



Workplace Risk Assessment

Ref: Temporary Fitness Suite

Directorate (Please tick)	People	Place	Position	Performance
	✓			
Department	Health & Recreation			
Activity to be Assessed:	Temporary Fitness Suite (Including COVID 19 Measures)			
Location:	Orchard Leisure Centre			
Date Completed:	20/06/2020			
Assessor(s):	Karen Cunningham			
Signature Manager:				
Planned Review:	August 2020			

Risk Assessment Scale

Severity	1	Minor (e.g. grazes / minor cuts)	Likelihood	1	Unlikely will happen	Risk Rating	1	Lowest
	2	Serious (e.g. broken bones)		2	Likely may happen			↓
	3	Major (e.g. paralysis / death)		3	Very likely will happen		9	Greatest

Risk Evaluation

Risk Rating	Action
1-2	Acceptable – No further action but ensure controls are maintained
3-4	Tolerable – Look to improve
6-9	Undesirable – Further control measures put in place to help reduce Risk Rating

HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT S X L = R			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	
	Failure to maintain social distancing guidelines during movement of fitness equipment from existing gym to main hall	Y			Y	<ul style="list-style-type: none"> Two person lift when required to move equipment. Existing PPE requirements remain in place with adequate stocks of disposable gloves. Face masks/visors can be issued to employees on request as a means of reassurance but they are not required to prevent spread of infection*. Where it is not possible to remain 2 meter's apart, staff work side by side, or facing away from each other if possible. Where face-to-face contact is essential, this is kept to 15 minutes or less wherever possible. Staff trained in manual handling techniques. 	3	
Personal Care & Sanitation	Y	Y		<ul style="list-style-type: none"> All persons are advised not go to the Centre if they are experiencing any coronavirus (COVID-19) symptoms or any cold or flu-like symptoms in particular, a cough or a high temperature. Staff are informed that they must follow strong hygiene practices at every opportunity. If an employee is in the 'increased risk group' stringent social distancing measures are in place in line with government guidance. Signage and floor markings are in use to enforce social distancing Employees/public and contractors told to stay at home if they have any symptoms in line with PHA guidance. Signage in place to reinforce messages 	3	1	3	

Reducing person contact (social distancing)	Y	Y	<p>Reducing person contact (social distancing) – RECEPTION</p> <ul style="list-style-type: none"> • Perspex screens in place at reception areas to reduce risk of infection from public visitors • Credit card machines placed in front of Perspex and contactless payments encouraged • Signage and floor markings in place to enforce distancing around reception desk • Gym sessions can be booked and paid for online to reduce contact between reception staff and the public • Gym sessions will be, allocated to time slots and must be booked prior to attending. An attendance report will be printed prior to the public attending each time slot. • Set maximum number of training slots per booking, as per UK active guidelines – number can increased or decreased as situation changes. • Staff will receive new updated NOPS on entry requirements to the fitness suite <p>Reducing person contact (social distancing) – TEMPORARY FITNESS SUITE</p> <ul style="list-style-type: none"> • Users will enter temporary fitness suite at booked timeslots and queue according to government social distancing guidelines • All fitness equipment will be a minimum of 1m + apart – signage and floor markings in place to enforce social distancing • Staffed Fitness suites: staff will ensure that all users maintain social distancing at all times • Fitness suite staff can provide programmes but only by adhering to social distancing. • Have a one- way system in place in temporary fitness suite, use signage to show and enforce route • Spotting only allowed between two people from the same household • One user per area unless from the same house hold • No movement of equipment to different areas • Gym users must come ready for activity • Signage and floor markings to enforce social distancing • Extra signage regarding social distancing will be in place around the free-weights area. • 1 hour maximum session usage in place • 15 minutes between sessions for staff to clean equipment and two deep cleans per day. 	3	1	3	
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HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT S X L = R			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	
Flooring	Y	Y		<ul style="list-style-type: none"> Some heavier machines will need plywood be laid on floor to spread load of the resistance machines on polymeric floor. Plywood chamfered and hazard tape applied to alleviate trip hazard Floor markings in place to enforce social distancing 	3	1	3	
Lighting	Y	Y		<ul style="list-style-type: none"> Adequate Lighting in main hall. Maintenance team contacted if any issues with lighting occurs. 	3	1	3	
Slip, Trips & Falls				<ul style="list-style-type: none"> Trailing Leads avoided where necessary. Planned layout most suitable for the area. Avoid trailing cables. These should highlighted / taped or in a cable ramp. Spillages cleared up quickly. Floor type is adequate for activities. 	3	1	3	
Maximum users	Y	Y		<ul style="list-style-type: none"> Maximum of 18 users per 1 hour session to allow distancing 	2	1	2	
Parking		Y		<ul style="list-style-type: none"> Contractors on site will park their vans in the designated carpark. Communicate to the public to use the carpark with signage to remind public to maintain social distancing guidelines during access and egress from the carpark 	3	1	3	

HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT S X L = R			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	
	Hand and Respiratory Hygiene	Y	Y		Y	<ul style="list-style-type: none"> Hand washing facilities with foam soap, water and drying facilities provided Handwashing advice to staff/public/contractors on washing hands for 20 seconds <ul style="list-style-type: none"> after visiting the toilet before handling food when visibly dirty after coughing or sneezing into your hands before smoking Hand sanitizing stations will be available on entry and exit of building for public use. Hand sanitizer available at reception for staff Cleaning stations positioned and clearly sign posted around temporary fitness suite for public to use to wipe down machines after use Hand washing technique Hand sanitiser station available in fitness suite Stocks checked weekly & replenished as and when required 	3	
PPE	Y	Y	Y	<p>Personal Protective Equipment</p> <ul style="list-style-type: none"> Existing PPE requirements remain in place and are adequate. Adequate stocks of disposable gloves as required <p>Respiratory Protective Equipment</p> <ul style="list-style-type: none"> Issued to employees on request as a means of reassurance but not required to prevent spread of infection* 	3	1	3	* From WISH Guide / HSE Public Health England currently states: <i>We do not recommend the use of facemasks as an effective means of preventing the spread of infection. Face masks play an important role in clinical settings, such as hospitals, but there's very little evidence of benefit from their use outside of these settings.</i>

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	Employees	Public	Contractors		Severity	Likelihood	Risk	
Equipment	Y	Y		<ul style="list-style-type: none"> New set up/layout adhering to social distancing requirements One way system - In and out of temporary fitness suite Essential maintenance on all equipment has been completed during the closure period Visual checks of equipment by staff will take place 	3	1	3	
Toilets & changing room facilities	Y	Y		<ul style="list-style-type: none"> No changing facilities or showers available – customers to come ready to train Adhere to social distancing Signage and floor markings in place to enforce social distancing 	3	1	3	
Electrical	Y			<ul style="list-style-type: none"> Current phase has a 32Amp which will facilitate 2 treadmills Additional temporary power supply required. Extension leads to be made for machines 	3	1	3	
Water	Y	Y		<ul style="list-style-type: none"> No water dispenser available in temporary fitness suite Customers to bring their own drink for use when exercising and to be kept beside them at all times 	3	1	3	
Emergency Situation	Y	Y		<ul style="list-style-type: none"> In an emergency, for example an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. 	3	1	3	



Workplace Risk Assessment

Ref:

Directorate (Please tick)	People	Place	Position	Performance
	✓			
Department	Health & Recreation			
Activity to be Assessed:	Classes			
Location:	Orchard Leisure Centre			
Date Completed:	20/06/2020			
Assessor(s):	Karen Cunningham			
Signature Manager:				
Planned Review:	August 2020			

Risk Assessment Scale

Severity	1	Minor (e.g. grazes / minor cuts)	Likelihood	1	Unlikely will happen	Risk Rating	1	Lowest
	2	Serious (e.g. broken bones)		2	Likely may happen		↓	
	3	Major (e.g. paralysis / death)		3	Very likely will happen		9	Greatest

Risk Evaluation

Risk Rating	Action
1-2	Acceptable – No further action but ensure controls are maintained
3-4	Tolerable – Look to improve
6-9	Undesirable – Further control measures put in place to help reduce Risk Rating

HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT S X L = R			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	
Spread of Coronavirus infection in centre	Y	Y	Y	<ul style="list-style-type: none"> Employees in 'increased risk' group sent home from work If employee is in the 'increased risk group' it is then required for them to have a stringent social distancing measure in place in line with government guidance. Signage and floor markings to enforce social distancing Employees/public and contractors told to stay at home if they have any symptoms in line with PHA guidance. Signage in place to reinforce messages on 1) symptoms and stay at home 2) hand washing and 3) catch it bin, kill it 	3	1	3	
Reducing person contact (social distancing) – RECEPTION	Y	Y		<ul style="list-style-type: none"> Perspex screens in place at reception areas to reduce risk of infection from public visitors Credit card machines placed in front of Perspex and contactless payments encouraged Signage and floor markings in place to enforce distancing around reception desk 	3	1	3	
Booking system	Y	Y		<ul style="list-style-type: none"> Booking system in place to ensure that the maximum number of people in the gym does not exceed the available equipment/space Timetable is programmed to allow staggered times between gym and class users to limit the number of people in the reception area Sessions can be booked and paid for online to reduce contact between reception staff and the public Class sessions will be, allocated to time slots and must be booked prior to attending. An attendance report will be printed, prior to the public attending each class. Set maximum number of slots per booking, as per UK active guidelines – number can increased or decreased as situation changes. 	3	1	3	

Classes	Y	Y	<ul style="list-style-type: none"> All classes have been moved on to the stage to allow for adequate social distancing. Fitness classes will have small numbers to permit adequate social distancing between participants and the Instructor To maintain minimum distancing place markings on floor to show individual workout area for individuals All classes are static – no moving between stations All equipment will be laid out by staff and placed in the individual designated and marked workout area Class users will be guided into available workout areas by class Instructor Class users will enter and leave in a clock wise direction, with a one way system in place under the guidance of the Instructor Verification checks will be carried out by OLC instructors to ensure that infection control measures are being followed. <p>The following classes will take place</p> <p><u>Indoor cycling</u></p> <ul style="list-style-type: none"> Indoor cycling classes have adequate spacing for participants. A minimum spacing of 3m long and 2.5m wide is provided for each bike. A 15minute turn around between sessions will allow extra cleaning e.g. Indoor cycling The volume of the spin music tracks will be kept at an acceptable level. Class participant will be required to sanitise their hands prior to entering the room <p><u>Abs</u></p> <ul style="list-style-type: none"> Each station is for sole user only. Class participant will be required to sanitise their hands prior Participants are informed to bring their own mat to the class <p><u>Static circuits /HIT</u></p> <ul style="list-style-type: none"> Each station is for sole user only. Before and after each class, equipment used is disinfected / wiped down. Class participant will be required to sanitise their hands prior to class <p><u>Pump</u></p> <ul style="list-style-type: none"> Each station is for sole user only. 	3	1	3
				3	1	3

- Before and after each class, the equipment is disinfected / wiped down.
- Class participant will be required to sanitise their hands prior to the class starting

Pilates/Yoga

- Each station is for sole user only.
- Participants are informed to bring their own mat if possible
- Class participant will be required to sanitise their hands prior to the class starting

Cleaning	Y	Y		<ul style="list-style-type: none"> • High touch areas cleaned on a frequent basis i.e. door handles • All touch points on all fitness equipment must be cleaned after use – either by user or staff using spray and cloths provided • Increase frequency of cleaning fitness equipment • A 15 minute turn around between sessions will allow extra cleaning e.g. Indoor cycling • Class Instructor to ensure this is being done • Checks by Duty Officers to ensure this is being done • Staff trained on chemical usage and COSHH data sheet available 	3	1	3	
Hand Hygiene	Y	Y		<ul style="list-style-type: none"> • Hand washing facilities with foam soap, water and drying facilities provided • Facilities checked regularly to ensure adequate supply of above • Handwashing advice to staff/public/contractors on washing hands for 20 seconds <ul style="list-style-type: none"> ○ after visiting the toilet ○ before handling food ○ when visibly dirty ○ after coughing or sneezing into your hands ○ before smoking • Hand sanitizing stations will be available on entry and exit of building for public use. • Hand sanitizer station available in class • Cleaning stations positioned and clearly sign posted around for public to use to wipe down fitness equipment 	3	1	3	



Workplace Risk Assessment

Directorate (Please tick)	People	Place	Position	Performance
	✓			
Department	Health & Recreation			
Activity to be Assessed:	Circulation Areas			
Location:	Orchard Leisure Centre			
Date Completed:	20/06/2020			
Assessor(s):	Karen Cunningham			
Signature Manager:				
Planned Review:	August 2020			

Risk Assessment Scale

Severity	1	Minor (e.g. grazes / minor cuts)	Likelihood	1	Unlikely will happen	Risk Rating	1	Lowest
	2	Serious (e.g. broken bones)		2	Likely may happen		↓	
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Risk Evaluation

Risk Rating	Action
1-2	Acceptable – No further action but ensure controls are maintained
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HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT S X L = R			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	

Spread of Coronavirus infection	Y	Y	Y	<ul style="list-style-type: none"> • Employees in 'increased risk' group sent home from work until further notice • If employee is in the 'increased risk group' it is required to have a stringent social distancing measure in place in line with government guidance. • Employees/public and contractors told to stay at home if they have any symptoms in line with PHA guidance. • Signage in place to reinforce messages on 1) symptoms and stay at home 2) hand washing and 3) catch it bin, kill it <p>Reception</p> <ul style="list-style-type: none"> • Perspex screens in place at reception areas to reduce risk of infection from public visitors (where customers might touch or lean against these, ensure they are cleaned and disinfected as often as is feasible in line with standard cleaning procedures) • Entry is regulated so the centre does not become overcrowded. • Additional signage is used to ask customers not to enter the premises if they have COVID-19 symptoms <p>Centre Layout</p> <ul style="list-style-type: none"> • Hand sanitisation station at entrance and exits of building and also at toilets • Floor markings are used to indicate 2m spacing where queuing may occur: <ol style="list-style-type: none"> 1. Outside building entrance doors 2. Inside the building at exit doors 3. In front of reception 4. Along corridors as a general indication of spacing requirements (circular floor markings envisaged) 5. Toilets • Where corridors are of restricted width, a one way circulation / travel system is in place 	3	1	3	
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	Employees	Public	Contractors		Severity	Likelihood	Risk	
				<ul style="list-style-type: none"> Where corridors are of adequate width, travel routes will be marked on the floor to designate a two way circulation pattern whilst maintaining 2m social distancing. A new exit from the building being identified, for example designating a final (fire) exit as a routine operational exit. (Access control may be required for this if its function as a final (fire) exit is to be safeguarded.) Signage is used to direct movement into lanes, Internal fire doors are held open only with a proprietary device e.g. Door guard, where circumstances allow Internal doors on public circulation routes that are not fire doors are propped open to assist reduction of possible hand contact points. (doors will be closed at end of daily business) Regular announcements remind staff and or customers to follow social distancing advice and wash their hands regularly Public water fountains unavailable, customers to bring their own Any coin operated ancillary services such as vending machines, will be taped off. <p>Use of Lift</p> <ul style="list-style-type: none"> Passenger lift will be reserved for those with impaired mobility or applicable need. The maximum number of occupants will be restricted to 1 unless living in same household Signage use to clearly indicate the number of occupants allowed. 				

References

- Guidance for employers and businesses on coronavirus (COVID-19): Updated 7 April 2020
- Staying at home and away from others (social distancing): Published 23 March 2020
- COVID-19: infection prevention and control: Updated 23 March 2020
- <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>
- COVID-19 Working through this together. A practical guide to making workplaces safer: Published 09 April



Workplace Risk Assessment

Ref: First Aid during COVID 19

Directorate (Please tick)	People	Place	Position	Performance
	✓			
Department	Health & Recreation			
Activity to be Assessed:	First Aid (During COVID 19)			
Location:	Orchard Leisure Centre			
Date Completed:	20/06/2020			
Assessor(s):	Karen Cunningham			
Signature Manager:				
Planned Review:				

Risk Assessment Scale

Severity	1	Minor (e.g. grazes / minor cuts)	Likelihood	1	Unlikely will happen	Risk Rating	1	Lowest
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Risk Rating	Action
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HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT S X L = R			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	Contractors		Severity	Likelihood	Risk	
Insufficient or expired first aid stock risks First aid not being available or in suitable condition	Y	Y	Y	<ul style="list-style-type: none"> First aid equipment is checked and recorded to ensure kits are suitably stocked and in date prior to opening 	3	1	3	
Cross infection between injured person and first aider during first aid	Y	Y	Y	<ul style="list-style-type: none"> In circumstances where a first aider is required to treat a casualty on the premises, the first aider welfare and PPE procedure must be followed before attending to the casualty Refresher training to be undertaken wearing PPE to give first aiders relevant practice Where a casualty is conscious, ask them to put on a mask or if they are unable to do this themselves, put one on for them. Carry out your normal first aid treatment in line with the training provided on the first aid course Cardiac arrest is identified if a person is unresponsive and not breathing normally Responsiveness must be assessed by shouting When assessing breathing look for normal breathing in order to minimise the risk of infection, do not open the airway and do not place face next to the victims mouth/nose Ensure that a call to the emergency services has been initiated To reduce the risk of airborne spread of the virus during chest compressions place a face shield on the patient or cloth/towel over the persons mouth and nose before performing chest compression only CPR and defibrillation Continue with CPR until relieved by another member of staff or by the attending emergency services 	3	1	3	<p>Additional equipment to provide</p> <ul style="list-style-type: none"> Face masks /face visor Hand sanitiser placed in first aid kit Apron/gown First aiders should be competent to use the PPE provided

Cross infection between injured child and first aider	Y	Y	Y	<ul style="list-style-type: none"> Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings is followed. After providing CPR, all staff involved in the treatment MUST, as soon as possible, wash their hands thoroughly with soap and water or disinfect their hands with an alcohol-based hand-gel. Duty Manager or other senior person on site to contact the HR Department to speak with the NHS personnel to enquire about screening after having been in contact with a person with suspected or confirmed COVID-19. 	3	1	3	
Poor personal hygiene leads to infection	Y	Y	Y	<p>Irrespective of whether in a first aid environment or not, in line with current HMG guidelines, all staff are required to:</p> <ul style="list-style-type: none"> Wash hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. When working in areas where there may be no immediately accessible hand washing facilities, staff must use hand sanitizer instead on a regular basis. To reduce the spread of germs when staff cough or sneeze, they cover their mouth and nose with a tissue, or your sleeve (not hands) Immediately afterwards, staff wash your hands or use a hand sanitizing gel. Disposal bins have been installed in all areas. 				
Post first aid treatment cross infection	Y	Y	Y	<ul style="list-style-type: none"> Post first aid procedures are followed Contaminated waste procedures are followed Face masks used by staff and casualties are disposed of Face shield, all surfaces including the first aid kit are sanitized First aid kits are restocked with new equipment including masks and shields Incidents reports are completed and sent to Health and safety officer Thoroughly wash hands once the procedures are complete All equipment and surfaces are to be thoroughly cleaned at the close of each day 	3	1	3	<p>After providing first aid or CPR all staff involved in the treatment MUST as soon as possible wash their hands thoroughly with soap and water or disinfect their hands with an alcohol based hand gel</p> <p>The Duty officer to contact HR Department to speak with NHS personnel to enquire about screening after having been in contact with a person with suspected or confirmed COVID -19</p>

References

Resuscitation Council UK statement on Covid 19 in relation to CPR

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, rescuers should place a face shield/cloth/towel over the patients mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or rest of team) arrives.

Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.

* 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.

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, the guidance in the Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings 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.



Workplace Risk Assessment

Ref:

Directorate (Please tick)	People	Place	Position	Performance
	✓			
Department	Health & Recreation			
Activity to be Assessed:	Cleaning – During COVID 19 Pandemic			
Location:	Orchard Leisure Centre			
Date Completed:	20/06/2020			
Assessor(s):	Karen Cunningham			
Signature Manager:				
Planned Review:	August 2020			

Risk Assessment Scale

Severity	1	Minor (e.g. grazes / minor cuts)	Likelihood	1	Unlikely will happen	Risk Rating	1	Lowest
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	Employees	Public	Contractors		Severity	Likelihood	Risk	
Spread of Coronavirus infection				<ul style="list-style-type: none"> • Employees in 'increased risk' group sent home from work • If employee is in the 'increased risk group' it is then required a more stringent social distancing measure in place in line with government guidance. • Signage and floor markings to enforce social distancing • Employees/public and contractors told to stay at home if they have any symptoms in line with PHA guidance. • Signage in place to reinforce messages on 1. symptoms and stay at home, 2. hand washing and 3 catch it bin, kill it • Hand washing facilities available with foam soap and hot running water. • Stringent hand washing by staff. • Adequate waste receptacles in place & emptied regularly. • Duty Managers and leisure staff MUST ensure that staff and users adhere to the requirements to wash hands before and after activities • Replacement / removal of porous materials i.e. fabric chairs • Clearing workspaces and removing waste and belongings from the work area at the end of a shift. 				
Use of Cleaning Products				<ul style="list-style-type: none"> • Cleaning products will meet BS EN 14476 (tested against viruses) • Employees trained on the use of products and COSHH assessments available. • Employees are familiar with processes & procedures for cleaning. • Employees advised to avoid creating splashes and spray when cleaning. • Existing PPE requirements remain in place • Adequate stocks of disposable gloves as required • Additional PPE such as a Visor can be made available on request. • Adequate supply of cleaning produces kept in cleaning store. • Cleaning equipment is cleaned after use and kept in a clean condition. • Duty Managers monitor cleaning regimes. 				
Cleaning class equipment				<ul style="list-style-type: none"> • Activity areas are sanitized after every class • Equipment used for activities (kettle bells, indoor cycling bikes etc) are sanitized after every class • Centre programme is adjusted to permit cleaning time between classes. 				*separate RA details cleaning within fitness suite.

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	Employees	Public	Contractors		Severity	Likelihood	Risk	
Frequently Touched Areas				Normal thorough cleaning regime in place with particular attention given to high frequency contact points i.e. toilet tissue dispensers, taps, sinks, door handles, toilet handles, waste bins, hand driers, grab rails Doors propped open to reduce the need to touch door handles etc. as long as not a fire door				In the healthcare setting 'frequently touched' surfaces such as medical equipment, door/toilet handles and locker tops, patient call bells, over bed tables and bed rails should be cleaned at least twice daily and when known to be contaminated with secretions, excretions or body fluids. For public toilets normal frequency should be sufficient.

ACTION PLAN				
HAZARD	ADDITIONAL CONTROLS	ACTION BY WHO	ACTION BY WHEN	DATE COMPLETE

RISK ASSESSMENT SIGNATURE(S)		
NAME	SIGNATURE	DATE











References

- COVID-19: cleaning in non-healthcare settings: Updated 15 May 2020
- <https://www.food.gov.uk/safety-hygiene/cleaning>
- Guidance: Glossary of terms: Updated 21 May 2020










Terms

- **Cleaning:** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone **does not kill germs.**
- **Disinfectants:** Disinfectants kill bacteria. They should be used on a visibly clean surface. They do not work effectively if the surface is covered in grease or visible dirt. It is important that you follow the specified contact times for the products to be effective. This will normally be 1 -5 mins
- **Detergents:** Detergents clean the surface and remove grease, but **they do not kill bacteria.**
- **Sanitisers:** Sanitisers can be used to clean and disinfect as part of a two-stage approach. First use the sanitiser to clean the surface if heavily soiled. You should then re-apply the sanitiser to the visibly clean surface and leave for the required time. This will disinfect the surface.
- **Frequently touched surfaces:** Surfaces of the environment which are commonly touched or come into contact with human hands

COSHH ASSESSMENT

Product Ref 38				Date of Assessment 26th June 2020				
				Common Name Debac				
Manufacturer Zep Chemicals								
Type of Substance	Liquid		X		Size of Container	< 1 Litre / Kg		
	Gas					1 – 5 Litre / Kg		X
	Vapour					6 – 10 Litre / Kg		
	Solid					10 – 25 Litre / Kg		
	Other					> 25 Litres / Kg		
Hazard Symbols on Container	 Highly Flammable or Extremely Flammable	 Dangerous for the Environment	 Explosive	 Gas Pressure	 Health hazard	 Corrosive	 Irritant	
		X				X		
	 Oxidizing	 Toxic or Very Toxic	 No GHS					
Possible Entry Route (Tick all that apply)	Inhaled	Ingested	Absorbed by skin	Eyes	Other (Please Specify)			
	X	X	X	X				
Are Alternative Substances Available		Yes X	No <input type="checkbox"/>	Possible alternatives and reason for not using? Product in stock and meets requirements				
Quantity of substance Used each time 8lt spray uses 80ml of Debac 1lt Spray bottle will use 1ml of Debac		Frequency and Duration of task Daily allowance of four occasions at ten to fifteen minutes duration on each occasion		Ingredients			WEL	
				alcohol C13-iso, ethoxylated 5-10%			Short 40ppm Long 20ppm	
				didecyldimethylammonium chloride 2.5 -5%			Short 400ppm Long 500ppm	
				Alanine, N,N-bis(carboxymethyl-), trisodiumsalt 1-2.5%			Short 85mg/KG day Long 17mg/KG day	
Where is the substance used (Location) All areas								
What is the substance used for Sanitizing of surfaces and equipment								
How substance is used: mixed with water and applied by spray bottle or garden sprayer to sanitize surfaces and equipment 15-120mins contact time required								
Is the Substance mixed with other Chemicals / Materials		Yes X	No	If yes please state chemicals / other considerations 1 Part Debac to 100 parts water (Hot or Cold)				
Identify Persons who may be directly affected by exposure: Staff				Persons indirectly exposed. Persons using area / equipment during & after cleaning.				

COSHH ASSESSMENT

Possible health affects <i>(inc R Phrase if Known)</i>						
H290	May be corrosive to metals.	H314	Causes severe skin burns and eye damage.			
H301	Toxic if swallowed.	H318	Causes serious eye damage.			
H302	Harmful if swallowed.	H400	Very toxic to aquatic life.			
H411	Toxic to aquatic life with long lasting effects.					
Control Measures (Tick all that Apply)						
Storage Precautions	Locked Cupboard / Van X	Banded Store	Sign out sheet	Fume Cupboard		
Fire Fighting Equipment	Water X	CO₂ X	Powder X	Foam	N / A	
Other						
General Precautions	Wash hands before / after use X	Well Ventilated Area	Local Exhaust Ventilation	Suitable / Approved PPE X	Two People Present	
Other (Please Specify)						
Mandatory Personal Protective Equipment (PPE) (Tick all that Apply)	Gloves  X	Goggles 	Visor 	Safety Boots 	Overalls 	Jacket 
	Dust Mask 	Respirator 	Eye Glasses  X			
Additional / Special precautions	Please wear Disposable Apron while using this product while completing Covid Cleaning duties					
First Aid Arrangements	General	Immediately remove any clothing soiled by the product.				
	Eyes	Rinse opened eye for several minutes under running water. Then consult a doctor.				
	Skin	If skin irritation continues, consult a doctor. Immediately wash with water and soap and rinse thoroughly.				
	Ingestion	If symptoms persist consult doctor.				
	Inhalation	Supply fresh air; consult doctor in case of complaints.				
Spillage	Methods and material for containment and cleaning up: Absorb with liquid-binding material (sand, diatomite, universal binders). Use neutralising agent. Dispose contaminated material as waste according to below.					
Disposal	Must not be disposed together with household garbage. Do not allow product to reach sewage system. Disposal must be made according to official regulations					

COSHH ASSESSMENT

Overall Risk Rating:	LOW	MEDIUM	HIGH	
ACTION REQUIRED	BY WHOM		BY WHEN	COMPLETED
Date for Next Assessment: 26 th June 2020		Signature of Assessor: Paul Rooney		

N.B. Attach copies of all relevant material safety data sheets.