### Covid-19 (Coronavirus) Pandemic - Safe Operation - Activities

**Location of Activity:** Throughout the facility

**QMS/Work Instructions:**
- Please select a instruction or manually write it

**Training/Qualifications Required to Complete this Activity:**
- Please select a qualification or manually write it

**Legislation, guidance and information used in support of this assessment:**

<table>
<thead>
<tr>
<th>Potential Harm/Consequence</th>
<th>Likelihood That Harm Will Occur</th>
<th>Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Insignificant</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Minor</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Moderate</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Major</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Catastrophic</td>
<td>5</td>
</tr>
</tbody>
</table>

The risk rating indicates the level of response required to be taken when adding actions to the improvement plan (RRP). Ratings between 15 and 25 require an urgent review of existing control measures.

If the Risk Rating is 15 or more and no further control measures are practicable, add the risk to the H&S Risk Register.

<table>
<thead>
<tr>
<th>Hazard Risk Rating</th>
<th>Potential Risk Rating</th>
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<tbody>
<tr>
<td>LOW</td>
<td>LOW</td>
</tr>
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</table>

For the Hazard Risk Rating, keep up to date with official guidance.

### Other Risk Assessments Cross Referenced
- Covid-19 (Coronavirus) Pandemic - Safe Operation - Building/Facility General
- Covid-19 (Coronavirus) Pandemic - Safe Operation - Staff and Staff Areas
- Covid-19 (Coronavirus) Pandemic - Safe Operation - Building/Facility General
- Covid-19 (Coronavirus) Pandemic - Safe Operation - Staff and Staff Areas

### QMS/Work Instructions

**Ref No.:** MER_4712  
**Assessors Name:** Adam Dalton  
**Date of Assessment:** 08-10-2020  
**Next Review Date:** 08-10-2021

**Names of Employees Consulted:** Naomi Baker

**Personal Protective Equipment (PPE) Required to Complete this Activity:**
- Please select an equipment or manually write it

**Hazard Risk Rating:** LOW

**Potential Risk Rating:** LOW

**Keeping up to date with official guidance:**
- Please select additional control measure or manually write it

**Additional Control Measures Required:**
- Please select additional control measure or manually write it
Lack of up-to-date information regarding the Covid-19 virus

- Contractors
- Customer - Adult
- Customer - Child

Staff

- Attendance at Covid-19 clinics, webinars and other CPD
- Regular review of NGB advice and guidance
- Following advice and guidance from industry bodies such as CIMSPA, UKactive, RLSS, PWTAG
- Reviewing best practice examples from within the industry
- Reviewing other sectors where applicable

Information - Responsibilities

- Contractors
- Customer - Adult
- Customer - Child

Covid-19 Response Team established. Aeneas Richardson – Director of Operations to develop sources of information to keep up to date with the latest guidance available on managing response to the pandemic and feed this into the risk assessment process.

Information - Responsibilities

- Contractors
- Customer - Adult
- Customer - Child

Government (www.gov.uk) and NHS (www.nhs.uk) advice is regularly checked and followed by Aeneas Richardson – Director of Operations.

Category

Activities - General

- Contractors
- Customer - Adult
- Customer - Child

Possible transmission of Covid-19 due to not following 2m social distancing guidelines
Spread of virus due to
**Possible transmission of Covid-19 due to not following 2m social distancing guidelines**

Spread of virus due to

**Arrangements regarding re-opening are communicated to customers prior to opening so they know what activities are available and what to expect**

**Communications regarding re-opening arrangements include the use of website, social media, email and text**

**Customers displaying Covid-19 symptoms are asked to leave and advised to stay home**

**As far as possible, activities are booked and paid for in advance either online or over the telephone**

**Frontline Staff Pandemic Awareness Training / Covid-19 training is delivered prior to re-opening/re-engaging staff**

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**Category**

<table>
<thead>
<tr>
<th>Activities - Gym</th>
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</thead>
<tbody>
<tr>
<td><strong>Staff</strong></td>
</tr>
<tr>
<td>Customer - Adult</td>
</tr>
<tr>
<td>Customer - Child</td>
</tr>
</tbody>
</table>

**Members and casual users book in advance (online or via telephone) to use the gym**

**Personal training is only carried out where a 2m distance can be observed between the PT and the customer**

**Inductions are only carried out where a 2m distance between the instructor and the customer(s) can be observed**

**Virtual inductions are carried out online**

**Sales tours are only conducted where a 2m distance can be observed or are conducted via a virtual platform**

**Prominent signage is displayed reminding of social distancing and sanitisation guidelines**

**Customers are encouraged not to bring belongings into the gym and to change and shower at home**

**Hand sanitiser stations are fitted at the entrance to the gym and throughout**

**Sanitiser and cloths/paper towelling or wipes are provided and prominent signage is displayed encouraging customers to wipe equipment before and after use**

**Staff check sanitiser levels regularly**

**Staff undertake cleaning of equipment throughout the day in accordance with an enhanced cleaning schedule**

**Deep cleaning takes place prior to opening**

**Depending on usage, sessions are staggered to allow cleaning to take place in between customer use**

**Where possible, windows are opened to**

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Please select additional control measure or manual
Possible transmission of Covid-19 due to not following 2m social distancing guidelines

- Assessments rooms are closed to customers
- Customers are not permitted in the gym office
- A perspex screen is in place at the gym desk and is cleaned regularly
- Workout cards are not issued and members are encouraged to use an app to manage their workout
- Water fountains are taken out of use
- Personal Towels are not permitted
- ERS sessions are carried out where a 2m distance can be observed between the instructor and client
- For all inductions/programmes/PT/ERS sessions the instructor will wear a face shield and the client a face covering

**Gym - Capacities**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Maximum capacity within the gym is reduced to 25</th>
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</thead>
<tbody>
<tr>
<td>Customer - Adult</td>
<td></td>
</tr>
<tr>
<td>Customer - Child</td>
<td></td>
</tr>
</tbody>
</table>

**Gym - Capacities**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Equipment is moved to ensure at least 2m distance between each piece of equipment. Where this cannot be achieved signage is to displayed to use every other piece of equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer - Adult</td>
<td></td>
</tr>
<tr>
<td>Customer - Child</td>
<td></td>
</tr>
<tr>
<td>Staff regularly patrolling to ensure 2m social distancing</td>
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</table>

**Gym - Capacities**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Free weights area is restricted to 5 users and signage is displayed advising of maximum</th>
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<tbody>
<tr>
<td>Customer - Adult</td>
<td></td>
</tr>
<tr>
<td>Customer - Child</td>
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</table>

**Gym - Ventilation**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Ventilation/air handling/air conditioning amended to meet new government guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer - Adult</td>
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<td>Customer - Child</td>
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</table>
### Spread of virus due to inadequate ventilation

- **Staff**
- **Customer - Adult**
- **Customer - Child**

### Possible transmission of Covid-19 due to not following 2m social distancing guidelines

- **Group Exercise Classes and Studios**

<table>
<thead>
<tr>
<th>Category</th>
<th>3 x 1</th>
<th>Add Sample Measure</th>
<th>Please select additional control measure or manual</th>
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<tr>
<td>Group Exercise Classes and Studios</td>
<td>3 x 1</td>
<td>3</td>
<td>3</td>
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</tbody>
</table>

- Members and casual users book classes (online or via telephone) in advance.
- Where no device is present and doors are kept open during the class, the instructor ensures they are closed following the activity.
- Instructor always maintains at least 2m distance from all class participants.
- Classes are scheduled to allow for cleaning and set up time in between.
- Virtual spin/indoor cycling classes are provided.
- Where practical, floors are marked to designate where customers can exercise / where mats and spin bikes are to be positioned.
- All equipment used is put out by staff prior to the start of the class and put away only by staff at the end of the class.
- Equipment and mats are sanitised before and after use.
- Customers are permitted to bring their own mats.
- Prominent signage is displayed reminding of social distancing guidelines.
- Customers are encouraged not to bring belongings into the studio and to change and shower at home.
- Water fountains are taken out of use.
- Hand sanitiser stations are fitted at the entrance to the studio.
- Staff check sanitiser levels regularly.
- Instructors guide participants into the studio (or area where classes are taking place) to ensure social distancing and allow participants to take their position.
- Where possible, sports halls and outdoor areas are utilised for classes to allow for increased social distancing and capacity.
- Instructors do not share head mics.
- Amp / music system is cleaned by the instructor after use using anti-bacterial wipes.
Possible transmission of Covid-19 due to not following 2m social distancing guidelines

MUGA is used for some classes to allow for more space and better air

MUGA will be open and ready for participants to go straight on and no need for queuing

MUGA is used in line with MUGA Risk Assessment

Where not possible to use a microphone on the MUGA instructor must face away from the group when talking. Classes such as Zumba don’t require any talking.

Spread of virus due to inadequate ventilation

MUGA is used for some classes to allow for more space and better air

MUGA will be open and ready for participants to go straight on and no need for queuing

MUGA is used in line with MUGA Risk Assessment

Where not possible to use a microphone on the MUGA instructor must face away from the group when talking. Classes such as Zumba don’t require any talking.

Overall maximum capacity of group exercise classes is reduced to to enable each participant to exercise in at least 3m² area.

Spin bikes / indoor cycles are positioned at least XXm apart

Where possible, windows/doors are opened to provide fresh air (provided air handling is not compromised)

Ventilation is increased to XX air exchanges per hour

Category

Sports Halls and Courts

Studio Capacities

Possible transmission of Covid-19 due to not following 2m social distancing guidelines

Staff

Customer - Adult

Customer - Child

Add Sample Measure

View Files

View Links

Bikes at least 2m apart

Please select additional control measure or manual

Studio Ventilation

Spread of virus due to inadequate ventilation

Staff

Customer - Adult

Customer - Child

Add Sample Measure

View Files

View Links

Ventilation is increased to XX air exchanges per hour

Please select additional control measure or manual

Sports Halls and Courts

Possible transmission of Covid-19 due to not following 2m social distancing guidelines

Spread of virus due to inadequate ventilation

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Please select additional control measure or manual
<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
</table>
| Sports Halls & Courts | Spread of virus due to inadequate ventilation  
| | No sports activities take place in the sports hall other than for example, badminton, tennis, table tennis (2 players only for each sport unless in same household), cricket and short mat bowls  
| | No trampolining takes place unless harness is available  
| | Only non-contact martial arts take place  
| | Gymnastics and dance sessions take place where at least 2m social distancing can be adhered to and no physical contact is necessary  
| | Prominent signage is displayed reminding of social distancing guidelines  
| | Equipment and mats are set up by staff  
| | Equipment and mats are sanitised before and after use  
| | Staff wash their hands before and after handling equipment  
| | Hand sanitiser stations are fitted at the entrance to the sports hall  
| | Staff check sanitiser levels regularly  
| | Customers are encouraged not to bring belongings into the sports hall and to change and shower at home  
| | See section on gym and studios where sports halls are used for classes or where gym equipment has been moved into the sports hall  
| | 30 people per sport hall half. This includes coaches/staff/parents. This number will need to be altered depending on what sport/activity is been carried out  
| | Head coach to allow participants to enter/ex through fire doors. No participants should be using the main enteranc |
| Swimming Pools - Refer to Swim England Guidance | Lifeguard zone viability tests (LZVTs) are undertaken as necessary, for example, where lifeguard positions are changed due to Covid measures |

Ventilation is increased to 20l/s/p per hour
Possible transmission of Covid-19 due to not following 2m social distancing guidelines
Spread of virus due to

- Fun sessions, including inflatables and floats, are not permitted due to the inability to maintain and control 2m distance
- The flume/slide is not used where it is not possible to segregate the supervisor at the top of the flume and the customers
- Only one person at a time is permitted to use the flume/slide
- A lifeguard/supervisor ensures a 2m distance is maintained for customers queuing for the flume/slide
- A lifeguard/supervisor ensures a 2m distance is maintained for customers queuing on poolside to enter the pool
- The use of diving boards is limited to controlled sessions only
- Social distancing anti-slip floor signage is provided on poolside and the flume/slide steps to indicate to people where they are to stand/queue
- Swimming teachers maintain a 2m distance from pupils and do not teach from within the pool
- Clubs are advised of maximum numbers and the need for coaches to follow social distancing guidelines
- Lifeguard numbers are defined for each session with the NOP updated accordingly
- Lifeguards or spotters ensure 2m distance is observed both in the pool and on poolside
- Only one adult is permitted to accompany a child to swimming lessons
- Lifeguards wear PPE (masks and gloves) when assisting individuals on and off the pool hoist
- Prominent signage is displayed reminding of social distancing guidelines
- Pool equipment, including floats (used for swimming lessons only), rescue equipment, lifeguard chairs and hoists are cleaned after use
- Whistles are not shared and radios are sanitised when handed from one lifeguard to another
- Torpedo buoys are not shared or are sanitised on changeover
- Hand sanitiser is available on poolside
- Staff check sanitiser levels regularly
- Pool water is maintained in accordance with PWTAG guidance
- Prominent signage is displayed reminding of
### Social Distancing Guidelines

The width of the swim lane will be assessed for each session and double lanes will be used where possible. Swim England Guidelines are followed regarding lanes.

### Bather Loads

Maximum bather loads are defined (and recorded) for each session, e.g., lane swimming, casual swimming, lessons, and club swimming.

#### Lane Allocation

- **25m x 16.5m / 9m2 = 68.75 (68 bathers)**
- **25m x 16.5m / 6m2 = 85.83 (45 bathers)**

### Swimming Lesson Capacities

Maximum numbers are specified (and recorded) for each lesson type.

- **25m x 16.5m / 6m2 = 8.58 (8 Bathers per lane)**
- **25m x 2.06m / 6m2 = 6.52 (5 Bathers per lane)**

### Aqua Class Capacities

Aqua aerobic classes are restricted to 17 and customers must book in advance.

#### Suggested Bather Load

- **33 bathers** if half the shallow end is used.

### Child Admission Policy

Child admission policy is amended to XX.
Possible transmission of Covid-19 due to not following 2m social distancing guidelines

Health Suites and Spas

- Members and casual users book sessions in advance
- Prominent signage is displayed reminding of social distancing guidelines including within sauna/steam room cabins
- Prominent signage is in place to promote showering before and after using the health suite and spa facilities
- Saunas and steam rooms are cleaned prior to use and in between sessions
- Spa pool water is maintained in accordance with PWTAG guidance
- Chairs and loungers are positioned at least 2m apart in relax areas
- Hand sanitiser and/or soap/water and drying facilities are available on entrance to health suite facilities
- Staff check sanitiser and soap levels regularly

Sauna Capacity

- Saunas are restricted to XX users. Where social distancing cannot be practiced, the sauna will operate on a one in, one out basis, or remain closed

Steam Room Capacity

- Steam rooms are restricted to XX users. Where social distancing cannot be practiced, the steam room will operate on a one in, one out basis, or remain closed

Spa Pool Capacity

- Spa pools are restricted to XX users. Where social distancing cannot be practiced, the spa will operate on a one in, one out basis, or remain closed

Health Suites Currently not in use
Possible transmission of Covid-19 due to not following 2m social distancing guidelines

### Children's Activities

- Creches are not open due to the current social distancing guidelines and inability to maintain 2m distance
- Soft play facilities are not open due to the current social distancing guidelines and inability to maintain 2m distance
- Outdoor play/activity areas are not open due to the current social distancing guidelines and inability to maintain 2m distance
- Parties are not permitted due to the current social distancing guidelines and inability to maintain 2m distance
- Holiday activities are not permitted due to the current social distancing guidelines and inability to maintain 2m distance
- Separate risk assessments are undertaken where holiday activities go ahead, reflecting the activities planned

### Athletics

- Athletics training sessions are bookable in advance (online and on telephone)
- No races are permitted on athletics tracks
- Hand sanitiser is available on entrance to athletics areas
- Staff check sanitiser levels regularly
- Prominent signage is displayed reminding of social distancing guidelines and hygiene
- Sanitiser/cloths or wipes are available for customers to wipe down athletics equipment and notices are displayed encouraging use
- Only staff are to set up/put away equipment
- Athletics equipment is sanitised pre and post use by staff
- Staff wash their hands after setting up/putting away athletics equipment

Currently not undertaking children's activities
Currently not undertaking athletics
Possible transmission of Covid-19 due to not following 2m social distancing guidelines

### Athletics Capacity
- **Customer - Adult**
- **Customer - Child**

A maximum number of users XX undertake athletics training and are instructed to maintain social distancing

### Category
- **Outdoor Pitches and Courts**
- **Outdoor Fitness**
- **Outdoor Fitness Capacity**

#### Outdoor Pitches and Courts
- **Staff**
- **Customer - Adult**
- **Customer - Child**

Outdoor activity areas such as football/rugby pitches, 5-a-side courts, basketball courts, including all weather pitches are not used for any team sport unless used by members of the same household.

Other courts, i.e. tennis, will be locked when not in use to prevent unauthorised use.

Courts and pitches are booked in advance.

Hand sanitiser is available for use on entry to the courts.

Prominent signage is displayed reminding of social distancing guidelines and hygiene.

Any hire equipment is sanitised by staff between use and re-issue.

Staff check sanitiser levels regularly and check they have not been vandalised over night.

Court/pitch gate opening latches are cleaned regularly.

MUGA is used by pre booked session following the guidance of that particular sport.

#### Outdoor Fitness
- **Staff**
- **Customer - Adult**
- **Customer - Child**

Outdoor exercise classes are booked in advance.

The instructor promotes social distancing.

Hand sanitiser is available.

#### Outdoor Fitness Capacity
- **Staff**
- **Customer - Adult**
- **Customer - Child**

Instructor led group exercise classes are in place with allowing for 3m² for each participant.
### Food and Beverage

- **Staff**
- **Customer - Adult**
- **Customer - Child**

#### Possible transmission of Covid-19 due to not following 2m social distancing guidelines

- Spread of virus due to
- Food and drink is sold on a take-away basis only and is only ‘grab and go’; no food is prepared on site, with only hot drinks prepared for take-away
- Tables and chairs are removed from café areas or cordoned off if they cannot be moved
- 2m distance markers are in place to ensure social distancing is adhered to when queuing
- A perspex screen is positioned at the point of sale
- Card and contactless payments are encouraged
- Till/touchscreens are sanitised on staff changeover
- Card payment machines are sanitised frequently
- Staff sanitise their hands after handling cash
- Vending machines are cleaned regularly
- Hand sanitiser stations are in place in café areas and near vending machines
- Staff check sanitiser levels regularly
- Prominent signage is displayed reminding of social distancing guidelines and hygiene
- Menus are not placed on tables. All products on sale are displayed via wall mounted display/chalk boards only

Vending machines are out of use

### Meeting Rooms and Community Spaces

- **Staff**
- **Customer - Adult**
- **Customer - Child**

#### Possible transmission of Covid-19 due to not following 2m social distancing guidelines

- Spread of virus due to
### Spread of virus due to inadequate ventilation

- **Staff**
- **Customer - Adult**
- **Customer - Child**

Separate risk assessments are carried out if hirers wish to book meeting rooms or community space (depending on what they want it for) to ensure social distancing guidelines can be met.

- Tables and chairs are set up to ensure at least a 2m distance.
- Only essential participants attend meetings face to face; virtual meetings are encouraged.
- Hand sanitiser stations are in place on entry to meeting rooms and community spaces.
- Staff check sanitiser levels regularly.
- Prominent signage is displayed reminding of social distancing guidelines and hygiene.
- All coffee cups, mugs, plates, water jugs, spoons etc. are washed in a dishwasher or glass washer at a high temperature >60°C.
- Staff wash hands before and after putting out/clearing up catering items.
- Pre-packed food only is served.

**Ventilation**

- Windows/doors are opened to promote fresh air flow (without compromising air handling).
- Air handling is set at XX air changes per hour.
- Staff check sanitiser levels regularly.

**Therapists**

- Therapy sessions, e.g. physio, sports, beauty and hairdressing are not permitted due to the current local social distancing guidelines and inability to maintain 2m distance.

**Changing Rooms, Showers and Toilets**

- In the initial phase only accessible change and toilets will be provided.

- In the initial phase only accessible change and toilets will be provided.
Possible transmission of Covid-19 due to not following 2m social distancing guidelines

Communal changing closed and cubicles only to be used
Accessible and family change is available
Changing rooms closed due to inability to meet social distancing guidelines
Cubicle showers and toilets only to be used
Urinals spaced out to 2m apart by closing off the numbers available
Showers spaced out to 2m apart by closing off the numbers available
Electric hand dryers or paper towels are available for hand drying
Sanitiser is available adjacent to hand dryers and hair dryers
Staff supervise access to facilities to ensure social distancing
Signage promoting social distancing guidelines and requirements is displayed
Cleaning schedule is followed to ensure all areas are cleaned and sanitised regularly
Changing rooms and toilet areas are regularly checked throughout the day

- Changing Room Capacity
  Possible transmission of Covid-19 due to not following 2m social distancing guidelines

  Staff
  Customer - Adult
  Customer - Child

  Dry sports / communal changing rooms reduced to XX capacity

- Toilets - Capacity
  Possible transmission of Covid-19 due to not following 2m social distancing guidelines

  Staff
  Customer - Adult
  Customer - Child

  Where possible, the maximum number of users in each toilet area is defined (and recorded)
  The maximum number of users in the toilet is 2

Please select additional control measure or manual
<table>
<thead>
<tr>
<th>Reviewed By</th>
<th>Name</th>
<th>Comment</th>
<th>Date</th>
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<td>Pool hoist disinfection amendment</td>
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Showing 1 to 10 of 20 entries