**LiveArgyll Risk Assessment Form**

* Form to be completed only by competent, trained assessors.
* Use in conjunction with Guidance on Risk Assessment and flow process chart – calculate risk rating from matrix, Likelihood x Severity = Risk Rating.
* Insert photographs where appropriate or available.
* Once completed pass form to line management for implementation of any new control measures identified.
* Copy to be retained within service.
* If you require additional guidance refer to the Health and Safety SharePoint via The Hub (<https://fios.argyll-bute.gov.uk/sites/heathandsafety/_layouts/15/start.aspx#/SitePages/RISK.aspx>) or email [healthandsafety@argyll-bute.gov.uk](mailto:healthandsafety@argyll-bute.gov.uk)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **LIKELIHOOD** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
| **S**  **E**  **V**  **E**  **R**  **I**  **T**  **Y** | **1** | **Insignificant** | **1L** | **2L** | **3L** | **4L** | **5M** |
| **2** | **Minor** | **2L** | **4L** | **6M** | **8M** | **10M** |
| **3** | **Moderate** | **3L** | **6M** | **9M** | **12M** | **15H** |
| **4** | **Major** | **4L** | **8M** | **12M** | **16H** | **20H** |
| **5** | **Catastrophic** | **5M** | **10M** | **15H** | **20H** | **25H** |

|  |  |
| --- | --- |
| **Hierarchy of Controls** | |
| **a**. **Elimination** | **d. Otherwise controlled** (e.g. safe systems of work, signage, warnings, procedures, training, supervision, etc. ) |
| **b**. **Substitution** **with a safer alternative** (e.g. mains tools substituted with battery operated | **e.** **Reduced effectively by using** **Personal Protective Equipment** |
| **c. Made safer through using engineering controls** (e.g. guarding) |

Identify Task and who could be affected

Identify hazards at each step within task – refer to guidance appendix 2

Identify existing controls

Rank risk using matrix

Are additional controls required, if so identify

Ensure additional controls put in place

Rank residual risk using matrix if needed

Sign risk assessment off

Copy to be retained within service

Review periodically

|  |  |
| --- | --- |
| **< 5** | **Low** |
| **5 <15** | **Med** |
| **15 < 25** | **High** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **LiveArgyll**  **Risk Assessment Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Work Task** | | | | Admission Policy, Public Access to Facilities and Reception Management following Covid 19 lockdown | | | | | | | | | | | **Assessment Undertaken By:** | | | | | | | | | | Robert Judge / David Campbell | | | | | | |
| **Designation:** | Area Manager Kintyre & Islay / Business Operations Support Officer – Cowal and Bute | | | | | | **Assessment Date:** | | | | | 4/09/20 | | | **Review Date:** | | | | 28/09/20 | | | | | | **Service:** | | **Live Argyll** | | | | |
| **Signature:** | Robert Judge/David Campbell | | | | | | | | | **Department/School** | | | | | | Leisure | | | | | | | | | | | | | | | |
| **Who may be affected?** | | **Staff** | | | **x** | **Contractors** | | **x** | **Visitors** | |  | | **Public** | **x** | | **Pupils** | |  | | | **Others** | |  | **Volunteers** | |  | | **Ref No:** |  | | |
| **Hazards** | | | **Controls**  Based on Covid 19 Guidance from The UK Government, The Scottish Government, The HSE, NHS Scotland, CIMSPA and Active.  <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-and-leisure-facilities/>  https://www.hse.gov.uk/coronavirus/index.htm  <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>  <https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/reopen-sport-and-physical-activity-sector-facility-reopening-guidance>  <https://www.ukactive.com/wp-content/uploads/2020/07/Covid-19-A-framework-for-the-re-opening-of-the-gym-and-fitness-industry-V2.3.pdf>  Controls based on Hierarchy of Control  1. Elimination of risk  2. Alternative or substituted options for activities  3. Engineering controls  4. Signage and other administrative controls  5. Personal Protective Equipment – PPE | | | | | | | | | | | | | | **Risk Rating**  **Use Matrix** | | | | | **Additional Controls**  **Required** | | | | | | | **Residual Risk Rating** | | |
| **L** | **S** | | **R** | | **L** | **S** | **R** |
| **Transmission of Covid 19 from Customers to Staff, Customer to customer, staff to staff on admission to facilities**.  **Admission to facilities** | | | It is accepted that the safest way to control the potential risks would be to keep leisure facilities closed to the public. However the consensus from Government and HSE is that ways should be considered to safely operate some leisure activities including gymnasiums, fitness classes and swimming pools. Therefore the following should be implemented to minimise risk as much as is as practicable.  The novel coronavirus SARS-CoV-2, which causes the disease COVID-19, is spread by two principal routes.   * Close contact with a person shedding virus particles leading to droplet inhalation, or * Touching surfaces contaminated with virus particles and subsequently transferring those viruses to the eyes, nose or mouth   To help prevent the spread of respiratory viruses like coronavirus, everyone should:   * Wash hands often with soap and water for at least 20 seconds, or use a hand sanitiser. * wash hands when arriving home or at work, when blowing their nose, sneezing or coughing, eating or handling food * avoid touching eyes, nose and mouth with unwashed hands * avoid close contact with people who have symptoms * cover coughs and sneezes with a tissue, then throw the tissue in a bin and wash their hands * clean and disinfect frequently touched objects and surfaces   We will achieve this by providing hand sanitation stations at entrances to buildings, by maintaining hand-washing facilities in buildings in good order and well-supplied with soap and means of hand-drying.   * In line with updated Scottish Government Guidance regarding the use of face coverings in indoor facilities, all customers present during Phase 1 of our opening, must wear a face covering when entering the facilities, and until they reach their visit destination ie pool/gym/fitness class.   Exercising is defined as a reasonable excuse for not wearing a face covering, and therefore customers may remove coverings at this point.  When the customer’s swim/workout/class has concluded, they should wear the face covering until they have fully exited the building  Information will be displayed accordingly throughout facilities detailing what constitutes a face covering, as well as guidance on use and care. Exemptions to wearing a covering (for example on medical grounds) will also be displayed on the website.  Staff who are physically separated (for example through partition screens), or who are able to carry out their duties while maintaining 2m separation from other staff or the public, are exempt from wearing a face covering. In cases where staff are unable to maintain 2m separation, then face coverings should be worn as provided by LiveArgyll.   * Signage will be put in place in prominent positions both externally and inside the building outlining current Government advice on Social distancing, hygiene and symptoms advice. In addition the following controls will also be adopted and signage put in place - * Where facilities have car parks/potential flow of traffic adjacent to facility entrance doors, there is a danger that due to social distancing, queues may form out of the doors and into the flow of traffic. In these cases, traffic should be re-routed to prevent persons and traffic coming together. Where this is not feasible, then physical barriers and signage will need to be put in place to prevent contact occurring, or reception areas moved to free more queue space within the facility. * Facilities should where possible utilise one way systems on entering facilities, and appropriate signage should be displayed advising on the direction of travel throughout the facility. * In cases where one way travel is not possible, clear instructions should be displayed, reminding the public to maintain social distancing in reception area, stairwells, corridors and changing areas. * Facility Capacities for services initially on offer (pool/gym/classes) in each area have been calculated as follows   **Campbeltown** – pool **27**, gym area **28** ( venue Aqualibrium), classes **28 (**venue Victoria Hall)  **Helensburgh** – pool **27**, resistance gym **11** (venue Helensburgh Leisure Centre) cardio gym **11,** classes **11** (venue Victoria Halls)  **Dunoon** – pool **19** (venue Riverside), gym **28** classes **19** (venue Queens Hall)  **Rothesay** – pool 9, gym 8 (venue Rothesay Swimming Pool), classes 15 (venue Moat Centre)  **Lochgiphead –** cardio room 5, resistance room 5, classes 12 (venue Mid Argyll Sports Centre)   * Passenger lifts must only be used by one person at a time. The exceptions to this rule are:   Members of the same household, or  A person and their carer.   * All customers must adhere to social distancing of minimum 2m between individuals. This includes outside the building. Floor distance markings will be provided in areas where queuing is reasonably likely to occur, and in addition, wall signage reminding of the need to socially distance will be put displayed prominently throughout the building. * Washing hands thoroughly using soap and water or using hand sanitiser has been established as the most proven method of preventing transmission. Therefore, hand sanitising units will be provided at the entrance and exits of all facilities, at the top and bottom of all stairwells, at entrances to all gym spaces and fitness class areas, on entrance to all changing areas, and on entrance/exits to all libraries. * Soap, hot water and hand towels will be provided in all rest rooms. Use of hand dryers is permissible where provided. Extra bins for disposal of hand towels will be provided. * Signage will be on display reminding customers who are feeling unwell or showing symptoms of Covid-19 to please follow Government advice and isolate for 10 days, and also follow Government advice for anyone they have come into contact with. * A staff member will be placed at front doors to control queues and ensure compliance with controls on hygiene on entry   .   * Booking systems for gym and pool users will be during the initial 4 weeks of facilities re-opening to control numbers as per the facility Safe System of Work for that area. * Occupancy levels will be monitored by reception staff and site management staff to ensure that safe levels of operation are maintained. | | | | | | | | | | | | | | 2 | 4 | | 8M | | Consideration should be given to video recording POV (point of view) footage of the direction of travel which can then be displayed to assist customers on social media platforms in advance of building opening. | | | | | | | 2 | 4 | 8M |
| Reception | | | * Use floor markings to indicate 2 metre separation distances from reception staff and, where necessary, to control queues. * Provide reception counters with protective screens, a hatch, or a stable-door, to ensure physical distancing. * While there is no need for payments in the initial soft opening, going forward staff will encourage contactless payments and position payment terminals to maintain 2 metre separation from reception staff, or, staff to step back when payments are being made to maintain distance. * Customers only have to show membership cards as proof of membership, to minimise contact of hands on the card readers. Alternately, reception staff can take the name of the customer and run a check to see that they are a current member and allow entry this way. * Reception staff will monitor and record (via Syx) customer entry numbers to ensure occupancy levels are not breached and for Test and Protect purposes. Depending on size of facility this will be determined and included in the Operating Procedure following site specific RA calculations. * Reception staff do not require to wear PPE. Regular use of hand sanitiser and also wiping down with disinfectant of the work area will be implemented. If during any of these cleaning tasks 2m separation cannot be maintained, then a face covering should be worn. * Customers to be encouraged to book fitness classes online as much as possible. Signage will displayed to this nature. * Reception staff will monitor and update peak time booking information and relay this to facility staff daily. * Where there is more than 1 member of reception staff on duty, social distancing of 2m must take place at all times. * Reception staff will sign in/out all staff and contractors to minimise touch points. * Contractors entering the facility must adhere to all Covid-19 controls that apply to the general public. On reporting to reception they will follow the existing operational procedures, for contractors (OP 9.7), ensuring that the Shift Duty Officer is notified immediately. * Reception staff will notify the Shift Duty Officer when delivery or postal staff arrive at the facility in order that the nature of the delivery can be assessed and safety processed. | | | | | | | | | | | | | |  |  | |  | |  | | | | | | |  |  |  |