



GUIDANCE FOR PUBLIC SWIMMING

COVID-19
RESUMING OPERATIONS



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1. Overview

This document sets out the framework for resuming swimming at Cascades Leisure Centre following COVID-19.

The document outlines new procedures relating to hygiene and safety measures that will be undertaken when the facility opens. An assessment of the risk has been established, with the specific aim of identifying likely hazards for customers and staff arising from the Covid-19 pandemic; evaluating the risks and implementing various controls to remove or reduce the associated risks.

In order to address the risk management issues in respect of the guidance on social distancing in a way that protects the health and safety of customers and staff, in so far as is reasonably practicable, access to the facility will be restricted with capacity levels reduced. A pre-booking & payment system will be in operation to control numbers taking part in activities or within the facility.

This document may not cover all scenarios and additional measures may be included as we monitor the effectiveness of these new working practices or in line with revised government guidance.

2. Social Distancing Controls

Car parking is available on site as normal, however users of the facility are asked not to congregate in the carpark before or after their visit to the facility and are reminded that a *social distance* of **2 metres** remains the *optimum distance* to maintain physical distance where possible.

Pre-booked users are asked to enter the facility through the main front doors. Only users that have pre-booked to use the facilities will be permitted entry into the building. Swimming club users will leave the facility through the exit door off main pool.

Access around the building will be restricted and users should take time to **read** any *floor/wall markings* along with *signage rules* as these must always be adhered to so that everyone has a safe and enjoyable experience.

Users that require **additional support** or use of disabled facilities, including disabled changing and pool pods/hoists should contact the facility in advance of their visit.

3. Sanitisation & Hygiene Risk Controls

On entry and exit of the facility users will be required to **use a hand sanitiser**. Additional hand sanitiser stations are located throughout the building and users are encouraged to use these as they see fit.

Swimming pool changing areas, cubicles, showers and toilets will be cleaned on an ongoing basis. Door handles and other touch points will be cleaned **regularly** with **disinfectant**. Signage is on display for all patrons to wash their hands after using the toilet.

4. Public Lane Swimming

Swimmers are asked to arrive '**Beach Ready**' (i.e. swim gear under clothing) to reduce time in the changing area. On arriving to the centre users will be assigned a changing cubicle with corresponding locker number that must be used. Swimmers will go for their swim then return and use the same cubicle to get dressed. Although staff will be patrolling the changing areas we ask customers not to bring any valuables into the centre. If the customer requires additional changing needs such as a larger cubicle they should please indicate at booking stage.

We request all swimmers **shower at home prior to arriving** for their swim. On completion of the swim shower facilities will be available but with a time restriction of 5 minutes; however we still encourage swimmers to shower when they get home. This is to help minimise time spent in the changing rooms.

Hair Dryers & Hand Dryers will be **decommissioned** as they can move water vapour through the air.

Water fountains throughout the facility are **not to be used**. Swimmers are advised to bring their own clearly labelled water bottle which can be left at the end of their lane.

To ensure suitable social distancing is maintained as much as possible, whilst in the pool, strict swim etiquette shall be in place. A maximum of 8 swimmers per lane of a 33 metre pool will be permitted for the session.

Lane 1 - slow swimmers [>1 minute per length] - Clockwise direction,

Lane 2 - medium swimmers [>40 seconds per length] - - Anti-Clockwise direction

Lane 3 - fast swimmers [<30 seconds per length] - Clockwise direction

As you approach the end of the pool to complete a **turn** swimmers should move to the **left of the lane**. If another swimmer is attempting to overtake, swimmers move to the left-hand corner of the lane and allow the faster swimmer through and wait a further 5 seconds before recommencing swimming. **Overtaking** must only be undertaken at the **end of each length**. Swimmers who are too fast or too slow may be asked to move lane.

If swimmers need to stop for a brief rest or adjust goggles they move to the left-hand corner of the lane, if vacant. When resuming the swim allow adequate distance between oncoming swimmers.

Although swimming is a great way to socialise and catch up with friends, in the current climate stopping to chat or swimming side by side **chatting** is **not permitted**.

Equipment such as goggles, kickboards, pull-buoys etc. will not be leant out by the facility, but items will be available to purchase from reception.

Wide strokes such as butterfly or backstroke should be discouraged if several other swimmers are in the same lane. Lifeguards are to control this and if a swimmer is unable to swim in a straight line without the potential to knock into another swimmer the lifeguard is to intervene and instruct that they are not permitted to undertake wide strokes.

Spectating is currently not permitted. **Parents** of children under 16 years of age may assist their child, if required, to get changed for the pool but then must exit the building and for example wait in the car.

5. Family Swimming

Sections of the Minor pool will be available to book by those who are part of the extended “social bubble”. No floats, armbands, dive sticks/rings will be available to borrow, but users may bring their own.

Normal Child to Adult Ratios Policy applies;

- 1 Adult to 2 Children if any are under 4 years old
- 1 Adult to 3 Children between 4-7 years old

Users must remain within their own allocated section of the pool and not share equipment.

Spectating is currently not permitted. **Parents** of children under 16 years of age may assist their child, if required, to get changed for the pool but then must exit the building and for example wait in the car.

6. Club Swimming

To best support the needs of the club we recommend that each club has a **dedicated officer/coach** with the key responsibility for Covid-19 **liaison** with the facility management. The officer/coach can discuss any changes that may affect the programme or access.

Coaches must deliver from poolside whilst maintaining social distancing from the swimmers and other coaches. Clubs should evaluate the number of **coaches required** on poolside to deliver a session safely and this should be kept to the **minimum**.

It is suggested that clubs start with smaller numbers of participants to ensure social distancing can be maintained and only increase number of participants & time slots when they are confident it is feasible. **Sufficient time** between squads should be allowed to reduce the chance of clustering groups.

Clubs must supply Risk Assessment to the facility detailing how they intend to deliver their programme whilst ensuring the safety of their club members.

Facility Entry/Exit

- **Access** to the facility by club swimmers will be through the main doors, then either access the pool side through the door at minor pool if using the poolside bays or through the changing rooms.
- All swimmers must arrive '**Beach Ready**' with their swim wear under their tracksuit.
- Limited changing facilities with post swim showers will be available to the club if required but we encourage swimmers to use the poolside bays.
- Bays on poolside will be available for swimmers to store their clothing. On completion of the session swimmers will dry off on poolside with their towel and get dressed with their swim gear still on. Swimmers will then **leave** through the exit door off main pool at viewing gallery side.
- Swimmers using changing facilities will follow the one way exit system and **leave** through the exit door on public corridor toilets.
- The club should ensure the next swim squad does not enter the building until the current swim squad has exited the building.

Pool Entry/Exit

- Club coaches should predetermine the lane & position of each swimmer and where they will enter/exit the water.
- Practice entries into the pool such as diving starts must be controlled by the coaches ensuring social distancing is maintained on poolside and in the water.

Equipment

- All swimmers should bring their **own equipment** as items such as goggles, kickboards, pull-buoys, swim caps etc. will not be leant out by the facility/club.
- Swimmers must **not share equipment** unless they are part of the same household bubble.
- Swimmers are advised to **bring** their own clearly labelled **water bottle** which can be left at the end of their lane. No water fountains will be available.
- The use of **diving blocks** will **not** be **permitted** at present.

Spectators

- Parents, club members, club officials or coaches not involved in the delivery of the coaching session will **not be permitted** within the facility during the club session to spectate.
- Only **one Covid-19 officer/coach** will be permitted in the building per session and must not use the viewing gallery or bring any electronic devices [phones/laptops/tablets] onto the poolside.

Lane Control

- As clubs are working with skilled *swimmers* using a steady pace the numbers *per lane* can be **increased** whilst still ensuring social distancing is maintained. With strict swim etiquette in place and controlled by the coaches, a maximum of 9 swimmers per lane of the 33-metre pool will be permitted. If social distancing guidance is changed numbers per lane may increase or decrease. Coaches are advised to use alternate lane ends to instruct.

7. Aqua Aerobics

Classes will operate but at lower capacities and all spaces will be pre booked. Numbers are to be calculated based on the size of the pool area required. Based on the social distancing rules of 6m² per person class numbers will be reduced with the instructor leading from poolside.

As with the nature of the class in that all participants move in the same direction at the same time, the social distancing gap should be easily maintained.

8. Lifeguard Risk Controls

Supervision of bathers will continue as normal with lifeguards observing/patrolling their zones whilst implementing social distancing, particularly when changing positions or interacting with users.

High chair rotation procedure

Replacement lifeguard stands 2 metres from High Chair and takes up a position of watching the pool. Lifeguard on High Chair descends whilst cleaning touch points with a disinfectant wipe. When at the bottom of the High Chair the lifeguard moves 2 metres to the opposite side of the High Chair and takes up a position of watching the pool. Only then does replacement lifeguard move to the High Chair using a disinfectant wipe to clean as they ascend. When the replacement lifeguard is in position watching the pool the original lifeguard can then move to the next position.

If there is more than one High Chair position on the same pool, the changing should be staggered so that only both positions are not changed at the same time. This is to ensure that there is always an overseeing lifeguard position.

Rescue equipment

All rescue equipment will be located at set rescue stations around the pool for emergencies. Lifeguards are not to hold/touch torpedo buoys or other equipment unless needed to carry out a rescue. After any equipment has been used/touched it must be properly disinfected as per guidance.

Intervention

Staff must wear their PPE in line with RLSS guidance when dealing with an emergency situation that will involve close contact with a casualty, other staff, bystanders or the emergency services. In line with RLSS UK guidance rescue breaths may be performed on a drowning adult casualty.

9. Pool side Cleaning

Due to the possibility of the pool water containing bio-film it must not be used to wash down pool banks or other equipment. Surfaces should be cleaned before a disinfectant is used by washing surfaces with hot soapy water (detergent) to clean. Thoroughly rinse off the detergent (not into pool tank) and allow to air dry. Disinfect then by applying a solution of chlorine bleach as indicated in PWTAG Technical Note 44.

The daily frequency of washing down the Pool surrounds should be determined based on the frequency of pool use and the numbers participating. A full deep clean should be undertaken daily either prior to opening the pool or at the end of the day in preparation for the following day activities if opening early.

10. Pool Water Treatment

In line with industry guidance new Free Chlorine and pH Levels will be implemented as it is more effective. An increase in water tests will be performed throughout the daily operations at varying points around the pool tank. When taking a sample of pool water this should be only done when there are no bathers within 2m.

The swimming pool will aim for a pH Level 7.0 with a Free Chlorine level of 1.5mg/l. If the pH Level increases the Free Chlorine level shall be increased accordingly to ensure efficiency

pH	Free Chlorine
7.0	1.5mg/l
7.2	1.7mg/l
7.4	2.0mg/l
7.6	2.7mg/l
7.8	3.5mg/l

Combined Chlorine level should be ideally as low as possible and should not exceed 1.mg/l.

In addition the Balanced Water Test shall be completed weekly to monitor the water condition.

11. Air Handling

A relative humidity rate of 55-65% with the fresh air intake set at 100% is the target. As in normal circumstances the air temperature should be plus or minus 1 degree of the water temperature.

Workplace Risk Assessment

Ref: Swimming Pool

Directorate (Please tick)	People	Place	Position	Performance
	✓			
Department	Health & Recreation			
Activity to be Assessed:	Swimming Pool (Including COVID 19 Measures)			
Location:	Cascades Leisure Complex			
Date Completed:	29/07/2020 – [updated 05/09/20]			
Assessor(s):				
Signature Manager:				
Planned Review:	As Government or Council guidelines change			

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		9	↓
	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	
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 • Pool sessions can be booked and paid for online to reduce contact between reception staff and the public • Pool sessions will be, allocated to time slots and must be booked prior to attending. • Set maximum number of places per lane slots as per UK guidelines – number can increased or decreased as situation changes. • Users will enter pool at booked timeslots and queue according to government social distancing guidelines <p>Reducing person contact (social distancing) – Changing Rooms</p> <ul style="list-style-type: none"> • Swimmers must arrive ‘Beach Ready’ • Designated cubicle & locker assigned on entry, that customer uses pre and post swim • Showers not available, swimmers advised at booking stage to shower at home prior to arriving • 15 min time restrictions in changing areas post swim • Signage and floor markings to enforce social distancing • Area cleaned between sessions • 30 minutes between sessions for staff to clean areas as required <p>Reducing person contact (social distancing) – Pool</p> <ul style="list-style-type: none"> • Designated Entry and Exit system in place, use signage to show and enforce route • Double width lane for swimming with direction/pace signage to enforce social distancing • Staff will ensure that all users maintain social distancing at all times and may request lane change based on swimmers pace 	3	1	3	Online advice given at booking stage
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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	
				<ul style="list-style-type: none"> Sharing of equipment only allowed between two people from the same household Signage and floor markings to enforce social distancing 1 hour maximum session usage in place 				
Lifeguard Supervision				<ul style="list-style-type: none"> Lifeguards not to hold rescue equipment unless to perform a rescue. Equipment used, should be removed for cleaning. High chairs to be cleaned after each user Lifeguard to wear PPE (in line with RLSS guidance) when performing close casualty rescue Control lane swimmers to ensure social distancing is maintained Lifeguards to maintain social distancing (were possible) when performing early intervention 	3	1	3	<p>Covid-19 Lifeguard Training provided prior to reopening.</p> <p>Monthly ongoing training provided</p>
Pool Contamination				<ul style="list-style-type: none"> As per normal operational practices Lifeguards to clear pool immediately 	3	1	3	
Lighting	Y	Y		<ul style="list-style-type: none"> Adequate Lighting in pool hall. Maintenance team contacted if any issues with lighting occurs. 	3	1	3	
Slip, Trips & Falls				<ul style="list-style-type: none"> Spillages cleared up quickly. Floor type is adequate for activity. 	3	1	3	
Maximum users	Y	Y		<ul style="list-style-type: none"> Maximum of 8 users per 1 hour session per double width lane for public swimming to allow distancing Maximum of 8 users per 1 hour session per lane for club swimming to allow distancing 	2	1	2	

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	
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 	2	1	2	
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	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	
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>
Equipment	Y	Y		<ul style="list-style-type: none"> New set up/layout adhering to social distancing requirements No equipment to be leant out Diving Block not to be used 	3	1	3	
Toilets facilities	Y	Y		<ul style="list-style-type: none"> Adhere to social distancing Signage in place to enforce social distancing and hand washing 	3	1	3	
Water	Y	Y		<ul style="list-style-type: none"> No water dispenser available Customers to bring their own drink for use when exercising and to be kept at end of their lane 	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: Swimming Pool Cleaning

Directorate (Please tick)	People	Place	Position	Performance
	✓			
Department	Health & Recreation			
Activity to be Assessed:	Cleaning – During COVID 19 Pandemic (in addition to existing Cleaning RA)			
Location:	Cascade Leisure Complex			
Date Completed:	29/07/2020 – [update 05/09/2020]			
Assessor(s):	Mark Wilson			
Signature Manager:				
Planned Review:	As Government or Council guidelines change			

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					<ul style="list-style-type: none"> • Employees in 'increased risk' group sent home from work • If employee is in 'increased risk group' is required then 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 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. 	3	

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. • Supervisors and Duty Managers monitor cleaning regimes. 	3	1	3	
Cleaning pool surround				<ul style="list-style-type: none"> • Full and deep clean before opening and after each block time booking <ul style="list-style-type: none"> - First wash with a detergent to clean; rinse off the detergent thoroughly and leave surfaces to air dry - Disinfection should then be undertaken. For example by applying a solution of chlorine as detailed in the PWTAG table. • Detergents should not get into the pool water 	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	
	Frequently Touched Areas					Normal thorough cleaning regime in place with particular attention given to contact points i.e. changing facilities, pool steps, towel or toilet roll dispensers, taps, sinks, door handles, toilet handles, waste bins, grab rails Doors propped open to reduce the need to touch door handles etc.	3	

 <p>Armagh City Banbridge & Craigavon Borough Council</p>		<p align="center">Workplace Risk Assessment</p> <p align="center">Ref:</p>			
Directorate (Please tick)		People	Place	Position	Performance
		✓			
Department	ABC				
Activity to be Assessed:	Reception & Admin Office & Kitchen & Staff Room				
Location:	Cascade Leisure Complex				
Date Completed:	29/07/2020 – [update 05/09/2020]				
Assessor(s):	Mark Wilson				

Signature Manager:	
Planned Review:	As Government or Council guidelines change

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

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DCC - Reception & Admin Office & Kitchen & Staff Room

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 the workplace	Y	N	Y	<ul style="list-style-type: none"> Employees in 'increased risk' group sent home from work If employee is in 'increased risk group' is required then stringent social distancing measure in place in line with government guidance. Signage 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	Contractors only allowed access if booked in advance and on provision of a safe working risk assessment
Coronavirus infection/spread of infections in: Reception	Y	Y	Y	<ul style="list-style-type: none"> One way system in place – Signage on entrance and exit to enable social distancing Perspex screens in place at reception to reduce risk of infection from public visitors Hand sanitiser stations at entrance and exit doors with signage to encourage use on entry and exit of facility Floor markings to encourage social distancing All public seating in reception area has been removed Signage clearly displayed to help enforce social distancing Only reception staff and supervisor permitted behind reception desk. Staff travelling through another member of staffs work area should announce their intention to do so, this will allow members of staff to move to a safe distance All work stations/areas should be cleaned at the start and end of shift Any cleaning waste should be double bagged and disposed of normally 	3	1	3	Use of barriers to divide corridors and enforce one way system

<p>Coronavirus infection/spread of infections in:</p> <p>Reception / Office</p> <p>Work stations</p>	Y			<ul style="list-style-type: none"> • Workstation layouts will be designed to allow staff to maintain social distancing wherever possible using floor tape to help staff keep to a 2m distance. • Workstations will be assigned to an individual member of staff and if possible not shared during the shift. • Where for any reason workstations cannot be assigned to an individual member of staff, they should be shared by the smallest possible number of people. • If it is not possible to keep workstations 2m apart then consideration will be given to whether that activity needs to continue for the business to operate. • Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. • Only where it is not possible to move workstations further apart, using screens to separate people from each other. 	3	1	3	
<p>Coronavirus infection/spread of infections in:</p> <p>Meetings/Training</p>	Y	Y	Y	<ul style="list-style-type: none"> • Using remote working tools to limit in-person meetings/training. • To reduce transmission risks for face-to-face meetings/training the following actions will be put in place: <ul style="list-style-type: none"> - Social distancing should be maintained in all times - Only absolutely necessary participants should attend - Avoiding transmission during, for example, avoiding sharing pens and other objects. - Providing hand sanitiser - Use well-ventilated rooms whenever possible. - Floor signage to help people maintain social distancing. 	3	1	3	

<p>Coronavirus infection/spread of infections in:</p> <p>Kitchen & staff belongings</p>	Y	N	Y	<ul style="list-style-type: none"> Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Providing regular reminders and signage to maintain personal hygiene standards. Providing hand sanitiser in multiple locations in addition to washrooms. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. Provision of more waste facilities and more frequent rubbish collection. Provision of hand drying facilities – paper towels Staff encouraged to bring ready-made food to eliminate the need to spend time preparing & cooking food in the kitchen. Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage. Staff are encouraged not to bring in personal item/bags and clothing and to arrive to work in uniform. Awareness and focus on the importance of mental health at times of uncertainty. 	3	1	3	
<p>Coronavirus infection/spread of infections in:</p> <p>Emergency</p>	Y	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. Emergency Grab Bag to be brought to fire assembly point First aid procedure in place 	3	1	3	

<p>Coronavirus infection/spread of infections in:</p> <p>Hand and Respiratory Hygiene</p>	Y	Y	Y	<ul style="list-style-type: none"> • Hand washing facilities with soap, water and drying provided in building • Handwashing advice given to all staff and visitors on entry through COVID 19 posters • Advice given on washing hands for 20 seconds: <ul style="list-style-type: none"> ○ After toilet use ○ Before handling food ○ When visibly dirty ○ After coughing or sneezing into your hands ○ Before smoking • Sanitising gel provided throughout building • Posters displayed throughout building 	3	1	3	
Toilets & changing room facilities	Y	Y		<ul style="list-style-type: none"> • Staff are encouraged to come to work in uniform • Adhere to social distancing • Signage and floor markings in place to enforce social distancing • Toilet facility outside fitness suite entry and first floor level. To be cleaned after use 	3	1	3	

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
- COVID-19 Working through this together. A practical guide to making workplaces safer: Published 09 April 2020
- Guidance for the Cleaning of Public Toilets: dated 09 June 2020 V1
- Management of Circulation Spaces: QLM 2020
- Return to Work Facility Arrangements
- ABC COVID 19 Pandemic all activities risk assessment: dated 21 April 2020

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:	Cascade Leisure Complex			
Date Completed:	29/07/2020 – [update 05/09/2020]			
Assessor(s):	Mark Wilson			
Signature Manager:				
Planned Review:	As Government or Council guidelines change			

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	
<p>Insufficient or expired first aid stock risks</p> <p>First aid not being available or in suitable condition</p>	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	
<p>Cross infection between injured person and first aider during first aid</p>	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 fit or if they are unable to do this themselves, fit for them a face mask Carry out your normal first aid treatment in line with the training provided on 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 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> <p>Face masks /face visor</p> <p>Hand sanitiser placed in first aid kit</p> <p>Apron/gown</p> <p>First aid should be competent to use the PPE provided</p> 

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. 		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 sanitiser 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 sanitising gel. Disposal bins have been installed in all areas. 	3			

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>
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References

Resuscitation council UK statement on Covid 19 in relation to CPR

* 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 (in addition to existing Cleaning RA)			
Location:	Cascade Leisure Complex			
Date Completed:	29/07/2020 – [update 05/09/2020]			
Assessor(s):	Mark Wilson			
Signature Manager:				
Planned Review:	As Government or Council guidelines change			

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					<ul style="list-style-type: none"> • Employees in 'increased risk' group sent home from work • If employee is in 'increased risk group' is required then 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 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. 	3	

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. • Supervisors and Duty Managers monitor cleaning regimes. 	3	1	3	
Cleaning class equipment			<ul style="list-style-type: none"> • Activity areas are sanitized after every class Equipment used for activities (mats, kettle bells, spin bikes etc) are sanitized after every class • Centre programme' s are adjusted to permit cleaning time between classes. 	3	1	3	*separate RA details cleaning within fitness suite.

								
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	
Frequently Touched Areas				<p>Normal thorough cleaning regime in place with particular attention given to high frequency contact points i.e. towel or toilet roll dispensers, taps, sinks, door handles, toilet handles, waste bins, hand driers, grab rails</p> <p>Doors propped open to reduce the need to touch door handles etc.</p>	3	1	3	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
- PWTAG Technical Notes

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

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 <small>(Tick all that apply)</small>	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.	
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	Bunded 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					
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.