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Health and Safety Risk Assessment

Building	Mark Hall Sports Centre		Assessment No.	1	
Site	Mark Hall Sports Centre	Location	Harlow		
Subject of Assessment	Social distancing and preventing the spread of COVID-19 – Buildings (Including Statutory Compliance)				
Assessed by	Lucia Glynn	Date	19 th March 2021	Review date	10 th April 2021
Details of workplace/activity	Community Sporting Activities		Persons Affected <i>(Who may be harmed)</i>		
			<ul style="list-style-type: none">• Staff• Customers and Visitors• Contractors		



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Hazards and Risks		Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
1.	<ul style="list-style-type: none"> Close contact with colleagues, customers or contractors suffering from COVID-19 – Contracting / spreading COVID-19 	<ul style="list-style-type: none"> Where practical, parking bays are sectioned off to allow safe queuing for customers to enter the building and will not compromise disabled parking Barriers and floor markings are used to direct customers to the building entrance and the queuing system Directional signage in place advising of building entrance and exit Tape/floor markings are used on the floor to ensure 2-metre distancing for customers when queuing. Prominent signage is displayed advising of social distancing Appropriate public health posters and notices are displayed around the building and regularly updated in accordance with government guidance. Queuing system set up close to the building to ensure it is separated from any vehicles. External queues do not block fire escapes Staff assisting on Reception will remain behind the glass frontage to help maintain social distancing Face masks are worn by staff and customers when moving around the Centre in accordance with government guidance. Customers are asked to read a declaration which asks them if they experiencing any symptoms of COVID-19 – or have done within the last 14 days. Appropriate public health posters and notices are displayed around the building and regularly updated in accordance with government guidance. Centre is cashless, with the exception of the vending machines to reduce risks associated with handling cash. 		



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		<ul style="list-style-type: none">• Customers book and pay online.• Turnstiles are activated by card – not push/touch - and sanitized regularly.• Staff working behind reception maintain 2-metre distancing – ideally one person in the office only at all times.• Back to back or side to side working will be adopted, rather than face to face.• Government test and trace QR codes in place to support test and trace• Customers advised to leave the Centre immediately after their activity, and will not congregate inside the building• External hirers are responsible for their users’ social distancing when moving through and undertaking activities within the Centre.• Only one male, female and disabled toilet facilities will be open for public use.• Only one person can use the toilet at a time• Signage in place advising customers of good hygiene practices• Changing room occupancy reduced to ensure social distancing can be maintained• Changing rooms are only opened during specified times throughout the day and only from 12th April• Limited number of lockers available with keys removed from lockers not in use in line with total occupancy and to reduce the number of touchpoints required to be cleaned• Users are instructed to use changing cubicles where these are in place• Where showers do not have cubicles every other shower is taken out of use to maintain social distancing• Changing room touchpoints are cleaned at least hourly during the hours they are opened and only if used		
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		<ul style="list-style-type: none">• Changing rooms are periodically inspected to ensure social distancing is being maintained.• Hair dryers are taken out of use• Staff are briefed on the Centre's procedures and the plans for re-entry of users• All hirers are briefed on the Centre's procedures and the plans for re-entry of users• Covid-secure procedures form part of the induction process for new individual members.• Staff with medical conditions that are especially vulnerable to Covid-19 have been identified and, where necessary, individual risk assessments have been completed.• Staff who are classified as CEV (Clinically Extremely Vulnerable) will follow the government/ NHS guidance on shielding, where necessary.• Specific risk assessments for new and expectant mothers are completed.• All Travel Corridors are suspended. Staff who travel abroad follow the government guidance on self-isolation before they return to work.• This risk assessment will be available on the Sports Centre website.		
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2.	<ul style="list-style-type: none"> Contaminated surfaces – Contracting / spreading COVID-19 	<ul style="list-style-type: none"> Cleaning schedule in place Touch points to be cleaned with disinfectant at regular intervals by all staff on duty Toilet roll, hand soap and paper towels are kept well-stocked Tills, touchscreens and phones are sanitised after each shift Desks are sanitised at staff changeover Card payment machines are cleaned frequently Retail stock is not accessible to customers Hand sanitising stations are set up throughout the building Where possible, doors are kept open, fire doors must remain closed (<i>the exception to this, is school use which is governed by the Secondary Academy Risk Assessment and allows for Fire Doors to be opened for ventilation purposes</i>). Door handles, push plates and door edges are frequently cleaned throughout the day Where practical, seats and tables are removed from the building to prevent customers from congregating. Signage in place advising customers of good hygiene practices 		
3.	<ul style="list-style-type: none"> Sharing equipment – Contracting / spreading COVID-19 	<ul style="list-style-type: none"> Equipment is not shared - wherever possible Equipment that is shared must be cleaned after use Customers and Hirers bring in their own equipment such as badminton racquets 		
4.	<ul style="list-style-type: none"> Poorly maintained / unsafe equipment - Electric shock - Personal injury - Death 	<ul style="list-style-type: none"> The annual fixed electrical service has been completed within the last 12 months and all C1's and C2's has been completed in the specified time. Fire alarms have been serviced within the last 6 months with no faults present on the system. All portable appliances have been tested within the last 12 months and defective equipment taken out of use. 		



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		<ul style="list-style-type: none"> Gas boilers have been serviced by a qualified engineer within the 12 months and any remedial works completed as specified in the service report. Passenger lifts have been serviced and received a LOLER examination within the last 6 months. Emergency lighting has been serviced within the last 12 months and remedials rectified All fire extinguishers have been serviced within the last 12 months Lightening protection systems have been serviced within the last 12 months. Air conditioning units are run at least 5 days before opening the gyms and studios and any defects are reported, and repairs carried out by a qualified engineer. Service checks for all air conditioning should be arranged, as soon as possible which must include leak testing. 		
5.	<ul style="list-style-type: none"> Contaminated water systems - Legionella 	<ul style="list-style-type: none"> All outlets are flushed thoroughly for several minutes with temperatures of above 50 and below 20 achieved. Action is taken where this isn't achieved Legionella samples taken from the calorifiers, cold water storage tanks and sentinel outlets and must come back clear before re-opening 		
6.	<ul style="list-style-type: none"> Virus spread as a result of inadequate ventilation - Contracting / spreading COVID-19 	<ul style="list-style-type: none"> Air Handling Unit dampers opened to allow 100% fresh air and run for 24 hours a day Max capacity for gyms and studios reduced to ensure 100sqft per person is achieved to achieve a target ventilation rate of 20 ltrs per person per second, whilst maintaining social distancing All windows and doors which are not fire doors to be left open where possible and where security is not at risk. All supply and extract vents are kept clean and run for 24 		



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ACTION PLAN (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	Recommended Actions

Please note:

Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.

Any further actions identified should be completed before the assessed task is carried out.