**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)

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **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 and Management of Fitness Classes upon facilities re-opening from Covid-19 lockdown | | | | | | | | | | | **Assessment Undertaken By:** | | | | | | | | | | Robert Judge / David Campbell | | | | | | |
| **Designation:** | Area Manager Kintyre & Islay / Business Operations Support Officer – Cowal and Bute | | | | | | **Assessment Date:** | | | | | 4/9/20 | | | **Review Date:** | | | | 28/9/20 | | | | | | **Service:** | | **Live Argyll** | | | | |
| **Signature:** | Robert Judge/David Campbell | | | | | | | | | **Department/School** | | | | | | Leisure | | | | | | | | | | | | | | | |
| **Who may be affected?** | | **Staff** | | | **x** | **Contractors** | |  | **Visitors** | |  | | **Public** | **x** | | **Pupils** | |  | | | **Others** | |  | **Volunteers** | |  | | **Ref No:** |  | | |
| **Hazards** | | | **Controls**  Based on Covid-19 Guidance from The UK Government, The Scottish Government, The HSE, CIMSPA and UKactive.  <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>  PPE 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 | | | | | | | | | | | | | | **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 in gymnasium environment. | | | 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.   * As detailed in the Admissions Risk Assessment, fitness class participants should wear a face covering until they are the class area. * Fitness Instructors are exempt from wearing face masks as long as 2m separation can be achieved between themselves and customers or other staff members. If circumstances arise where 2m separation is unachievable while carrying out their duties (eg some cleaning tasks), then a face covering should be worn. This should not be an issue in Phase 1 where there is adequate spacing of classes to allow cleaning to take place. * 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 - * To ensure social distancing can occur, classes must take place in environments that are large enough to accommodate current class levels. Where this is not possible, class numbers will be reduced based on available floor space. * All class users must adhere to social distancing of minimum 2m between individuals while participating in a fitness class. This will be achieved by the physical spacing of equipment to the minimum permitted distancing. In classes where limited equipment is used, class users must still maintain social distancing as outlined. * As part of regular pre class verbal Health Commitment statement advice, class instructors will reinforce current Covid-19 social distancing and health advice. * Signage be displayed in prominent locations throughout the class areas to remind customers of the constant need to maintain social distance. * All class users will thoroughly wash their hands/use hand sanitiser provided before entering the class space via toilets and/ or hand sanitiser stations. * Fitness Class maximum Member capacities in areas across Phase 1 have been set at –   Campbeltown (Victoria Hall)- **28**  Helensburgh (Victoria Halls) - **11**  Dunoon (Queens Hall) - **19**  Rothesay (Moat Centre) - **15**  Lochgilphead (Mid Argyll Sports Centre) - **12**   * The use of gloves for public or staff is not permitted except when carrying out first aid or cleaning duties. Regular handwashing/use of sanitiser is a better method of preventing spread. * 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. * Class programmes will be altered in order to accommodate the disinfection of equipment between classes. * Boxes of single use hand wipes will be available during all classes, and customers will be encouraged to wipe down all equipment used upon finishing their workout. * Due to possible transmission from equipment, classes that involve multiple exercise station and/or multiple pieces of equipment (that more than one user will come into contact with)   ie circuit classes will not take place, unless a system can implemented where this transmission cannot take place.   * Customers will require to bring their own water / fluid bottles. No water fountains will be available on site. This will be communicated in advance to all members and advertised through social media platforms, and within facilities. * No showers or changing facilities will be available. This will be communicated in advance to all members and advertised through social media platforms, and within facilities. * A specific toilet / welfare area will be made available and this will be cleaned regularly by staff. This will be communicated in advance to all members and advertised through social media platforms, and within facilities. * Portable fans and portable Air Conditioning – AC- units will not be operated within the fitness class or gym environment, as they exacerbate the movement of air droplets in the atmosphere, which may spread the virus if present. Note that units drawing external air from outside the building can remain in operation. | | | | | | | | | | | | | | 2 | 4 | | 8M | |  | | | | | | |  |  |  |
| Transmission of virus due to poor control of admissions | | | * Booking systems for classes will be in place at all times, and users will be encouraged by staff to book places online. * Occupancy levels will be monitored by reception staff, gym staff and site management staff to ensure that safe levels of operation are maintained. | | | | | | | | | | | | | |  |  | |  | |  | | | | | | |  |  |  |
| Transmission of virus due to lack of PPE | | | * As detailed above, a face covering must be worn in circumstances where 2m separation is not possible * Fitness instructors do not require to wear additional PPE unless dealing with a First Aid issue or cleaning. Regular use of hand sanitiser and also regular wiping down with disinfectant of work area will suffice for normal duties. | | | | | | | | | | | | | |  |  | |  | |  | | | | | | |  |  |  |
| Lack of staff training and update of qualifications during Covid-19 lockdown | | | * Staff will receive refresher training regarding the Class NOP, facility EAPs, and appropriate Health and Safety updates in relation to Covid-19. This will include updated SSOW. * Staff will also receive any required refresher training in First Aid that is appropriate to their post. Any staff due to sit a 3 yearly FAW courses after March 16th, have had their qualification extended to 30th September provided they undergo on site first aid training prior to returning to work. | | | | | | | | | | | | | |  |  | |  | |  | | | | | | |  |  |  |
| Possible transmission of virus from instructor to class users via proximity contact | | | * Instructors must maintain social distancing and ensure when they are teaching good technique on apparatus that they do so at a safe distance, and do not compromise social distancing recommendations. | | | | | | | | | | | | | |  |  | |  | |  | | | | | | |  |  |  |
| Instructor injury through fatigue | | | * Where class programmes are temporarily extended, instructors must ensure that they do not endanger their own health and well-being by physically taking part in each class. * Where appropriate, instructors should teach the class without participating (e.g. torque class instructed off bike). | | | | | | | | | | | | | |  |  | |  | |  | | | | | | |  |  |  |