**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 and Management of Swimming Pools 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>  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 in wet side environment.  Transmission of Covid-19 in changing areas/poolside/shower areas  Transmission of Covid-19 through pool activities – programmed swimming | | | 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, pool users should wear a face covering until they are in changing areas and are ready to enter the pool hall area. * Lifeguards 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. * 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.      * Signage be displayed in prominent locations throughout the pool hall and changing areas to ensure a high level of hygiene is achieved. * All pool users will thoroughly wash their hands/use hand sanitiser provided prior to entering changing room areas. * One way systems will be in operation wherever this is practical (refer to Admissions Policy RA) * Where one way systems are not possible, then appropriate signage will be in place regarding social distancing (refer to Admissions Policy RA). * Clear signage reminding customers of social distancing guidelines will be in place throughout wet areas. * A member of staff will be available within the changing villages to apply the management of social distancing and also to disinfect cubicles and lockers after each use. * Customers will be advised to utilise regular washing facilities within toilet areas throughout their visit. * Customers will be advised through various media forms to turn up ‘beach ready’ where possible, with costumes on below their clothes, and minimal time spent in changing areas. Customers will also be encouraged to shower at home prior to their facility visit, and shower at home after their swim where possible. Again, this will minimise the risk of transmission in showers and changing areas. * Customers will require to bring their own water / fluid bottles, or purchase via vending machines. 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. * Maximum bather loads will be determined by the amount of available cubicle space left after every second cubicle has been locked to ensure 2m distancing while customers are changing. * Although pool sizes can accommodate greater numbers, pool maximum Member capacities in areas across Phase 1 have been set below in order to achieve social distancing with changing cubicles   Aqualibrium - **27**  Helensburgh Leisure Centre- **27**  Riverside - **19**  Rothesay Swimming Pool - **9**   * Shower spaces will be assessed individually according to site size and facilities available, but social distancing measures will be in place at all times. * All shower curtains will be removed (where they exist) * One way systems will be in operation onto poolside * Poolside access stairs will be disinfected using pool water after each session, as will any other touch points. * Access to the swimming pool will have clearly defined entrance and exit stairs into the pool water (site dependant). * The main pool should be set out no less than 3 x double lanes, or half pool. * Lanes or markers at the side of the pool should indicate whether the lane is for slow/medium/fast swimmers, and lifeguards should actively assist the public to enter into the correct lane. * Maximum numbers will be set according to guidance provided, at no less that 6m2 of water area per person. * Social distancing of 6m2 per person must be maintained at all times, even while in the water. To this effect, swimmers will swim in a clockwise direction in the space provided, at all times maintaining at least 2m to the next swimmer. * Where swimmers stop for a rest, lifeguards should encourage swimmers to swim around the stationary swimmer. * Pool Hall Air Handling Systems will operate as normal * Free chlorine levels will be kept at 2.5ppm where pH levels are 7.5 or under. For pH levels over 7.5-7.8, chlorine set points will be set at 3ppm. * As pools were not emptied prior to lockdown, sites have continued with routine monthly microbiological tests since March and test results recorded. | | | | | | | | | | | | | | 2 | 4 | | 8M | |  | | | | | | |  |  |  |
| Transmission of virus due to poor control of admissions | | | * Booking systems for pool users will be in place during the initial 4 weeks of re-opening. * Occupancy levels will be monitored by reception staff, pool 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 * Pool staff do not require to wear further 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 Pool NOP, facility EAPs, and appropriate Health and Safety updates in relation to Covid-19. This will include updated SSOW. * Lifeguards will be required to have up to date NPLQ training, and a competency test prior to building re-opening. * Lifeguards due to renew their RLSS qualification after March 16th, have had their qualification extended to 30th September provided the appropriate number of training hours have been completed. * Specific lifeguard risks will assessed in the Risk Assessment for Lifeguards | | | | | | | | | | | | | |  |  | |  | |  | | | | | | |  |  |  |