

Angus Alive - Risk Assessment					
Directorate	Angus Alive Sport and Leisure	Service	All Sport and Leisure	Team	All teams authorised to work/access venues
Risk assessment title	Managing COVID 19 in Sport and Leisure Venues facilities including swimming pools – Version 3			Assessment date	Updated 5 th Nov 2020
				Review date	5 th Dec 2020
Description of work activities or workplace being risk assessed	<p>This risk assessment deals with the exposure to COVID 19 in Sport and Leisure Venues which will accommodate the use of sport and leisure services by members of the public, school pupils/teachers and staff including coaches. The main duties being carried out will be reception duties, serving and processing bookings, set up and dismantling equipment, gym inductions and sessions, delivery of coached classes (in house and external providers), operation of synthetic and grass pitches and tracks with small sided junior games and indoor club use including gymnastics, football, non-contact martial arts and racket sports. Lifeguarding, use of changing rooms for swimming clients only, swimming pools use for clubs and lane swimming for public. Indoor PE for schools. Lifeguard training, Manual Handling Training and staff cleaning. Others essential non-employees present on site would be Tayside Contract cleaners, Contractors (essential servicing and maintenance), postal and other delivery workers. Clubs and External Hires</p>			Site address	Arbroath Sports Centre, Brechin Community Campus, Carnoustie Sports Centre, Forfar Community Campus, Montrose Sports Centre, Saltire Sports Centre and Websters Sports Centre
Describe what you did i.e. the information you checked, who you spoke to, observations made etc.	<p>Scottish Government Guidance Health Protection Scotland NHS Inform Angus Council COVID-19 Guidance Health and Safety Compliance Team Guidance Sport Scotland guidance (including RLSS) Scottish Swimming Pool Operators Guide CIBSE Ventilation Guidance</p> <p>Consultation with the Health & Safety Compliance Team. Consultation with employees and management. Formal consultation with the Trade Unions.</p> <p><u>NOTE - This risk assessment must be followed in addition to any general and specific risk assessments for the service that are already in place and have been reviewed. – These are:-</u></p> <p>People Risk, Premises and Utilities Risk and Tasks Risk Stress, Fire Risk, Emergency Evacuation and COSHH Assessments</p>				

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People in the work environment who are a COVID-19 case or risk (have symptoms or if someone in their home has these symptoms or if they have been advised to self-isolate or quarantine)	Employees Other on site - Members of public using the building, Contractors, Delivery People, Tayside Contracts Staff, external coaches, club and club participants.	Transfer of Covid-19 person to person or to the environment then to person Lack of security – unauthorised person entering the site.	Employees must: <ul style="list-style-type: none"> • Not come to work if they have symptoms see NHS Inform- the most common being a new continuous cough or fever or loss of or change in sense of smell or taste (anosmia) OR If someone in their home has these symptoms, OR if they have been advised to self-isolate or quarantine . Stay at home following government guidance. Report any of these situations to your line manager • If you suspect anyone is displaying symptoms of Covid-19, report it to your line manager immediately. • Sign in and out on Kronos and make sure members of the public are signed in at reception for all activities. • Ensure all visitors and contractor are signed in at reception or all Customers must be registered to take part in an activity via 	2x3 = 6		2x3 = 6

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			<p>Legend. There is no casual access to sites for activities.</p> <ul style="list-style-type: none"> If at work you start displaying symptoms of Covid-19, report to your line manager immediately and follow their advice. Follow test and protect guidance Report any issues with compliance of the above to your line manager. <p>General controls</p> <ul style="list-style-type: none"> Line manager must ensure relevant absence reporting procedure is followed. Line managers must support employees to follow test and protect guidance. Line managers to resolve any compliance issues identified by staff and put in place controls. Rota's ensure employees work in the same sites in same bubbles Public Information campaigns on social media, on-lan TV and Angus Alive webpage and Gov Radio messages. 			

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			<ul style="list-style-type: none"> • Banner at entrances to buildings regarding Covid-19 case/risk. • Customers and all visitor are recorded at reception via Legend or signing in books (and kept to restricted viewing for Data Protection) • External Pitch/track hires by clubs will ensure that the club book pitch via Legend using a club card so that Angus Alive have club details for track and trace • Club Covid officer (or designated club representative) will sign the Track and Trace register held at reception areas prior to all TRAINING, MATCHES, CLUB USE and COMPETITIONS and will then be responsible for contacting all players and participants for track and trace <p>For Advanced Training Centre sessions, the Club COVID Officer will be Ross</p>			

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			<p>Smith, who will hold all registers.</p> <ul style="list-style-type: none"> • For matches/competitions the Covid representative from the home club will be responsible for contacting the away team coach in the event of a Covid occurrence, Clubs/teams MUST have full contact details of the “away” team coach(s) for Track and Trace purposes • Public, club participants, maintenance contractors and Education staff and students are expected to follow their own risk assessments or government guidelines and stay at home if they are a Covid-19 case/risk. • Children aged 10-13 are permitted entry to the Fitness Suite if supervised by an adult (18+), for track and trace the adult member would be contacted and not the child directly. • Children aged 14 and 			

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			<p>above would be contacted directly</p> <ul style="list-style-type: none"> Rules on admission and bookings are displayed throughout the site and via social media platforms 			
<p>People in work environment who are vulnerable to Covid-19 (over 70's, those with underlying health conditions and expectant mothers).</p>	<p>Employees Other on site - Members of public using the building, Contractors, Delivery People, Tayside Contracts Staff, external coaches club and club participants.</p>	<p>More susceptible to severe illness if they contract Covid-19</p>	<p>Employees must: -</p> <ul style="list-style-type: none"> Complete an Occupational Risk Assessment with support from their line manager and inform them of their Covid-19 age. <p>General controls</p> <ul style="list-style-type: none"> Line managers must follow the Angus Council Covid-19 Individual Risk Assessment in the Workplace process for all employees and put in place any necessary controls. Member of the public are responsible for following Scottish Government guidance and protecting themselves if they are in vulnerable groups Contractors, clubs, external hires and external coaches on site must manage their vulnerable employees and 	<p>2 x3 = 6</p>		<p>2 x3 = 6</p>

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			members and put in place controls.			
People in the work environment not physically distancing (2 metres)	Employees Other on site - Members of public using the building, Contractors, Delivery People, Tayside Contracts Staff, external coaches club and club participants.	Transfer of Covid-19 person to person Others on site may breach physical distancing during site visits Areas where physical distancing may be a problem – Small spaces in the premises, corridors, entrances/exits, lifts. Toilets/showers, changing areas, receptions. Tasks - Administering first aid,	Employees must: <ul style="list-style-type: none"> Always keep at least 2 meters from others (other than for first aid, lifeguard training, water rescue and emergency evacuation) by following sites rules and supporting colleagues and members of the public to do the same. On site, remind everyone (except same households) of keeping at least 2 meters away (physical distance) from you and others, unless dealing with first aid or an emergency Take care of physical distancing when using entrances/exits, corridors, or small spaces – check to see if anyone is there, take turns one at a time, use another area, one person only in small spaces, ask people to move or use another 	2 x3 = 6		2 x3 = 6

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		mergency evacuation and club equipment and school entry and Manual Handling. Lifeguard training (see Below) Water rescue	suitable space. <ul style="list-style-type: none"> • Ensure all face to face conversations on site, are always held at 2 meters apart. • Minimise movement around the site stay within the areas you need to visit. • School pupil entry to the building for ASC will be supervised by the PE staff at all times and public will enter via another door albeit entering the same location. PE staff will ensure all children have masks and move quickly into the PE area. Customers will remain 2m distant • School pupils will not be using the changing rooms • The entry system for customers to the Brechin Campus has been changed to ensure there is no mixing of pupils and public • Use private transport, bike or walk to work. Report any problems with getting to and from work to your line 			

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			<p>manager.</p> <ul style="list-style-type: none"> • Wherever possible not undertake any task where you cannot adhere to 2 metre physical distancing (except first aid, emergency evacuation, club set ups, water rescue and lifeguard training). Report these tasks where you cannot physically distance to your line manager. • Where task must be carried out within 2m distancing then employees and coaches must ensure they wear a face covering at all times, wash hands before and after setting up equipment and keep the task to a minimum amount of time. Tasks included may be <ul style="list-style-type: none"> ○ Trampoline ○ Asymmetric bars ○ Vault ○ Crash mats ○ Heavy floor mats • Rules on physical distancing 			

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			and covid protection measures for handling equipment has been covered by the Manual Handling instructors during the November 20 training sessions <ul style="list-style-type: none"> • Social distancing will be adhered to during all training • All covid prevention measures will apply during training including <ul style="list-style-type: none"> ○ Wearing of face coverings during training ○ Minimising tasks duration ○ Washing of hands before and after using equipment ○ Cleaning equipment before and after use ○ Training will take place in an area that is compliant with current Covid 19 ventilation guidance ○ Any participant living with someone wit 			

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			<p>Covid, displaying Covid symptoms will not attend training</p> <ul style="list-style-type: none"> • When carrying out inductions follow the Covid 19 Induction Procedures • Report any issues with compliance of the above to your line manager, the Employee will then be subject to a formal discussion to resolve any training or disciplinary issues. • Where there is an emergency evacuation such as fire, gas leak, severe structural failure 2m distancing is not a requirement however ensure that customers at the muster points once safely out of the building are 2m distancing (if not from the same household) and dispersed from the area as soon as possible. Employees will then be instructed by the Operations Supervisor on further actions • Where a customer waiting in 			

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			<p>an evacuation area/stairwell, establish if assistance is needed immediately and if not wait for the emergency services to arrive and await advice further of the need to evacuate, from them.</p> <ul style="list-style-type: none"> • If you need to assist an evacuation, you should be wearing your face covering and assist to evacuate the person following the PEEP or GEEP in place. • Once it is safe to return to the building perform hand hygiene and clean any equipment used. • When dealing with first aid if the casualty can administer their own first aid then encourage them to do so e.g. apply plaster/pressure • If treating a casualty within 2m of them so you must wear the correct PPE (in bag with the first aid kit) which is: <ul style="list-style-type: none"> ○ Disposable gloves ○ Eye Protection ○ Disposable Fluid-resistant 			

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			<ul style="list-style-type: none"> face mask <ul style="list-style-type: none"> ○ Disposable Apron • Dispose of any used PPE such as gloves, aprons and face mask immediately in a bin bag and tie up and thoroughly wash your hands to prevent cross infection • Only LOOK for normal breathing in a casualty do not open airway or place your face near the casualties' nose and mouth • Before delivering chest compressions place a FIXED cloth, fluid resistant face mask or pocket mask with valve and filter over the casualties' nose and mouth • Only delivery chest compressions with the use of a defibrator Rescue breaths must only be performed where a pocket mask is available CPR with rescue breaths, if no pocket mask, DO NOT perform rescue breaths CPR no rescue breaths • For a choking casualty stand 			

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			behind the casualty and put on PPE prior to administering 1 st aid <ul style="list-style-type: none"> ○ Fluid resistant face covering ○ Apron ○ Disposable gloves ○ Eye coverings <ul style="list-style-type: none"> ● When you need to wear any PPE, follow training video and poster guidance General controls: - <ul style="list-style-type: none"> ● For CPR sport and leisure staff are trained in and follow the RLSS no rescue breaths and RLSS with rescue breaths procedures. Staff are shown the training presentation as part of their induction prior to opening ● Before performing CPR, staff will dial 999 and inform the emergency services if the casualty is displaying Covid 19 symptoms ● Managers must support staff to travel to work safely and seek solutions such as altering start/finish and lunch times or changing work 			

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			<p>base.</p> <ul style="list-style-type: none"> • Managers must resolve any problems with physical distancing or risk assessment any task/jobs that cannot adhere to physical distancing (in liaison with Health and Safety Compliance Team and in consultation with the Trade Unions. • Physical distancing measures in place and reinforced with posters and floor markings • Class and gym sessions are staggered to avoid a “bottleneck” of customers in the building • Distancing markers are in place in all reception areas and in outside areas. Barriers are also in place to manage queues on entry. • During phase 1 of opening only indoor activities that take place are non-contact and can be physically distance. All equipment is spaced out or taken out of 			

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			<p>use so adhere to physical distancing</p> <ul style="list-style-type: none"> • For Advanced Training Centre (football), both coaches will socially distance and ensure players do in between play and at start/end of session. • All Clubs Covid reps will be responsible for providing the Angus Alive facilities a copy of their risk assessment which MUST follow all Sport Scotland/Governing Body advice on social distancing. Risk assessment should be focused on delivery of specific sport and steps being taken to control risks specific to COVID-19. • If Club participants are using indoor facilities e.g. toilets, they must follow all social distancing measures put in place and one way systems. • At Advanced Training Centre (Football) players must follow one-way system in place. • Junior Festivals running at 			

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			<p>AA facilities will follow guidance laid out in the Scottish FA Phase 3 Update for small 4 v 4 and 5 v 5 games (children aged 5-17)</p> <ul style="list-style-type: none"> • All staff are trained on physical distancing measures prior to re-starting work, this will be done by a tour of the site and RLSS training presentation for Lifeguards • Poster on display in lifts and revolving doors giving instruction "only one person/household" permitted at any one time • Plastic screens fitted at all reception areas • Only accessible toilets in use for customers and public toilet areas locked down to allow for distancing • Shower and changing rooms are closed for non-swimmers – customers to arrive "gym ready" • Separate entry/exit for school pupils and college students to prevent mixing 			

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			with general public <ul style="list-style-type: none"> • Shifts are generally 6 hours so there is no need for 30-minute breaks and use of staff rooms. In some cases one member of staff will work longer but they will access the staff room and clean it on an individual basis • In phase 1 of facility opening except for emergency evacuation, lifeguard training, water rescue and 1st aid there will be no other tasks including manual handling tasks where staff should be less than 2m distancing • Coached class areas have been marked out to allow for 2-2.5m distancing. • Fitness Suites areas have been marked out to allow for 2m distancing, machines not to be used have been marked out of use or switched off • Customers using the 			

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			<p>swimming pool will enter the pool via the following entry points so that a one-way system can be followed</p> <ul style="list-style-type: none"> ○ ASC café ○ MSC staff entry door ○ FCC poolside staff entry door ○ BCC staff entry door <ul style="list-style-type: none"> • Customers will be asked to arrive “beach ready” and will get changed on poolside with their belongings placed in a plastic numbered container • Customer entry to pools will be controlled via far side deep and shallow end steps at all pools and near side (closest to changing rooms) for exit). • Customers will only be allowed a short “rinse” in the shower after their swim to avoid any congestion in the shower area. Customers will not be given time for full showers • Cubicles/spaces will be numbered in the changing 			

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			<p>rooms/village to correspond with box numbers – this will be the customers socially distanced changing space</p> <ul style="list-style-type: none"> • Once changed the customer will leave the empty container in the cubicle/space for cleaning • Customers with disabilities can enter those swimming changing facilities as normal, due to session programming there will be no cross over of public in the changing areas. • Swimming Clubs will be responsible for monitoring and adhering to all physical distancing measures throughout their booking timeslots • A minimum of 6m² per person will be allocated as per ventilation guidance in the pools - Lane Swimming FCC, BCC and MSC – 20 for lane swimming. ASC 16 for lane swimming. 24 per club session at all pools. • Pool water quality will 			

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			<p>comply with that outlined by PWTAG (Free Chlorine 1.5mg/l and PH 7.0-7,4). This will effectively prevent the spread of Covid 19 through pool water. PWTAG</p> <ul style="list-style-type: none"> In phase 1 of pools opening only lane swimming and clubs swimming will be permitted, for lane swimming double lane spacing will be in place to allow for more distance between swimmers and swimmers will all swim in the same direction. Swimming clubs will submit their risk assessment and procedures prior to starting (before 19th October) for agreement between clubs and Operations Supervisor and must follow the Scottish Swimming Guidance 			
People in the work environment not physically distancing (2	Lifeguards and Trainer Assessors	Transfer of Covid-19 person to person during lifeguard training and water	Employees must: <ul style="list-style-type: none"> Physically distance in the changing village i.e. alternate cubicles. Bring and use your own 	$2 \times 3 = 6$		$2 \times 3 = 6$

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metres) and environmental contamination or lack of cleaning (Lifeguard Training)		rescue	personal issued pocket mask for each session <ul style="list-style-type: none"> • Bring and use your own pocket mask during training, ensure your name is clearly visibly marked on both the face shield, one-way valve and casing. • Clean your pocket mask with Unisafe+ solution after use and store in the casing provided • Bring and use their own pen during the written paperwork section of training • In order to rescue a casualty in the water always try a land-based rescue with poolside equipment such as a torpedo buoy as per training. If this fails enter the water as per training. <p>General Controls: -</p> <ul style="list-style-type: none"> • Lifeguards will be trained in the use of the following PPE <ul style="list-style-type: none"> ○ Aprons ○ Pocket mask ○ Eye Protection 			

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			<ul style="list-style-type: none"> ○ Disposable gloves • Pool Plant Operators and Operations Supervisors will ensure that pool water chemical levels are in accordance with the following <u>PWTAG guidance</u> • The cubicle area will be sprayed with PWS storm unit and UniSafe+ solution after each use by a lifeguard • During lifeguard training social distancing will be applied wherever possible, no “live” casualties will be used during training, manikins will be used as casualties during both wet and dry training, • Tasks that would normally require the Lifeguards to be nearer than 2m will be taught using video or Q&A to demonstrate understanding • Where a manikin cannot be used, e.g. for first aid bandaging the lifeguards will explain rather than 			

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			demonstrate the skill <ul style="list-style-type: none"> • The manikins and manikin faces will be cleaned with a solution of UniSafe+ before and after use • Each Trainer Assessor must have completed the RLSS Covid 19 update training prior to training lifeguards • Training sessions will be delivered in 3 groups, one in the pool, and two in the large café area so that social distancing can be maintained between groups • Manikin lungs will be disposed of in a bin bag and tied after each session • After training each person will dispose of any used PPE such as gloves, aprons and face covering in a bin bag and tie up and thoroughly wash your hands 			
Poor hand hygiene by employees and others present in the	Employees Other on site - Members of public using	Transfer of Covid-19 person to person or to the environment	Employees must: - <ul style="list-style-type: none"> • Wash their hands for 20 seconds with soap and warm running water (see video) (or use hand 	$2 \times 3 = 6$		$2 \times 3 = 6$

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work environment	the building, Contractors, Delivery People, Tayside Contracts Staff, external coaches club and club participants	then to person Existing skin conditions made worse by increased hand hygiene or allergies to products or inability to use products Skin conditions e.g. dermatitis emerging due to increased hand hygiene or allergies to products.	sanitizer) often and always when:- <ul style="list-style-type: none"> ○ Entering and leaving the building ○ Prior to lifeguard training ○ After blowing nose, coughing/sneezing and disposing of the tissue; ○ After touching their face, eyes, nose or mouth ○ After touching any equipment, documents etc on site ○ After going to the toilet. ○ Before eating/drinking ○ <u>Before putting on and after removing any PPE or face coverings including PPE used for Lifeguard training</u> ○ After dealing with a casualty without wearing PPE <ul style="list-style-type: none"> ● Turn taps off using a used hand towel or tissue to avoid recontamination of the hands ● Ensure members of the public are using hand 			

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			<p>hygiene facilities and speak to customers who are refusing to do so otherwise they will not be permitted use of the building</p> <ul style="list-style-type: none"> • At Advanced Training Centre (Football) all participants must use sanitizer and coach will use centre cleaning equipment to clean equipment after use. • Use any medical hand care treatments e.g. barrier creams or emollients after hand hygiene. • Follow the guidance in the Looking after your skin leaflet from PAM Group. • Report any existing or emerging skin conditions or allergies to products to their line manager • Report any problems with hand hygiene facilities to the building manager/site manager. <p>General Controls: -</p> <ul style="list-style-type: none"> • Information available for employee from PAM Group 			

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			<p>on Looking after skin.</p> <ul style="list-style-type: none"> • Hand sanitisers or hand washing facilities are in place thorough the buildings and at all entrance/exits. • Posters on hand hygiene are display at all hand wash facilities and reminders to use sanitiser at hand sanitiser stations • Hands sanitisers available from head office are provided to the service for use in all vehicles and on site, which are replenished as necessary. • Managers must refer employees with skin conditions/allergies to occupational health and employees must follow advice provided. 			
<p>Poor respiratory hygiene by employees and others present in the work environment</p>	<p>Employees Other on site - Members of public using the building, Contractors,</p>	<p>Transfer of Covid-19 person to person or to the environment then to the person</p>	<p>Employees must: -</p> <ul style="list-style-type: none"> • <u>Wear</u> a face covering in all areas ensuring you perform hand hygiene before putting it on and after taking it off. Change it when damp or dirty 	<p>2x3 = 6</p>		<p>2x3 = 6</p>

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	Delivery People, Tayside Contracts Staff, external coaches club and club participants		<ul style="list-style-type: none"> • Ask any member of the public if they can wear a face covering. If they have a valid reason not to a check in note will be added to Legend. If a member of the public refuses without good reason report to the line manager. • Use a tissue when sneezing or coughing and dispose of immediately in the nearest bin/disposable bag. Perform hand hygiene immediately afterwards. If a tissue is not available cover your mouth/nose with a bent elbow. • Avoid touching your mouth, nose or eyes. • <u>Avoid</u> any unventilated places within the premises or ask windows to be opened. Leave any windows open that are already open. • Do not alter any mechanical ventilation systems or switch them off. Follow all instructions displayed at operating 			

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			<p>points and in the Property ventilation guide. Do not close windows</p> <ul style="list-style-type: none"> • Coaches will use their own head mics so that they are not having to shout during classes • Music volume will be kept between 70-80db to avoid the coach having to shout, class participants will not be allowed to shout out etc. in classes. <p>General controls</p> <ul style="list-style-type: none"> • Face coverings are mandatory in all indoor sports facilities (except while exercising or coaching). • All managers have ensured that occupancy levels take into consideration the new ventilation guidance for Covid 19 (The maximum occupancy of each facility will be limited to a minimum floor area of 9m2 per person). • Property Assets have reviewed all of the 			

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			<p>ventilation systems in each building to ensure adequate air changes and ventilation in all areas. Each building has a room by room guide which details the correct settings. The Operations Supervisor will ensure ventilation standards are checked prior to all sessions.</p> <ul style="list-style-type: none"> • Line Managers must ensure that all staff wear face coverings in public areas (except coaches and teachers). They will also ensure staff know the importance of adhering to the measures below as well as wearing face coverings as follows <ul style="list-style-type: none"> ○ ensuring they adhere strictly to 2m distancing ○ work in smaller team bubbles ○ wash their hands more regularly and as detailed in the risk assessment and ensure that surfaces 			

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			<p>and equipment are cleaned before and after use.</p> <ul style="list-style-type: none"> ○ Good respiratory hygiene ○ If working behind reception screen will be provided. ● Line Managers will refer anyone who cannot wear face coverings to Occupational Health 			
<p>COVID 19 on environmental surfaces and lack of enough environmental cleaning – includes private and pool vehicles, work environment and work equipment</p>	<p>Employees Other on site - Members of public using the building, Contractors, Delivery People, Tayside Contracts Staff, external coaches</p>	<p>Transfer of Covid-19 from person to the environment then to person</p> <p>The Vehicles</p> <p>Other equipment</p>	<p>Employees must: -</p> <ul style="list-style-type: none"> ● Spot clean on an hourly basis all high contact areas such as <ul style="list-style-type: none"> ○ Door handles and plates ○ Taps ○ Desks ○ Sports and pool equipment before and after a class, swim sessions and loose gym equipment ○ IT equipment ○ Phones and Card Readers ○ Vending Machines ○ Dispensers ○ Car Park Electrical ○ Charging Points 	<p>2x3 = 6</p>		<p>2x3 = 6</p>

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			<ul style="list-style-type: none"> ○ Lift Buttons ○ Shower buttons/taps in pool changing ● Use storm wand units and UniSafe+ solution for these tasks or 60-70% alcohol wipes ● Time will be allocated between swimming sessions for containers and cubicles to be cleaned and sanitised after every session. Lockers will be out of use ● Poolside seating/ledges used by customers for changing will be cleaned down/sanitised between sessions ● Disabled changing facilities, beds, hoist and pool pods will be cleaned and sanitised in the mornings by Tayside Contracts staff and afternoons by AA staff as well as after each use by the public/carers. ● Do not use equipment that has a porous material, if this is the case then after use the equipment must be 			

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			<p>thoroughly cleaned using UniSafe + and put in isolation area for 72 hours</p> <ul style="list-style-type: none"> • Clean your own equipment e.g. mobile phone regularly. • Do not share workstations for the duration of their shift. Workstations should be cleaned before and after use by the staff member using UniSafe+ and/or alcohol wipes • Use your own equipment and do not share e.g. pens, hand held radios or head mics • Do not use personal items (e.g. mobile phone, notepads, pens etc.) belonging to other people. • Avoid touching surfaces with your hands within the environment as much as possible, e.g. ask external and internal doors to be left opened for you if possible. Fire Doors may be kept open as long as the area is supervised at all time to prevent unauthorised entry 			

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			<p>to the site, coaches/teachers are responsible for ensuring doors are closed at the end of each session</p> <ul style="list-style-type: none"> • Clean any equipment you are required to use on site with your cleaning wipes prior to and after use, including cleaning equipment • All staff including coaches will sign in using Kronos to limit the need for paper records <p>General controls</p> <ul style="list-style-type: none"> • There are supplies of cleaning wipes available for employee to use in the AA electric vehicles and vans while out on site. • Drinking fountains will be turned off so staff will be asked to bring in their own refreshments or fetch water from the staff rooms/staff welfare. • Education staff and club staff will be responsible for cleaning equipment before 			

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			<p>and after use with appropriate chemical.</p> <ul style="list-style-type: none"> • Tayside Contracts staff must follow all Tayside Contracts Covid 19 cleaning procedures and risk assessments at all times when cleaning sports centres they should be following TC RAs and these should be provided to AA • Clubs will be responsible for cleaning and sanitising their own equipment. • Angus Alive staff will sanitise entry gates to synthetic pitches and goals after the hirers use • Where responsibility is shared for the cleanliness and sanitisation of shared equipment/areas this has been agreed by the Club Covid rep and Angus Alive Adult and Community Activity Lead or Club Co-Ordinator and added to the Club risk assessment 			

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			<p>General Controls for this risk assessment</p> <ul style="list-style-type: none"> • Line managers must make checks to ensure that everyone (including external hires and clubs) adhere to the measures in place for managing Covid-19 in the workplace. • External hires and Club Coaches must address any non-compliance with following the rules and report to the Operations Supervisor or Lead. • All clubs and external hires that use the centre will all submit risk assessments to the Operations Lead. These will be reviewed to ensure they cover all Covid 19 risks and controls and any shortfalls addressed.. • This risk assessment is shared with all external hires, Tayside Contracts and clubs • Terms and Conditions for external hires and clubs have been amended to include Covid 19 control 	$2 \times 3 = 6$		

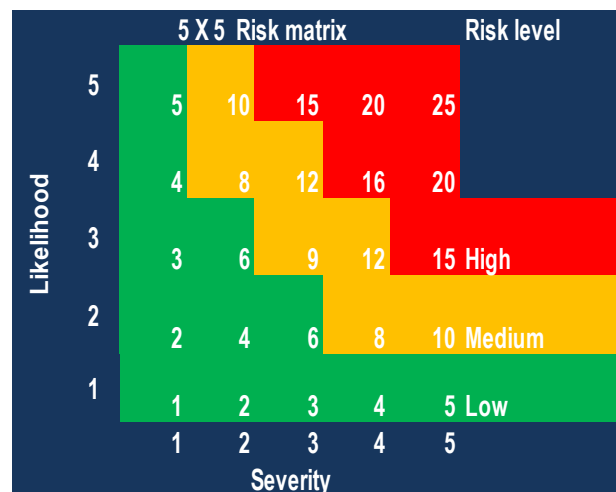
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			measures <ul style="list-style-type: none"> • Webinars on Covid 19 measures for clubs have been hosted by Angus Alive Community Sport Team. • Risk Assessments will be checked to ensure that clubs keep a record of all participants for Test and Trace purposes • Education staff will be responsible for adhering to their own risk assessments and guidelines in Community Campus and Dual Use Facilities. • Education staff will be responsible for ensuring all Covid risk reduction measures put in place by dual use facilities are adhered to • Clubs will be responsible for all their own Covid 19 prevention measures and processes. All clubs will have sent and agreed their RA with the AA Club Officer • Club coaches are responsible for ensuring all 			

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			covid measures put in place are adhered to			

Action register List all the additional controls required	Person responsible	Manager responsible	Timescale	Completed

Assessment completed by	Julie Aitken	Job title	Operations Lead
Responsible manager	Colin Knight	Job title	Principle Officer Sport and Leisure

Likelihood harm will occur (Probability)
5. Almost certain (Occurs several times a day /daily)
4. Likely (Could happen/once a week)
3. Possible (Could easily happen/Once a month)
2. Unlikely (Could happen/known to happen/once a year)
1. Rare (Hasn't happened but could/once every 10 years)
Severity of harm (Likely consequences)
5. Fatality
4. Major injury, resulting in permanent damage
3. Injury require doctor or hospital attendance/absence
2. Minor injury, first aid required
1. No injury, damage



Risk level	Risk evaluation
1 to 6	Low - No further action necessary but if something can easily be done it should. Monitor all existing controls.
8 to 12	Medium - Further controls must be considered and the situation must be monitored.
15 to 25	High - Stop. Then make immediate improvements. Make Senior Mgt and H&S Compliance Team aware.