

Risk Assessment 17 – COVID-19 associated environmental hazards v1.4

MEDIUM 3	HIGH 6	HIGH 9
LOW 2	MEDIUM 4	HIGH 6
LOW 1	LOW 2	MEDIUM 3

Welcome Gym Clubs

Last Review 22nd October 2020

Risk assessment undertaken - Site Managers & Health & Safety Teams

Date Completed: 1/10/2020

The purpose of this risk assessment is to provide managers with a checklist that ensures all action has been taken to identify all the hazards associated with the COVID-19 epidemic and that appropriate control measures have or will be taken to reduce risk to an absolute minimum.

To ensure compliance, all elements of this risk assessment will be subject to unannounced audits.

What are the hazards	Who might be harmed and how	Control Measures in place	Anything else to manage the risk	Action by whom	Action by when	Done (initial)
Exposure from others due to: 1) Living with someone or coming into close contact with someone (within 2 metres for 15 minutes or more) who has confirmed COVID-19. OR 2) Advised by a public health agency of close contact with diagnosed case.	Employees RISK: 3 Being infected with COVID-19 and spreading this virus to others	Staff advised that: • if exposed to the virus, they must follow government guidance on self-isolation. • any extremely vulnerable staff to continue shielding themselves and following their specific medical advice issued to them no later than 29/3/2020 and as updated by government • staff with any medical underlying conditions / disability and new / expectant mothers to minimise risk by ensuring work practices comply with government guidelines on social distancing, • travel only if essential for work; reduce the amount of time using public transport and to implement government guidelines on social distancing. Report absences to club manager	Staff training / updating Monitor the controls	Club manager and staff	Pre re-opening	
Suspected case identified whilst at the club	Employees Gym members Contractors Visitors RISK: 4 Being infected with COVID-19 and spreading this virus to others	Staff and members encouraged to take temperature before entry to the club If staff or a member develops COVID-19 symptoms while at the club, they should: • Avoid touching anything. • Report to the duty manager, report where they have been in the gym, and then leave the club and return home immediately. • Follow the government guidance on self-isolation and not return to the club until their period of self-isolation has been completed. The club should: • Report incident immediately to head office and await instruction. • Reinforce the message through notices – what to do if feel unwell whilst in the gym. • Follow the government guidance “COVID-19” Cleaning on the non-healthcare setting. • Ensure all members, visitors and contractors have signed in and have provided contact details.	Staff training Included in information pack to members Display “STOP” notices in club Manage and monitor the controls	Club manager and staff Marketing team	Pre re-opening Pre re-opening	
General travel including foreign travel	Employees RISK: 4 Being infected with COVID-19 and spreading this virus to others	Staff advised to: • Limit the use of public transport. • Where travel is essential, follow government guidelines especially if using public transport. • If possible, use private single occupancy vehicle or walk / cycle to and from work.	Staff training Manage and monitor the controls	Club manager		
Access / egress to site and movement around the facility	Employees Gym members Contractors Visitors RISK: 4 Being infected with COVID-19 and spreading this virus to others	Implement the following practices: • Calculate the maximum number of members that reasonably follow social distancing in the facility, as per government guidelines** and limit the number of members that can access the club at any one time to this level to reduce congestion and enable social distancing and minimise contact at all times. • Mark out access routes to enable social distancing to reduce congestion at pinch points. • Place social distancing spacing marks on floor and outside if needed for people waiting to enter club. • Place not-in-use signs on any seat in reception area. • Display social distancing rules on notices at reception. • Install counter screens at reception. • Ensure hand sanitiser is available in reception. • Require all staff and members to wash (or sanitise their hands) before entering and leaving the facility. • Encourage members to use the App to gain contactless entry. • Regularly clean common contact surfaces / touch points in reception, office, and access control. • Delivery drivers must wash or clean their hands before unloading goods and materials. • Fix doors open where feasible, if this can be done safely. • Operate one way flows to avoid congestion where possible.	Staff training Include social distancing arrangements in information pack to members Display notices on social distancing rules Manage and monitor the controls	Club manager and staff Marketing team		
Disruptive behaviour	Members and employees RISK 2 Member frustration because of denied entry as club full, waiting to use equipment, equipment not cleaned etc.	Refresh staff on conflict resolution.	Refresher training			
Low hygiene standards	Employees Gym members Contractors Visitors RISK: 4 Being infected with COVID-19 and spreading this virus to others	a. Members encouraged to arrive in sports kit/swim ready clothing and where ever possible to change/shower at home. b. Remind staff and members that each individual has to take reasonable personal responsibility when using the gym. c. Following government guidelines, staff should wash their hands regularly. d. Display signs on hand washing – technique and 20 second rules. e. Away from wash basins provide alcohol-based hand sanitiser facilities. f. Provide suitable and sufficient sanitation stations and rubbish bins for hand towels / wipe down tissues with regular removal and disposal. g. Check sanitation stations every hour. h. Ensure sufficient supplies to the sanitation units and in reserve of soap, hand sanitiser and paper towels and these should be securely stored. i. Reinforce the message through notices – cough or sneeze into a tissue and put it in a bin, and remind anyone without a tissue to cough and sneeze into the crook of their elbow. j. Towels / sweat towels are not permitted on the gym floor or studio. k. Staff to undertake enhanced cleaning, complying with the guidance on “Cleaning Method Standards” of all facilities being used throughout the day and at the end of each day with more frequent cleaning of high contact touch points. Use PPE as required.	Staff training Include personal responsibility expectations and prohibited use of towels/sweat towels and hand washing arrangements in information pack to members Display notices on hand washing techniques and coughs and sneezes Manage and monitor the controls	Club manager and staff Marketing team		
Use of CV equipment	Employees Gym members Contractors Visitors RISK: 4 Being infected with COVID-19 and spreading this virus to others	a. Usable equipment spacing in line with government guidelines, other equipment signed “Not in Use”. b. Place any hard-to-clean equipment out of use. c. Display social distancing signs. d. Reinforce protocol that members clean equipment after use. e. Provide spray and disposable cloths for users to use on touch points.	Staff training Include personal responsibility expectations for cleaning gym equipment in information pack to members Display notices on social distancing and coughs and sneezes Manage and monitor the controls	Club manager and staff Marketing team		
Use of free weights	Employees Gym members Contractors Visitors RISK: 4 Being infected with COVID-19 and spreading this virus to others	a. Mark out social distance spacings. b. The use of spotters when lifting weights is not permitted. c. Use floor markings to denote social distance areas around equipment/work benches and display social distancing signs. d. Reinforce protocol that members clean equipment after use, including mats and benches. e. Provide spray and disposable cloths for users to use on touch points. f. Place any hard-to-clean equipment out of use*.	Staff training Include personal responsibility expectations for cleaning gym equipment in information pack to members Display notices on social distancing and coughs and sneezes Manage and monitor the controls	Club manager and staff Marketing team		
Attending group sessions	Employees Gym members Contractors Visitors RISK: 6 Being infected with COVID-19 and spreading this virus to others	a. Mark out social distance spacings. b. Display social distancing signs. c. Refrain from playing music during group exercise classes that makes normal conversation difficult. d. At the start of each group session, reinforce protocol that members remember their social distancing rules and how to use markings and clean any equipment after use, including mats, weights and rollers. e. Provide spray and paper towels for users to use on touch points. f. Place any hard-to-clean equipment out of use*. g. Provide minimum 15 minute window between classes to allow members’ movement between classes and avoid crowding. h. Instructors must complete a group register.	Staff and self-employed instructor training Include in information pack to members: a. personal responsibility expectations for cleaning equipment used b. Class timings Display notices on social distancing and coughs and sneezes Manage and monitor the controls	Club manager, staff and self-employed instructors Marketing team		
Attending group sessions	Employees Gym members Contractors Visitors RISK: 6 Being infected with COVID-19 and spreading this virus to others	a. Mark out social distance spacings. b. Display social distancing signs. c. Refrain from playing music during group exercise classes that makes normal conversation difficult. d. At the start of each group session, reinforce protocol that members remember their social distancing rules and how to use markings and clean any equipment after use, including mats, weights and rollers. e. Provide spray and paper towels for users to use on touch points. f. Place any hard-to-clean equipment out of use*. g. Provide 30 minute window between classes to allow members’ movement between classes and avoid crowding. h. Instructors must complete a group register.	Staff and self-employed instructor training Include in information pack to members: a. personal responsibility expectations for cleaning equipment used b. Class timings Display notices on social distancing and coughs and sneezes Manage and monitor the controls	Club manager, staff and self-employed instructors Marketing team		
Insufficient first aid	Employees RISK: 6 Being infected with COVID-19 and spreading this virus to others	Provide each club with at least one disposable resus mask (Medical Supplies) for general first aid.	Staff training on how to use resus mask. Manage and monitor the controls	Club manager		
Use of swimming pool, spa, sauna and steam room	Employees Gym members Contractors Visitors RISK: 4 Being infected with COVID-19 and spreading this virus to others	a. Ensure correct chlorination of pool and spa b. Saunas and steam rooms to remain “Not in Use” c. Manage maximum bather load, if necessary through booking system. d. All bathers to use pool shower before and after swimming. e. Display social distancing signs especially when getting in / out of pool. f. Reinforce protocol that members clean equipment after use. g. Provide spray and cloths for users to use on touch points. h. Provide hand sanitizer available for staff. Swimming club – only one carer per child.	Staff training Include in information pack to members on their personal responsibility expectations for cleaning equipment used, hygiene and social distancing. Display notices on social distancing Manage and monitor the controls	Club manager and staff Marketing team		
Use of toilets hand washing facilities	Employees Gym members Contractors Visitors RISK: 4 Being infected with COVID-19 and spreading this virus to others	a. Restrict the number of people using toilet facilities at any one time. b. Notice – Wash / sanitize hands before and after using the toilets. c. Regularly clean toilets and the hand washing facilities and check soap and sanitiser levels, and keep a visible cleaning schedule up to date. d. De activate hand dryers and provide paper towels as an alternative. e. Reduce as far as is reasonably practical all pinch points where social distancing is not achievable and make use of “give way instructions”. f. Undertake very regular cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush, complying with guidance on “Cleaning Method Standards”.	Staff training Include in information pack to members on their personal responsibility expectations for cleaning equipment used, hygiene and social distancing. Display notices on social distancing Manage and monitor the controls	Club manager and staff Marketing team		
Use of Changing facilities and showers	Employees Gym members Contractors Visitors RISK: 4 Being infected with COVID-19 and spreading this virus to others	a. Mark out which lockers are in use. b. Hair dryers deactivated and marked not-in-use. c. Provide spray and cloths for users to use on touch points. d. Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres. e. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. g. Reduce as far as is reasonably practical all pinch points where social distancing is not achievable and make use of “give way instructions”.	Staff training Include in information pack to members on their personal responsibility expectations for cleaning equipment used, hygiene and social distancing. Display notices on social distancing Manage and monitor the controls	Club manager and staff Marketing team		
Support for at-risk members	Gym members RISK: 4 Being infected with COVID-19 and spreading this virus to others	Use at off peak times when permitted that facilitates effective social distancing Live streaming of classes for use at home	Manage and monitor the controls	Club manager and staff Marketing team		
Use of club by personal trainers / contractors	Employees Gym members Contractors Visitors RISK: 4 Being infected with COVID-19 and spreading this virus to others	When feasible, reinforce operating procedures, including social distancing and cleanliness guidelines	PT training Manage and monitor the controls	Club manager and staff Marketing team		
Air Handling units		Air conditioning units configured to have an external air supply and a separate extraction point and not using re-cycled air only system.				

*Hard to clean equipment – resistance bands, ropes, non-metal hand weights, yoga mats

** Maximum capacity should be limited to a maximum of 100sqft per person of the net useable gym space available to members to use, including changing rooms, toilets and wash facilities.

It is important to know that the evidence of the benefit of using a face covering to protect others is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace. Welcome Gym does not rely on face coverings as part of the risk management for the purpose of this risk assessment.

Useful information

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/government/publications/coronavirus-action-plan>

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>

<https://www.gov.uk/guidance/guidance-and-support-for-employees-during-coronavirus-covid-19>