilities not readily available | M | ✓ | | | | |
| 26 | Spread of Covid-19 Coronavirus | Members, Guests & Staff | <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches using appropriate cleaning products and methods.</p> | M | ✓ | | Checks will be carried out by Managers/Duty Manager to ensure that the necessary procedures are being followed. | | |
| 26 | Spread of Covid-19 Coronavirus | Members, Guests & Staff | <p>Social Distancing</p> <p>Workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government - 2m, or 1m with risk mitigation. Where 2m is not viable, you should consider and set out the mitigations you will introduce.</p> <p>Further mitigating actions include:</p> <ul style="list-style-type: none"> Further increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible. Using screens or barriers to separate staff from each other and staff from customers at points of service. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering Finally, if people must work face-to-face for a sustained period with | M | ✓ | | <p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.</p> <p>Management/Duty Manager checks to ensure compliance.</p> | | |

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| Covid-19 Generic | | | | | | | | | |
| 26 | Spread of Covid-19 Coronavirus | Members, Guests & Staff | <ul style="list-style-type: none"> more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. In your assessment you should have regard to whether the people are especially vulnerable to COVID-19 <p>Relocating workers to other tasks. Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in canteen and smoking area.</p> | M | ✓ | | <p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.</p> <p>Management/Duty Manager checks to ensure compliance.</p> | | |
| 26 | Spread of Covid-19 Coronavirus | Members, Guests & Staff | <p>Wearing of Gloves</p> <p>Where the wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> | M | ✓ | | <p>Management/Duty Manager checks to ensure compliance.</p> | | |
| 26 | Spread of Covid-19 Coronavirus | Members, Guests & Staff | <p>Face Coverings</p> <p>Tasks and activities fall outside of a clinical setting. The role of PPE in providing additional protection is extremely limited. Other controls should be used such as screens, social distancing, increased hand/surface washing/wearing gloves. However, a face covering and/or a face visor may be worn in enclosed spaces where social distancing is not possible. Face coverings are available to staff from their manager.</p> | M | ✓ | | <p>Evidence from PHE confirms that the benefit of using a face covering is weak compared against other ways of managing Covid-19 risk. Social distancing, increased hand and surface washing and wearing gloves.</p> <p>If worn, dispose of face covering in a secure bin prior to leaving the complex.</p> <p>Management/Duty Manager checks to ensure compliance.</p> | | |

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| | | | | Risk H/M/L | YES | NO | | | |
| Covid-19 Generic | | | | | | | | | |
| 26 | Spread of Covid-19 Coronavirus | Members, Guests & Staff | <p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature, or loss of taste or smell in the workplace, they will be sent home and advised to self-isolate at home for 14 days and contact 111.</p> <p>Report the situation to the Duty Manager who should take immediate action and complete an Incident Form.</p> | H | ✓ | | <p>Internal communication channels and cascading of messages through HR/managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>HR and the relevant managers will offer support to staff who are affected by Coronavirus.</p> | | |
| 26 | Spread of Covid-19 Coronavirus | Members, Guests & Staff | <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hse.gov.uk/stress</p> | M | ✓ | | <p>Regular communication of mental health information and open-door policy for those who need additional support. Initially contact relevant manager or Hospitality Action</p> <p>Hospitality Action 0808 8020282 www.hospitalityaction.org.uk</p> | | |

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| | | | | Risk H/M/L | YES | NO | | | |
| Access | | | | | | | | | |
| 26 | Access/Security Common point of contact when entering the pro shop and toilets. | Members, Guests & Staff | Essential doors will be left open if members of staff are in attendance. Where this cannot be achieved essential security doors will be cleaned with disinfectant every 60 minutes. | M | ✓ | | Cleaning staff/departmental staff allocated specifically to complete cleaning tasks in this area. Managers and staff to monitor area/situation to ensure compliance | | |
| 26 | Access Doors Common point of contact when moving through the clubhouse building. | Members, Guests & Staff | Opening of leisure outlets authorised by the UK Government. Opening of the youth club scheduled for 25 July 2020 based on implementation of SOP and specific training. | M | ✓ | | Cleaning staff/departmental staff allocated specifically to complete cleaning tasks in this area. Managers and staff to monitor area/situation to ensure compliance | | |
| 26 | Building Access Unauthorised access | Members, Guests & Staff | Access to the building there will be via an area outside the Youth Club clearly marked with signs. Access to the building will be by membership and guest card only to ensure that we comply with the requirements of the government track and trace system | M | ✓ | | Managers and staff to monitor area/situation to ensure compliance | | |
| 26 | Building Access Spread of Covid-19 Coronavirus | Members, Guests & Staff | A Perspex screen will be fitted at the reception desk and the gates will still be in use. Hand sanitiser station available on entry. A member of the team on the reception desk to handle bookings, telephone enquiries and managing the flow of entry. | M | ✓ | | Managers and staff to monitor area/situation to ensure compliance | | |
| 26 | Pool Access Spread of Covid-19 Coronavirus | Members, Guests & Staff | Entry to the pool will be through the main Youth Club entrance, clearly marked with signs. There will be a one-way system around the pool | M | ✓ | | Managers and staff to monitor area/situation to ensure compliance | | |
| Booking | | | | | | | | | |
| 26 | Booking a session in the pool Spread of Covid-19 Coronavirus | Members, Guests & Staff | Members and guests can book a one-hour slot for swimming pool use on the Foxhills booking system. All users should be asked to attend in "beach ready" to minimise changing room use.. | M | ✓ | | Managers and staff to monitor area/situation to ensure compliance | | |

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| | | | | Risk H/M/L | YES | NO | | | |
| Youth Club pool and changing rooms | | | | | | | | | |
| 26 | Spread of Covid-19 Coronavirus | Members, Guests & Staff | In line with Government guidelines and the limit set by the Golf and Leisure Director, the Youth Club pool capacity will be limited to 12 people using the pool at any one time. There will be a one-way system for guests/members entering and leaving the pool. | M | ✓ | | Managers and staff to monitor area/situation to ensure compliance | | |
| 26 | Spread of Covid-19 Coronavirus | Members, Guests & Staff | Sanitising wipe dispensers are available at various points around the Youth Club pool and changing rooms. All other touch points on the pool and changing rooms floor will be sanitised Air conditioning will be on to allow maximum ventilation | M | ✓ | | Managers and staff to monitor area/situation to ensure compliance | | |
| Phased Opening of Facilities | | | | | | | | | |
| 26 | Staff consultation Lack of understanding/information | Staff | Managers, supervisors, and staff consulted by phone, e mail and a meeting prior to return. Covid-19 control measures being implemented explained and discussed. Any concerns noted. | M | ✓ | | Follow up visit on site to confirm implementation | | |
| 26 | Phased opening Unauthorised access to facilities | Members, Guests & Staff | Leisure outlets allowed to open following a UK Government announcement and specific Covid Secure industry guidance. Department/area/task specific Covid-19 risk assessments and SOP undertaken prior to opening. Risk assessments made available on Foxhills website. | M | ✓ | | Managers and staff to monitor area/situation to ensure compliance | | |
| 26 | Unsafe working practices Contracting/spreading virus | Members, Guests & Staff | Following the completion of the department Covid-19 risk assessments, drafting of an activity specific Safe Operating Procedure, SOP. Training session designed around the SOP criteria. | M | ✓ | | Managers and staff to monitor area/situation to ensure compliance | | |
| 26 | Pool Water Water condition | Members & Guests | Chlorine water treatment system monitored in accordance with PWTAG systems and parameters | L | ✓ | | Group Facilities Manager and maintenance team to monitor area/situation to ensure compliance | | |

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| 26 | Staff returning to work Lack of information | Staff | Covid-19 specific information package available to all staff returning on Selima HR system. Staff confirm understanding with electronic signature/confirmation. Training session completed, on site, prior to first day by department by Training Co-ordinator. Staff sign SOP and training record confirming understanding. | M | ✓ | HR Director to monitor the situation to ensure compliance |
| 26 | Cleanliness Buildings/areas/departments | Members, Guests & Staff | Additional cleaning completed by departmental staff and specialist contractors when required. Hard surfaces and common touchpoints (handrails, doorknobs, elevator buttons) will be routinely wiped using FAD GreenShield and certain areas will be hydrogen peroxide fogged (HPV/HPF) using a Hydrogen Peroxide solution @ 6.5%. | M | ✓ | Managers and staff to monitor area/situation to ensure compliance |
| 26 | Spread of Covid-19 Coronavirus Lack of customer confidence Test and Trace | Members & Guests Members &, Guests | Covid-19 specific information on website for guests and leisure opening guideline e mailed to members. Foxhills Charter displayed on website. AA Covid Confident accreditation By accessing the building with a membership card everyone should assist this service by keeping a temporary record of your customers and visitors for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed. | M | ✓ | General Manager/Manager to monitor area/situation to ensure compliance General Manager/Manager to monitor area/situation to ensure compliance |

