

Pandemic Impact Risk Assessment for Tees Active Venues

Premises: Tees Active Venues

Department – Leisure Services



Task or Activity	Implementing protective measures to re-open Tees Active venues
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Reference	Content	Page Number
1.0	Introduction, Overview, Context, Basic Principle, The Risk Assessment & Consultation	2-4
1.1	General	5
1.2	Facilities	6-19
1.3	Staffing	20-29
1.4	Visitors & Contractors	30-36
1.5	Admissions	37-38
1.6	Activities	39-44
1.7	Review	45

1.0 Introduction, Overview, Context, Basic Principle & Risk Assessment

Introduction:

This risk assessment has been prepared to assist Tees Active in its effective management of the risk to people from Coronavirus (COVID-19).

Tees Active venues will re-open on the 4th July, 2020, with restrictions in place to both manage COVID-19 and access to the venues and facilities within the buildings. Use of the facilities will be carefully managed along with entrance and egress to the venues, which will allow customers that have pre-booked access to the venue to maintain effective safe social distancing at all times.

Overview

This risk assessment draws on the guidance published [gov.uk](https://www.gov.uk), the Health & Safety Executive, Resuscitation Council UK and Public Health England in accordance with the “COVID-19 secure” guidelines. In addition to this guidance Tees Active has sought direction from UK Active, The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA), Community Leisure UK and Right Directions, as well as drawing on Tees Active’s own Policies and Procedures to help develop this document.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

If, the virus is transmitted from one person to another most people infected with the virus experience the disease with mild or moderate symptoms. However, a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal. The risk of serious disease and death are unevenly distributed in the population.

Broadly, the objective is to protect clinically extremely vulnerable and clinically vulnerable individuals.

Clinically extremely vulnerable individuals (Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on who is in this group can be found here: <https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shieldingand-protecting-extremely-vulnerable-persons-from-covid-19>) have been strongly advised not to work outside the home during the pandemic peak and only return to work when community infection rates are low.

Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions - Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: <https://www.gov.uk/government/publications/staying-alert-and-safe-socialdistancing/staying-alert-and-safe-social-distancing>), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.

If clinically vulnerable individuals cannot work from home, Tees Active will review what option is the safest available on-site role for that individual, enabling them to stay maintain social distancing guidelines. If they cannot maintain social distancing, Tees Active will carefully assess whether this involves an acceptable level of risk. As for any workplace risk Tees Active must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should be paid to people who live with clinically extremely vulnerable individuals.

To make sure individuals who are advised to stay at home under existing government guidance to stop infection spreading do not physically come to work. This includes individuals who have symptoms of COVID-19, those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace service.

Basic Principles

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self-awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough, loss of, or change in, normal sense of taste or smell as a symptom which require self-isolation for the case and household contacts.

The Risk Assessment

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

Tees Active as an employer, must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it'll help Tees Active manage risk and protect people.

Tees Active must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk.

Consultation.

The Senior Leadership Team will consult with the workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that Tees Active takes employees health and safety seriously.

1.1 General

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything	Action by who?	Action by when?	Complete?
Lack of up to date information regarding COVID-19	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Government advice regularly checked and followed • NHS advice regularly checked and followed • Public Health England advice regularly checked and followed • Health & Safety Executive advice regularly checked and followed • Putting in place visible and conspicuous signage, emphasising safe social distancing, good hand and respiratory hygiene, • Self-awareness of risk groups and of symptoms of high temperature and, or new continuous cough, loss of, or change in, normal sense of taste or smell as a symptom which requires self-isolation along with any other household contacts. 			Ongoing	This is an ongoing task to check and follow advice as it evolves

1.2 Facilities

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control	Action by who?	Action by when?	Complete?
Spread of Coronavirus	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Employees to be reminded on a regular basis to wash their hands for at least 20 seconds with warm water and soap, drying hands completely with a disposable towel and using a disposable towel to turn off the tap. • Reminded to catch coughs and sneezes in tissues – follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. • Welcome stations situated at each venue managing customer, visitor and contractor access, administering hand hygiene and outlining Tees Actives principles and conduct to be adhered to. • Hand washing facilities with soap and hot water in place. • Paper towels or blue centre feed available for drying of hands • Bins for paper hand towels and blue centre feed to be emptied regularly • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Gel sanitisers in any area where hand washing facilities are not readily available • Hand sanitisation stations located throughout venues for sanitising hands • Visible and conspicuous signage, emphasising safe social distancing, good hand and respiratory hygiene, . • Rigorous checks will be carried out by Facility Managers to ensure that the necessary procedures are being followed. • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. • Management checks to ensure this is adhered to. • Regular Public Announcements reiterating safe social distancing, good hand and respiratory hygiene. 				
Access points	<ul style="list-style-type: none"> • Tees Active 	<ul style="list-style-type: none"> • Restricted entry and exit on all entrance and exit areas to 				

<p>to venues, no restriction of entry and exit points to the venues which reduces the control of persons entering or exiting</p>	<p>employees</p> <ul style="list-style-type: none"> • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<p>the venues, this in no way would compromise emergency exits</p> <ul style="list-style-type: none"> • Operation of one way systems for customers where possible • Welcome stations situated at each venue managing customer, visitor and contractor access, administering hand hygiene and outlining Tees Actives principles and conduct to be adhered to. • Suitable locking and closing mechanisms available on non-emergency exit doors. • Tees Actives commitment statement outlining key principles. • Customers to adhere to social distance markers outside and within venues and where a queue may be possible. • Signage outside venues to promote Tees Actives commitment and key principles along with guidance about social distancing, good hand and respiratory hygiene. • Site access log for contractors and visitors alike outlining our key principles and guidance that is to be followed whilst visiting the venue and measures in place outlining COVID-19 Government guidance. • Online video for each venue providing customers with a step by step guide to measures introduced within the site to remove any barriers or misconceptions prior to arriving and attendance at our venues. 				
<p>No restriction on customer and visitor access to public areas increasing potential spread of bacteria or virus</p>	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, 	<ul style="list-style-type: none"> • Restricted areas kept locked or manned to prevent unauthorised access • Changing facilities are out of use, but where identified will remain open to provide access to toilets along with hand washing facilities. • A majority of lockers are currently restricted or have been selected to be out of use. However, where lockers are available strict guidance will be visible outlining use of lockers along with noticeable floor markings to maintain safe social distancing. • Lockers that are available will be robustly cleaned, frequently inside and out, including key straps and working elements of the locking system • Within fitness classes and gyms social distancing capacities will be based safe social distance guidance 	<ul style="list-style-type: none"> • Regularly review of guidance on changing facilities along with lockers 			

	pregnant women and people with complex health problems	provided by the Government				
Door mechanisms: Contact points on doors creating increased risk of bacteria or virus contamination	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Sensor operated mechanisms in place where possible • Robust cleaning regime in place • Hand sanitation provided on entry, exit and designated locations within the venues • Doors propped open where possible and, if it is safe to do so • Magnetic hold back mechanisms for doors that release on activation of fire alarm systems opened if it is safe to do so 				
Lack of hand washing facilities leading to increased risk of spread of bacteria or virus	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying 	<ul style="list-style-type: none"> • Hand washing information to be provided at sinks and on entrances prominently • Hand sanitation points provided and refilled regularly • Hand soap dispensers refilled regularly • Hand dryers within all venues will be turned off and placed out of use • Paper towels and blue centre feed provided and refilled regularly • Bins for paper towels and blue centre feed emptied regularly • Hot water systems maintained to provide constant supply • Regular toilet checks and cleaning of these areas 	<ul style="list-style-type: none"> • Consider non-touch dispensers • Consider portable hand washing facilities for main access points 			

	health condition, pregnant women and people with complex health problems					
Lack of toilet paper increasing of unhygienic hand sanitation	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Sufficient planning with consumables and suppliers in place • Hot water and hand soap available at all times • Regular toilet checks and cleaning of these areas 				
Customers not adhering to safe social distancing	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have 	<ul style="list-style-type: none"> • Café tables and chairs have been removed from venues to prevent gatherings • Spectator seating and viewing galleries have been closed • Activities and classes to adhere to social distancing guidance • Government guidance on social distancing followed • Any seating areas, designated for waiting will be demarked to follow social distancing guidelines, with the possibility of chairs being removed to allow sufficient space between spectators and for this to take place. 	<ul style="list-style-type: none"> • Spectator seating will be demarked to follow Government guidance on social distancing. 			

	<p>an underlying health condition, pregnant women and people with complex health problems</p>					
<p>Cleaning of the venues</p>	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and reception areas along with using appropriate cleaning products and methods. • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. • Management checks to ensure this is adhered to. • Additional training for staff around their role and new expectations, additional PPE for body fluid spills or cases where customers suspected of displaying symptoms, i.e. contingency for emergency isolation of areas and localised deep cleaning and sanitisation. • Overstocking of disposables and consumables 				
<p>Poor cleaning increasing risk of bacteria or viral contamination</p>	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, 	<ul style="list-style-type: none"> • Robust general cleaning schedule in place with added emphasis on guidance received including information, instruction, training and supervision of staff around COVID-19 cleaning protocols • Cleaning tasks monitored by Management • A commitment by Tees Active and staff to clean touch points throughout venues regularly and systematically • Additional cleaning programme introduced for high use touch points and areas being currently used 				

	<p>under-70s who have an underlying health condition, pregnant women and people with complex health problems</p>	<ul style="list-style-type: none"> • Government guidelines followed 				
<p>Inappropriate disposal of waste, in particular used tissues increasing risk of contamination</p>	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Work instructions in place on disposal of waste in line with Government guidance • PPE is available including masks, gloves and aprons in helping with disposal of waste. It must be emphasised waste is to be placed in black plastic rubbish bags, tied and then placed immediately in normal secured waste disposal receptacle • Communicate safe systems of usage to activity users • Bins for paper towels, blue centre feed roll and tissues to be emptied regularly. • Disposal of PPE, you can only dispose of PPE waste through black bag waste collection if you comply with the following conditions. <ul style="list-style-type: none"> • PPE can be predisposed of by placing into a black bin bag and then disposed of in the non-recyclable waste – this typically includes aprons, gloves and masks. • Staff must also follow the current Public Health England guidance on cleaning and disposal of waste that could be infected with COVID-19. • This guidance states that you must securely store the PPE waste in disposal black bin bags. Staff must place these bags in another bag. Staff must tie this bag securely and keep it separate from other waste. This waste must be set aside for at least 72 hours before being put in the usual external bin for non-recyclable waste. 	<ul style="list-style-type: none"> • If PHE changes its guidance on COVID-19 and the disposal of waste, this will be reviewed and if necessary withdraw or amend it. 			

<p>Incorrect social distancing</p>	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Social Distancing - reducing the number of persons in any area to adhere to recommended guidance from PHE • https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people • Taking steps to review work schedules including start and finish times as well as shift patterns and working from home to reduce number of workers on site at any one time. • Relocating staff to other tasks. • Where Microsoft Teams is available this is to be used to reduce the number of face to face meetings. • Social distancing to be adhered to in smoking areas • Wherever possible separate entrances • Information to be displayed about the Governments safe social distancing guidance • Any queuing systems will be marked out to follow Government social distancing guidance and unnecessary queuing will be avoided • Circulation routes will be managed to minimise contact with any potential 'bottlenecks' in identified areas, these being carefully managed with a easily recognised 'waiting zone' or signage requesting customer to consider others. • Staff will inform customers about social distancing requirements wherever possible • All areas or activities with equipment will be planned to ensure that social distancing is observed (e.g. gym machines switched off or tills reduced/closed) • Deliberate and consistent refusal to follow social distancing measures to be dealt with as a breach in terms and conditions • Staff will be trained to prioritise social distancing, and work tasks will be reorganised to focus on keeping staff members and customers safe • All areas to be assessed to ensure spaces are as free as possible and removing unnecessary items • Staff will be used to manage and assist customer flow and to supervise social distancing • Lifts to be used only when necessary and one person at a time with clearly marked landing areas 				
<p>Withdrawal of First Aid to a</p>	<ul style="list-style-type: none"> • Tees Active employees 	<ul style="list-style-type: none"> • First aid trained staff available during all opening hours • Preservation of life is a priority 				

<p>person in need could put their life at risk</p>	<ul style="list-style-type: none"> • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Strict hygiene protocols in place to try and reduce transmission and adhered to • Suitable PPE provided to first aiders so they can protect themselves if administering first aid to a person. • Resuscitation Council UK Guidelines 2015 state “If you are untrained or unable to do rescue breaths, give chest compression-only CPR (i.e. continuous compressions at a rate of at least 100–120 min⁻¹)”. Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice: <ul style="list-style-type: none"> • Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. • Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. • If there is a perceived risk of infection, staff should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. • Put hands together in the middle of the chest and push hard and fast. • Early use of a defibrillator significantly increases the person’s chances of survival and does not increase risk of infection. • If staff have access to any form of personal protective equipment (PPE) this should be worn. • After performing compression-only CPR, all staff should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. • Staff should then seek advice from the NHS 111 coronavirus advice service or medical adviser. • Paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child’s chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to 				
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		<p>ensure the child gets the treatment they need in the critical situation.</p> <ul style="list-style-type: none"> • For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur. Therefore, if there is any doubt about what to do, this statement should be used. • It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. • This guidance may change based on increasing experience in the care of people with COVID-19 				
<p>Closure of building due to COVID-19 infected person having been suspected to have been in the venue, or insufficient staff to safely open to the public</p>	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Business continuity plan in place and communicated to all users • Minimum staffing levels identified to safely operate • Full or partial closures of venues and facilities if such numbers are not available • Where there are partial closures – area and equipment isolated on an assessed needs basis. • Flexible emergency rosters introduced to maintain a levels of service. 				

<p>COVID-19 infected person having been or suspected to have been in the premises</p>	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • If, Alerted by authority: <ul style="list-style-type: none"> • Site gets alerted by the authorities that a member who had visited has tested positive. • Site gives the authorities the names and contact details of all customers who were in the venue at the time (and 4 hours after the individual left – or more if authority informs them). • Areas of the club where individual was (if known, if not whole venue) are closed and deep cleaned (if not done so already since individual left in accordance with relevant procedure) according to Government guidance on cleaning in non-healthcare settings • Once complete – venue/facilities re-open. • Staff and customers informed, and told that if they have any symptoms to stay at home or follow Government guidance. • If alerted by customer/staff: <ul style="list-style-type: none"> • Wait for confirmation from authority. • Follow above steps. • Deep cleaning and sanitisation procedure to be followed using relevant PPE where required. • Disposal of PPE, you can only dispose of PPE waste through black bag waste collection if you comply with the following conditions. • PPE can be predisposed of by placing into a black bin bag and then disposed of in the non-recyclable waste – this typically includes aprons, gloves and masks. • Staff must also follow the current Public Health England guidance on cleaning and disposal of waste that could be infected with COVID-19. • This guidance states that you must securely store the PPE waste in disposal black bin bags. Staff must place these bags in another bag. Staff must tie this bag securely and keep it separate from other waste. This waste must be set aside for at least 72 hours before being put in the usual external bin for non-recyclable waste. 				
<p>Litter</p>	<ul style="list-style-type: none"> • Tees Active employees • Customers 	<ul style="list-style-type: none"> • Litter will be collected using litter pickers • Litter placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle 				

	<ul style="list-style-type: none"> • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Full or partial closures of venues and facilities if such numbers are not available • Disposal of PPE, you can only dispose of PPE waste through black bag waste collection if you comply with the following conditions. <ul style="list-style-type: none"> • PPE can be predisposed of by placing into a black bin bag and then disposed of in the non-recyclable waste – this typically includes aprons, gloves and masks. • Staff must also follow the current Public Health England guidance on cleaning and disposal of waste that could be infected with COVID-19. • This guidance states that you must securely store the PPE waste in disposal black bin bags. Staff must place these bags in another bag. Staff must tie this bag securely and keep it separate from other waste. This waste must be set aside for at least 72 hours before being put in the usual external bin for non-recyclable waste. • If PHE changes its guidance on COVID-19 and the disposal of waste, this will be reviewed and if necessary withdraw or amend it. 				
Building maintenance	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with 	<ul style="list-style-type: none"> • Statutory compliance • Property security • Building fabric protection • Business critical systems operation • Adherence to insurance cover requirements • Fire management • Water hygiene 				

	complex health problems					
Water Hygiene	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • As a result of closure, drinking water systems may have been subject to stagnation due to low turnover of mains water or water in storage. • This may result in warming of water in internal plumbing systems, microbiological regrowth or increased uptake of plumbing metals. • Unless steps are taken before the building is reoccupied there is a risk of adverse drinking water quality and potential risks to health. • All systems have been treated and flushed in accordance with recommendations by SBC Legionella Control Officer. 				
Fire Management	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant 	<ul style="list-style-type: none"> • Tees Active has responsibility regarding the premise fire risk assessment, this assessment will require a review and to be updated to include information on emergency evacuation procedures in line with safe social distancing. • Review of fire wardens within the venues; if staff with these roles are not at work, there must be scope for others to temporarily assist in order for a sweep of the building to take place. • Fire wardens and staff are to be aware that some doors may be wedged open to reduce contact with door handles, and so these doors must be closed during an evacuation in order for the properties of the doors to function. 				

	<p>women and people with complex health problems</p>	<ul style="list-style-type: none"> • All relevant fire safety equipment and systems shall be tested before the premises are fully re-occupied. • As with any emergency evacuation (including drills) individual teams are responsible for their own staff and visitors evacuating safely, therefore when arriving at the assembly area a local check should be made. Should staff or visitors not be there then this is to be communicated with fire wardens as soon as possible. • Social distancing applies to the assembly points, Social distancing guidance where possible should be adhered to, whilst maintaining emergency vehicle routes. • Venues require a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate. • A full discharge test of the emergency lighting system across the site • A visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged • Checking that fire escape routes are clear of any obstructions • Checking that final fire escape doors are unlocked and operational • Checking the operation of internal fire doors to ensure that they close properly • Checking that automatic fire dampers, smoke venting and smoke extraction systems are operational. 				
<p>Lifts, lifting devices and other statutory checks.</p>	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as 	<ul style="list-style-type: none"> • During the COVID-19 closure, statutory maintenance around lifts and lifting equipment, in law, has continued, where practical. • In reality, some statutory checks may have expired their 'due-by' date. • Duty holders, must therefore ensure that statutory inspections on: <ul style="list-style-type: none"> • lifting equipment 				

	<p>over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems</p>	<ul style="list-style-type: none"> • pressure systems • fixed electrical systems • portable appliance testing • gas appliances, etc <p>are 'in date' prior to the reoccupation of buildings.</p> <ul style="list-style-type: none"> • Tees Active must also consider whether equipment which has not been used for an extended period of time needs a statutory inspection even if one is not due. For example, where personal lifting equipment has been left in a condition which may have compromised its structural integrity or where a lift needs servicing to ensure it is going to be operated normally and safely. 				
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1.3 Staffing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control the	Action by who?	Action by when?	Complete?
Lack of, or infrequent handwashing	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Employees to be reminded on a regular basis to wash their hands for at least 20 seconds with warm water and soap, drying hands completely with a disposable towel and using a disposable towel to turn off the tap. • Reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. • Ample supplies of blue centre feed roll will be made available throughout the workplace. • Bins for paper towels to be emptied regularly 				
Respiratory Protective Equipment	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours • Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed: <ul style="list-style-type: none"> • Tight-fitting respirators (such as disposable masks and reusable half masks) rely on having a good seal with the wearer's face. • Wearers must be clean shaven. • FFP3 are only be required where 	<ul style="list-style-type: none"> • A face fit test to be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. • To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out: <ul style="list-style-type: none"> • Both the fit tester and those being fit tested should wash their hands before and after the test. • Test face pieces that 			

		aerosol generating procedures are present	cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. <ul style="list-style-type: none"> Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods and ensure they remove gloves following the correct procedure 			
Staff showing symptoms of COVID-19	<ul style="list-style-type: none"> Tees Active employees Customers Visitors and contractors Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff (or public) has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Staff sickness to be monitored and trends identified 	<ul style="list-style-type: none"> Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. 			

		<ul style="list-style-type: none"> • The NHS test and trace service: <ul style="list-style-type: none"> • ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus • helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus • This service has been introduced to help return life more to normal, in a way that is safe and protects our NHS and social care. The service will allow the NHS to trace the spread of the virus and isolate new infections and play a vital role in giving an early warning if the virus is increasing again, locally or nationally. • For further information on the NHS Test and Trace click the link: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • It is important the Tees Active continues to protect the health and safety both of our workers and of other people who may be affected by our business, for example contractors, customers, suppliers and other visitors. 				
Mental Health	<ul style="list-style-type: none"> • Tees Active employees 	<ul style="list-style-type: none"> • Management will promote mental health and wellbeing awareness to staff during the Coronavirus 				

		outbreak and will offer support where we can to help				
Wearing of gloves	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Where Risk Assessment identifies wearing of gloves as a requirement of the task, an adequate supply of these will be provided. • Employees will be instructed on how to remove gloves carefully to reduce contamination • Disposal of PPE, you can only dispose of PPE waste through black bag waste collection if you comply with the following conditions. <ul style="list-style-type: none"> • PPE can be predisposed of by placing into a black bin bag and then disposed of in the non-recyclable waste – this typically includes aprons, gloves and masks. • Staff must also follow the current Public Health England guidance on cleaning and disposal of waste that could be infected with COVID-19. • This guidance states that you must securely store the PPE waste in disposal black bin bags. Staff must place these bags in another bag. Staff must tie this bag securely and keep it separate from other waste. This waste must be set aside for at least 72 hours before being put in the usual external bin for non-recyclable waste. 				

		<ul style="list-style-type: none"> • If PHE changes its guidance on COVID-19 and the disposal of waste, this will be reviewed and if necessary withdraw or amend it. • Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 				
High risk employees (as defined by Government, over-70s, under-70s who have an underlying health condition, pregnant women, people with complex health problems and BAME Staff	<ul style="list-style-type: none"> • Tees Active employees 	<ul style="list-style-type: none"> • Government guidance followed • Home working arranged as appropriate • Social distancing in place and encouraged • HR procedures in place for those unable to work from home and required to isolate as per Government guidelines 				
Staff behaviour	<ul style="list-style-type: none"> • Tees Active employees 	<ul style="list-style-type: none"> • Staff to work from home if possible. Staff in roles critical for business operational continuity are to return to venues or staff in roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment • DSE Risk Assessment completed for those working from home where the situation is for longer term working conditions • Where staff cannot work from home additional measures are considered for each employee task (PPE, screens between desks, 				

		<p>split or staggered shifts, breaks alternative working patterns</p> <ul style="list-style-type: none"> • Staff to practise social distancing at all times • Staff communication and training to be delivered 				
Travel for business purposes	<ul style="list-style-type: none"> • Tees Active employees 	<ul style="list-style-type: none"> • Business related travel to be restricted to essential staff only • Where travel is necessary Staff to minimise risks, by travelling alone to venues for meetings • Microsoft Teams to be used for conferencing, meetings, contact with suppliers and where necessary to customers 				
Handshaking or other greeting increasing risk of transferring bacteria or virus	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Handshaking and general close personal greetings are discouraged • Hand washing protocols and hygiene facilities in place 				
Poor workspace hygiene leading to increased risk of transferring bacteria or virus	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an 	<ul style="list-style-type: none"> • Information, posters, advisory notices and staff training in good hygiene practise and techniques in line with Government guidance • Cleaning spray bottles , anti-bacterial and anti-viral wipes available for wiping down work surfaces and equipment alongside Blue centre feed roll • Bins for paper towel and blue 				

	<ul style="list-style-type: none"> underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> centre feed roll regularly emptied Hand sanitiser available Robust cleaning schedules in place, monitored and checked regularly No hot desking 				
<p>Reduced levels of cleaning staff available increasing risk of being able to provide adequate cleaning services within the venues</p>	<ul style="list-style-type: none"> Tees Active employees Customers Visitors and contractors Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> Additional multi-skilled staff rostered to carry out cleaning tasks Restriction of areas available to staff and public alike to reduce facilities being cleaned Business continuity plan in place Added Information, Instruction, Training and Supervision for staff (IITS) 				
<p>Handling post, packages or food</p>	<ul style="list-style-type: none"> Tees Active employees Visitors and contractors 	<ul style="list-style-type: none"> Work instructions in place PPE provided for handling items if required Government guidelines followed Delivery and drop off points identified Public Health England (PHE), has advised that people handling letters and parcels are not at risk of contracting the coronavirus. The World Health Organisation (WHO) has also advised that coronaviruses does not survive long on objects, such as letters or packages 				
<p>Not complying to social</p>	<ul style="list-style-type: none"> Tees Active employees 	<ul style="list-style-type: none"> Social distance capacities within areas must be determined and 	<ul style="list-style-type: none"> Permit to work scheme to be 			

<p>distancing</p>	<ul style="list-style-type: none"> • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<p>observed in staff and office areas alike</p> <ul style="list-style-type: none"> • Break times to be arranged to prevent crowding in staff areas • Where home working is not possible, alternating days from home with office work in a coordinated way with others (e.g. shared offices to only have one person in at a time) • Team to work back to back or side by side where possible when the social distancing guidance rule cannot be enforced • Tasks to be limited to 15 minutes where possible when the social distancing rule cannot be enforced with staff working side by side and not facing each other at any point • All Reception areas provided with screens • No requirement for card payments as initially all activities will be pre-bookable. • Wherever possible staff will be kept working together on shifts • Any non-essential work will not be undertaken that requires two people or more • All essential tasks requiring two or more people will be reviewed to try and establish a different approach • Microsoft Teams to be used for conferencing, meetings, contact with suppliers and where necessary to customers. • Meetings to only be held in person when essential and as 	<p>considered for face to face tasks that are more than 15 minutes (should any be identified)</p>			
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		<p>few people as possible to attend.</p> <ul style="list-style-type: none"> • Safe social distancing guidance rule to be used in meetings and with suitable ventilation where possible • Staff members should not travel to other organisations for meetings unless absolutely essential. Where essential meetings are attended, we must check that social distancing measures are in place • Risk and dynamic assessments to be completed to minimise the exposure of team members. 				
<p>Safety measures to be upheld by staff</p>	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Staff may face challenges when upholding some of the measures with customers and will reinforce the zero-tolerance approach to aggression • Staff who are required to wear gloves and masks whilst undertaking specific tasks will be provided with PPE unless explicitly required to do so by risk assessment, wearing gloves may lull people into a false sense of security – maximise effective of good hand hygiene by washing. Training will be delivered to help staff understand, implement and oversee the safety measures introduced • Tees Active Senior Leadership team will have honest conversations with staff who have concerns and try and seek compromise wherever possible • Consult with Stockton Borough 				

		<p>Council Health & Safety team or Public Health England contact Julia Bates, MFPH Specialty Registrar in Public Health to discuss our plan if there are any concerns raised</p> <ul style="list-style-type: none"> • Pay special attention to staff who are identified as high risk 				
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1.4 Visitors and Contractors

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Complete?
Contractors and Visitors within the venues	<ul style="list-style-type: none"> • Tees Active employees 	<ul style="list-style-type: none"> • Control of contractors and visitors to be managed by the Duty 				

	<ul style="list-style-type: none"> • Customers and visitors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<p>Manager within the venues</p> <ul style="list-style-type: none"> • The Control of Contractors literature will reflect COVID secure arrangements, control measures and information, instruction and challenges afforded to visiting contractors. • Visiting contractors are required to be able to demonstrate their adherence to the construction guidance, where applicable and within reason. 				
Handwashing	<ul style="list-style-type: none"> • Tees Active employees • Customers and visitors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with 	<ul style="list-style-type: none"> • Hand washing facilities with soap and hot water in place. • Paper towels and blue centre feed roll available for drying of hands • Bins for paper towels and blue centre feed roll emptied regularly 				

	complex health problems					
Lack of, or infrequent handwashing	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Visitors and Contractors to be reminded on a regular basis to wash their hands for at least 20 seconds with warm water and soap, drying hands completely with a disposable towel and using a disposable towel to turn off the tap – covered in authorisation to work and signing in and out procedures • Public Announcement reminding people to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. • Blue centre feed roll will be made available throughout the venues. • Bins for paper towels, blue centre feed roll and tissues to be emptied regularly 				
Visitors or Contractors showing symptoms of COVID-19	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors 	<ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature or change in, normal sense of taste or smell as a symptom in the 				

	<ul style="list-style-type: none"> • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<p>workplace they will be advised to leave the venue and directed to follow the stay at home guidance.</p> <ul style="list-style-type: none"> • Staff will maintain regular contact with visitors and contractors during their time within the venue. • If advised that a visitor or contractor has developed Covid-19 and were recently on our premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. 				
<p>Handshaking or other greeting increasing risk of transferring bacteria or virus</p>	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an 	<ul style="list-style-type: none"> • Handshaking and general close personal greetings are discouraged • Hand washing protocols and hygiene facilities in place 				

	underlying health condition, pregnant women and people with complex health problems					
What to report - RIDDOR	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Members of the public and non-work-related cases <ul style="list-style-type: none"> • There is no requirement under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to report incidents of disease or deaths of members of the public, patients, care home residents or service users from COVID-19. • The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work. • You should only make a report under RIDDOR when one of the 				

		<p>following circumstances applies:</p> <ul style="list-style-type: none">• an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence• a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease• a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent• Dangerous occurrences• For an incident to be reportable as a dangerous occurrence, the				
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		<p>incident must have resulted (or could have resulted) in the release or escape of coronavirus, that is, led to a possible or actual exposure to coronavirus.</p> <ul style="list-style-type: none">• Cases of disease: exposure to a biological agent<ul style="list-style-type: none">• When deciding if a report is required, the responsible person (usually the employer) must make a judgement, based on the information available, as to whether or not a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease.• The report should specify a disease				
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		<p>due to exposure to a biological agent and use the case of disease report form.</p> <ul style="list-style-type: none"> • Work-related deaths due to exposure to a biological agent • For an incident to be reportable as a death due to occupational exposure to coronavirus there must be reasonable evidence that a work-related exposure caused the worker's death. 				
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1.5 Admissions

What are the hazards?	Who might be harmed	What are you already doing?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Complete?
Reception areas	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, 	<ul style="list-style-type: none"> • Process to ensure social distancing remains in place for reception staff • Sneeze guards surrounding reception areas • Que management and social distancing guidance followed to outline spacing/markers on the floor where necessary • Kiosks available to customers to use and login to classes where prescribed to by staff 	<ul style="list-style-type: none"> • Remove cash payments 			

	<p>pregnant women and people with complex health problems</p>	<ul style="list-style-type: none"> • All activities are pre-bookable, thus removing the need to take any payments. If applicable cashless functionality will be in place, such as contactless payments using cards – raising limit to cover more transactions and Apple and Google pay will be available for transactions • Any seating areas, designated for waiting will be demarked to follow safe social distancing guidance • Bins for paper towels, blue centre feed roll and tissues to be emptied regularly 				
<p>Access to fitness classes and gym</p>	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, 	<ul style="list-style-type: none"> • Compulsory online booking for all activities, reducing physical touch points whilst allowing customers to see full visibility of availability, reducing the need for unnecessary travel • No access to venue for customers turning up without prior booking • Wristbands available – remove the requirement to touch hardware throughout the building 				

	pregnant women and people with complex health problems	<ul style="list-style-type: none"> Equipment to be isolated to ensure safe social distancing is maintained 				
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1.6 Activities

What are the hazards?	Who might be harmed	What are you already doing?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Complete?
Cleaning of class and gym equipment	<ul style="list-style-type: none"> Tees Active employees Customers Visitors and contractors Vulnerable groups, such as over-70s, under-70s who have an underlying 	<ul style="list-style-type: none"> Cleaning stations are provided with blue centre feed roll and disinfectant to all customers and they are directed to clean down any equipment before and after use. It is the responsibility of each customer to take reasonable personal responsibility when taking part in physical activity Bins for paper towels, blue centre feed roll and tissues to be emptied regularly Equipment to be isolated to ensure safe social distancing is maintained 				

	health condition, pregnant women and people with complex health problems					
Cardiopulmonary Resuscitation (CPR Training)	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • If staff become unwell with a new continuous cough or a high temperature or change in, normal sense of taste or smell as a symptom in the workplace they will be excluded from staff training and sent home and advised to follow the stay at home guidance. • Only compressions practised during ongoing training • Compressions and rescues breaths demonstrated during a qualification course • If, rescue breaths are carried out, then: <ul style="list-style-type: none"> ○ Lungs and airways to be replaced and disposed of safely, ○ Face and mouth of manikin wiped with disinfectant wipes in between each use, and disposed of safely • Manikin face thoroughly washed with disinfectant at the end of training session • NHS – Test Track and Trace - The NHS test and trace service will help to manage the risk of the virus re-emerging as restrictions 				

		<p>on everyday life are The NHS test and trace service:</p> <ul style="list-style-type: none"> • ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus • helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus • This service has been introduced to help return life more to normal, in a way that is safe and protects our NHS and social care. The service will allow the NHS to trace the spread of the virus and isolate new infections and play a vital role in giving an early warning if the virus is increasing again, locally or nationally. • For further information on the NHS Test and Trace click the link: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • It is important the Tees Active continues to protect the health and safety both of our workers and of other people who may be affected by our business, for example contractors, customers, suppliers and other visitors. It is important the Tees Active continues to protect the health 				
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		and safety both of our workers and of other people who may be affected by our business, for example contractors, customers, suppliers and other visitors.				
Social distancing	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Up to date social distance guidance used to establish and determine maximum capacities within <i>areas</i> or <i>activities</i>. This will be calculated and observed • All activities within each specific venue will be risk assessed and measures introduced to ensure that social distancing can be maintained at all times. Where this is not possible activities will not be available. • Wherever possible separate exits and entrances will be used and numbers of entrances and exits will be limited • Wherever possible one-way systems will be introduced • Information will be displayed about social distancing in key areas on walls and floors as appropriate • Circulation routes will be managed to minimise contact with any potential 'bottlenecks' in circulation areas will be managed with a clearly identified 'waiting zone' or signage requesting customer to consider others. • All areas or activities with equipment will be designed to ensure that social distancing is observed (e.g. gym machines switched off or tills reduced) • Deliberate and consistent refusal 				

		<p>to follow social distancing measures to be dealt with as a breach in terms and conditions</p> <ul style="list-style-type: none"> • All areas to be assessed to ensure spaces are as free as possible, removing unnecessary items • Staff will be used to manage and assist customer flows and to supervise social distancing • The capacity for gyms and swimming pools will be based on Government guidance • The capacity for activity areas will be calculated on guidance provided by Governing Bodies 				
Gym areas	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with 	<ul style="list-style-type: none"> • Signage and regular announcements to promote social distancing • Closing and removing of equipment to enable social distancing • Capacity to gyms will be restricted to allow ease of social distancing • Floor signage to promote a one-way system for moving around the facility • Touch points of equipment to be cleaned after use by customer, using spray and blue centre feed roll provided – this is in addition to the cleaving schedule • Extra signage will be in place regarding social distancing in place around free-weights areas • Maximum gym capacity will be based on Government guidance 				

	complex health problems					
Studio, classes and activity halls	<ul style="list-style-type: none"> • Tees Active employees • Customers • Visitors and contractors • Vulnerable groups, such as over-70s, under-70s who have an underlying health condition, pregnant women and people with complex health problems 	<ul style="list-style-type: none"> • Signs and communication to customers regarding social distancing for entry into classes • Floor marking within the room to demonstrate social distancing • Instructor to manage the collection and distribution of equipment • The class to be planned and delivered with social distancing as a priority • Signage and announcements to discourage social gatherings before and after classes • There will be a minimum 10 minute window between classes so no 'waiting around' in groups • Equipment including mats will be cleaned by the customer using disinfectant and roll provided • Markings will be made on the floor to show the area for individuals • Window airing - where possible windows to be opened to promote air exchange rate 				

1.7 Review

Keep the assessment under review:

Thereafter, you should review your risk assessment, if you think it might no longer be valid, e.g. following an accident in the workplace or if there are any significant changes to the task, the activity, or the health of those involved.

Review 1	Name:	Date:	Comments:
Quality assurance check by Manager or Line Manager	Peter Williamson	09.07.2020	Updated in line with Government guidance