

Coronavirus (COVID-19) Risk assessment		
Establishment: YMCA Sports & Community Centre	Assessment by: Emma Jones and Ian Burks	Date: 9 June 2020
Review Date: 1 July 2020	Red – high risk Yellow – medium risk Green – little or no risk	Draft: 9 June 2020

This risk assessment is to be used in conjunction with the existing building risk assessment and any service specific risk assessments that are carried out.

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures and actions
Staff, Service users	Car Park	<ul style="list-style-type: none"> Social distancing is not maintained 	<ul style="list-style-type: none"> A 2m queuing system will be marked out along the external wall of the ISF hall with extended queues to follow the walk way around the car park. Cars to park in designated parking spaces. All individuals coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction It will not be compulsory unless stated by the Government to wear PPE inside our centre, however members may wish to do so to manage their own risk 	<ul style="list-style-type: none"> Mark out 2m spaces for queues and signage explaining the queueing system to be displayed. 	<ul style="list-style-type: none"> Social distancing is not maintained
Staff,	Entrance	<ul style="list-style-type: none"> Staff/Members enter the building 	<ul style="list-style-type: none"> PHE guidance – anyone should stay at home for 7 	<ul style="list-style-type: none"> Princes Road risk assessment to 	<ul style="list-style-type: none"> Staff/Customers enter the building

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Service users	Reception Area	<ul style="list-style-type: none"> with COVID-19 symptoms Social distancing is not maintained COVID-19 is brought in on food, equipment or other items Non-essential travel and social interaction guidelines not followed by staff and families 	<p>days if they present with COVID-19 symptoms</p> <ul style="list-style-type: none"> HR Manager to be informed if anyone in an employee’s household has symptoms and they are to remain at home for 14 days Display PHE signage on main doors and reception area informing members of the public and staff to not come in if they display COVID-19 symptoms Only members who are booked onto a class or gym slot to enter the building?? Signage and floor stickers to be key doors and floor to promote social distancing. Hand Sanitiser to be available upon entering the building and at key contact points i.e. before entering sports halls and gym and visitors asked to use it to wash their hands All individuals coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow 	<p>be shared with all staff and members via our website.</p> <ul style="list-style-type: none"> Staff to complete coronavirus and infection control training prior to returning to work Protocols and signage to be displayed within building and rooms Duty officers to be informed of additional cleaning responsibilities 	<ul style="list-style-type: none"> with COVID-19 symptoms Social distancing is not maintained COVID-19 is brought in on food, equipment or other items Non-essential travel and social interaction guidelines not followed by staff and families

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			<p>national guidelines for social interaction.</p> <ul style="list-style-type: none"> • Duty officers to clean, or arrange for cleaning of, high contact areas such as door entry key pads, door handles and light switches on a regular basis throughout opening hours • Management to limit number of staff and services using the building at one time. • Staff should limit possessions brought into work and not to be shared with others • Staff to wash hands after collecting deliveries, equipment or other items that are brought in to the centre • Vending machines will remain out of action • Tables will be spaced out 2m apart with one chair per table, some tables will be removed to ensure social distancing. • Y-Kids parents are not to enter the building and 		

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			<p>children will use a separate entrance. I.e. the back of the building or through the playground.</p> <ul style="list-style-type: none"> 		
<p>Staff</p>	<p>Reception Desk</p>	<ul style="list-style-type: none"> • Staff/Members enter the building with COVID-19 symptoms • Social distancing is not maintained • COVID-19 is transmitted via hard surfaces, membership cards 	<ul style="list-style-type: none"> • Perspex protective screen to be added to the reception desk between members of the public and YMCA employees. • One computer to be moved to the lower desk for premium members only (if feasible within social distancing measures). • Only one receptionist to work at one time, with the occasional support of a Duty Manager at peak times, ensuring social distancing is maintained at all times. • One computer will be for non-member payments only. • All non-member contact details to be added to the Plus2. • Members to swipe or scan their own membership card • Contactless payment only, no cash to be handled. If 	<ul style="list-style-type: none"> • Order protective screen • Re arrange the reception desk to ensure social distancing is maintained. • Look into an additional pdq machine and class/gym booking set ups. • Managers to identify area where staff can store belongings such as coats and bags. 	<ul style="list-style-type: none"> • Staff/Members enter the building with COVID-19 symptoms • Social distancing is not maintained • COVID-19 is transmitted via hard surfaces, membership cards

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			<p>there is a requirement to handle cash, disposable gloves will be provided.</p> <ul style="list-style-type: none"> • Receptionists to wipe down desk, computer, pdq machine and telephone at the start and end of a shift. • 		
<p>Staff, Service users</p>	<p>Toilets/Showers & Changing Facilities</p>	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces in toilet areas • Social distancing is not maintained • Staff/service users do not wash hands effectively. 	<ul style="list-style-type: none"> • Dedicated toilets for staff to be identified to minimise cross-contamination. Two accessible toilets along the ISF corridor to be used. Staff can also use upstairs toilets when out of school childcare is not on. • Showers to be blocked off. • Some lockers made available to use, maintaining social distancing. Sanitizing spray to be made available for members to wipe down keypads before and after use. • Deep cleaning of the toilet areas to happen every evening and clear records to be kept by cleaning company. Facilities Manager to inform external cleaners 	<ul style="list-style-type: none"> • Duty officers to be informed of additional cleaning responsibilities • Mark off every other toilet and sink • Close showers • Handwashing posters to be displayed • Antibacterial spray/wipes to be made available. 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces in toilet areas • Social distancing is not maintained • Staff/service users do not wash hands effectively.

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			if an area is contaminated due to a suspected case of COVID-19. <ul style="list-style-type: none"> • Duty officers or other designated staff to clean high contact areas (door handles, taps, toilet flush etc.) every 3 hours or on a regular basis during opening hours • Effective hand washing poster to be displayed above sinks • Alternative toilets and sinks to be used to promote social distancing 		
Staff	Communal Offices <ul style="list-style-type: none"> • Back Office • Finance Office • General Office 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces, computer and telephone equipment • Social distancing is not maintained 	<ul style="list-style-type: none"> • HR categorising employees into three groups based on the role and ability to work from home either all, part or none of the time to reduce office numbers. Staff who can work from home will be encouraged to do so. • Office to be only accessed by employees on a rota basis. • Minimise shared desk space where possible. If this cannot be avoided, cleaning 	<ul style="list-style-type: none"> • Senior Management to reconfigure office space to adopt social distancing measures. • Sanitising equipment to be available in each office • Room capacity and social distance signage to be displayed 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces, computer and telephone equipment • Social distancing is not maintained

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			<p>procedures to be followed at the start and end of shift.</p> <ul style="list-style-type: none"> • Service users, members or class instructors are not to enter office space, phone system or Microsoft Teams should be used. • Senior Management to clearly identify which desks can be used that maintain 2m social distance. Other desks to be marked off/removed from space if required • Desks, where possible, should not face each other • Staff to wipe down desk/computer upon arrival and leaving the desk • Notices on doors to highlight maximum number of people permitted in each office space. • Duty officers to clean high contact areas, such as door handles, printers, filing cabinets every three hours. • Windows to be opened when offices are in use. <p>All meetings to be held virtually using Teams</p>	<ul style="list-style-type: none"> • Senior Managers i.e. Head of Central Services, Health & Wellbeing Manager and Head of CYP approve staff coming into the office prior to arrival, and inform centre manager who has oversight of building use. • Senior Managers i.e. Head of Central Services, Health & Wellbeing Manager and Head of CYP to coordinate a rota of staff using office space if demand is high • Duty officer to enforce social distancing and challenge any 	

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				non-essential office use.	
Staff	Personal/small Offices <ul style="list-style-type: none"> • CEO Office • Gym Office • Head of Central Services • Head of Children's Services 	<ul style="list-style-type: none"> • Staff/Members enter the building with COVID-19 symptoms • Social distancing is not maintained • COVID-19 is transmitted via hard surfaces such as desk, door handles. 	<ul style="list-style-type: none"> • Maximum of 1 person per office ensuring social distancing is maintained. • Meetings should be organised via a virtual platform where possible. • Service users, members or class instructors are not to enter office space, phone system or Microsoft Teams should be used. • Staff to wipe down desk/computer upon arrival and leaving the desk 	<ul style="list-style-type: none"> • Sanitising equipment to be available in each office • Room capacity and social distance signage to be displayed 	<ul style="list-style-type: none"> • Staff/Members enter the building with COVID-19 symptoms • Social distancing is not maintained • COVID-19 is transmitted via hard surfaces such as desk, door handles.
Staff	Kitchen	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces and communal equipment and/or food products and packaging • Social distancing is not maintained 	<ul style="list-style-type: none"> • The staff kitchen is to be accessed by staff only and staff should wash their hands when entering the kitchen. • Maximum of 2 staff to use the kitchen at one time, and maintain 2m social distancing at all times. I.e. 1 accessing appliances and 1 accessing the photo copier. • YMCA East Surrey will continue to supply milk, tea 	<ul style="list-style-type: none"> • Duty officers to be informed of additional cleaning responsibilities • Room capacity, no entry and social distance signage to be displayed • Staff to be informed of requirements and expectations 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces and communal equipment and/or food products and packaging • Social distancing is not maintained

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			<p>and coffee but staff use at their own risk.</p> <ul style="list-style-type: none"> Communal appliances such as kettles, microwaves, dishwashers etc. should be cleaned prior and after use, using disposable wipes/blue roll. No reusable cloths or sponges to be used and the dishwasher to be used where possible. Food preparation should be for personal consumption only, and all utensils and equipment cleaned prior to leaving the kitchen area. Kitchen to be deep cleaned and bins to be emptied every evening. Windows to be opened when kitchen in use Duty officers should clean high contact areas such as door handles, fridge handles, photocopier buttons should be cleaned every 3 hours 	<p>prior to using the kitchen</p> <ul style="list-style-type: none"> Inform external cleaning company about changes to contract. 	
<p>Staff, Service users</p>	<p>ISF Sports Hall Fitness Classes</p>	<ul style="list-style-type: none"> COVID-19 is transmitted via hard 	<ul style="list-style-type: none"> Signage to be displayed to encourage social distancing and regular hand washing before entering either hall. 	<ul style="list-style-type: none"> Duty officers to be informed of additional 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces

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		<ul style="list-style-type: none"> surfaces, equipment Social distancing is not maintained 	<ul style="list-style-type: none"> Stickers to be added to the floor to identify where members must stand for a class. Maximum capacity is 42 Members attending fitness classes in these spaces must remain within their 2x2m square Members to disinfect any equipment before and after use, products will be available in the hall. Duty officers should clean high contact areas such as door handles, key pads and work surfaces every 3 hours Fire exits should be used to exit the building after a class where possible. This will not be possible whilst Out of School Childcare is taking place. ISF hall store doors to remain closed Cleaning of the floor to be carried out once a week?. 	<ul style="list-style-type: none"> cleaning responsibilities Room capacity, no entry and social distance signage to be displayed Communication around entry points to be communicated by service managers to class instructors, prior to service restarting 	<ul style="list-style-type: none"> Social distancing is not maintained
	<p>ISF Hall Disability Sport/Community Sports</p>	<ul style="list-style-type: none"> COVID-19 is transmitted via hard 	<ul style="list-style-type: none"> Only sports where social distancing can be maintained will be allowed to take place and only when 	<ul style="list-style-type: none"> Duty officers to be informed of additional 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces, equipment

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		<ul style="list-style-type: none"> surfaces, equipment Social distancing is not maintained 	<p>their NGB states play can resume.</p> <ul style="list-style-type: none"> Participants will be encouraged to bring their own equipment where possible, otherwise wiping down equipment before and after a session will be required. Fire exits should be used to exit the building after a class where possible. This will not be possible whilst Out of School Childcare is taking place. ISF hall store doors to remain closed 	<ul style="list-style-type: none"> cleaning responsibilities Room capacity, no entry and social distance signage to be displayed Communication around entry points to be communicated by service managers to class instructors, prior to service restarting 	<ul style="list-style-type: none"> Social distancing is not maintained
	<p>ISF Hall Children & Young People Services</p>	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces, equipment Social distancing is not maintained 	<ul style="list-style-type: none"> Please refer to CYP individual service risk assessments 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces, equipment Social distancing is not maintained
	<p>ISF Store Cupboard</p>	<ul style="list-style-type: none"> COVID-19 is transmitted via hard 	<ul style="list-style-type: none"> Only YMCA employees to enter the store and only 1 person at any one time unless a piece of equipment 	<ul style="list-style-type: none"> Signs for store doors. 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces, equipment

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		<ul style="list-style-type: none"> surfaces, equipment Social distancing is not maintained 	<p>requires more than 1 person to move. Social distancing measures should be adopted where possible.</p> <ul style="list-style-type: none"> Any equipment used should be wiped down before putting it away. 		<ul style="list-style-type: none"> Social distancing is not maintained
Staff, Service user	Gym	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained 	<ul style="list-style-type: none"> 2m between all equipment in the gym, where equipment is not used, mark out 2m areas i.e. free weights, stretching. Members to book time slots to enter the gym to monitor the number of people at one time??. Maximum capacity will be in line with ukactive's guidelines. Members to leave the gym via the fire exit in the far left hand corner where able to. All equipment to be wiped down with disinfectant spray/wipes before and after use by members Gym instructors to disinfect high contact areas every 3 hours. 	<ul style="list-style-type: none"> Relocate some gym equipment into half of the community sports hall to enable 2m social distancing between machines. Purchase sufficient cleaning materials Add social distancing signage around the gym and mark out areas where necessary. Signage put in place to ask non-disabled users only to exit from 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained

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			<ul style="list-style-type: none"> Toilet/shower for staff use only. 	fire exit but to be aware of stairs and only during daylight hours as stairs not lighted)	
Staff, Service users	Community Sports Hall (half of the hall, reception end)	<ul style="list-style-type: none"> COVID-19 is transmitted via equipment and other hard surfaces Social distancing is not maintained 	<ul style="list-style-type: none"> Signage to be displayed to encourage social distancing and regular hand washing before entering either hall. Stickers to be added to the floor to identify where members must stand for a class. Maximum capacity will be in line with ukactive's guidelines. Members attending fitness classes in these spaces must remain within their 2x2m square Members to disinfect any equipment before and after use, products will be available in the hall. Duty officers should clean high contact areas such as door handles, key pads and work surfaces every 3 hours 	<ul style="list-style-type: none"> Duty officers to be informed of additional cleaning responsibilities Room capacity, no entry and social distance signage to be displayed Communication around entry points to be communicated by service managers to class instructors, prior to service restarting 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained

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			<ul style="list-style-type: none"> • Fire exits should be used to exit the building after a class where possible. This will not be possible whilst Out of School Childcare is taking place. • Curtain to be pulled across at all times. • Cleaning of the floor to be carried out once a week?. 		
Staff, External Hirers	Consultation Rooms	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces • Social distancing is not maintained 	<ul style="list-style-type: none"> • All users, internal and external, are to follow YMCA East Surrey's COVID risk assessment procedures. • For internal use – please refer to individual service risk assessments • All users, internal and external, must wipe down key touch points before and after each client, including the therapy couch. • Reusable items should not be used i.e. towels • Hirers will need to inform Health & Wellbeing Manager of any updates/changes to their Governing Body's requirements as a result of Covid-19, ensuring any Covid-19 incidents are 	<ul style="list-style-type: none"> • Update external booking form to reflect changes • Communicate with all internal and external users. • New signage explaining cleaning procedures. 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces • Social distancing is not maintained

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			covered by their insurance policies.		
Staff, Service Users	London Marathon Activity Room	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces and equipment i.e. exercise mats Social distancing is not maintained 	<ul style="list-style-type: none"> See CYP risk assessments for service specific use. 2m floor stickers to identify places for exercise classes Maximum capacity will be in line with ukactive’s guidelines. Members encourage to bring their own mats for exercise or purchase one from us new (to explore) Sanitising products to be available for members. Shutters to the kitchen must remain shut at all times. Only YMCA staff to enter. Duty officers should clean high contact areas such as door handles every 3 hours 	<ul style="list-style-type: none"> 2m social distance signage to be displayed Maximum room capacity poster to be displayed on the door Floor stickers to be ordered. Source sanitising products. 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces and equipment i.e. exercise mats Social distancing is not maintained
	Coffee Bar	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces such as tables and chairs. Social distancing is 	<ul style="list-style-type: none"> See CYP risk assessments for service specific use Shutters to remain shut at all times. Only YMCA staff to use the kitchen area. No external bookings to use this area. CYP staff to sanitise high contact areas every 3 hours. 		<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces such as tables and chairs. Social distancing is not maintained

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		not maintained	<ul style="list-style-type: none"> No food preparation for Y-Kids (children bring own lunch, snacks and drinks. No cooking activities until restrictions allow. 		
	Sanctuary	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces such as tables and chairs. Social distancing is not maintained 	<ul style="list-style-type: none"> Any face-to-face meetings should ensure social distancing is maintained and any tables used are wiped down before and after use. Windows to be opened where possible. See CYP risk assessments for service specific use 	<ul style="list-style-type: none"> Source sanitising products. 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces such as tables and chairs. Social distancing is not maintained
	Brewers Room	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces such as tables, chairs and equipment. Social distancing is not maintained 	<ul style="list-style-type: none"> See CYP risk assessments for service specific use 		<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces such as tables, chairs and equipment. Social distancing is not maintained
	Portakabin	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces 	<ul style="list-style-type: none"> No access to running water therefore hand sanitiser to be provided. 		<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained

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		<ul style="list-style-type: none"> Social distancing is not maintained 	<ul style="list-style-type: none"> No volunteers or other staff members to enter the portakabin. Only 2 members of staff to work in the portakabin at any one time. 		
Staff, Service users	Outside play area	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained 	<ul style="list-style-type: none"> Services wanting to use the outside play area to carry out own risk assessment Outside area to remained locked when not in use All equipment and access gates to be thoroughly cleaned prior and after use. Social distance signage to be displayed 	<ul style="list-style-type: none"> Services to carry out own risk assessments Social distance signs to be displayed 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained
Staff, Members	First Aid	<ul style="list-style-type: none"> COVID-19 is transmitted via close proximity Social distancing is not maintained 	<ul style="list-style-type: none"> The Duty Manager to wear PPE, gloves and mask when administering first aid to anyone in the building. The Duty Manager to ask the injured person questions about Coronavirus Symptoms. 	<ul style="list-style-type: none"> Add PPE, disposable gloves and masks to all first aid kits. 	<ul style="list-style-type: none"> COVID-19 is transmitted via close proximity Social distancing is not maintained