



COVID Secure Workplace Recovery Risk Assessment

This risk assessment should be completed in conjunction with the H&S guidance for Building Managers document.

The guidance document contains a checklist of hazards you should include and others to consider. These lists are not exhaustive, and the risk assessment should also include anything that is specific to your building or way of working. The risk assessment should be thorough but succinct and identify all of the hazards.

“A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace.” (HSE)

Once completed, risk assessments should be emailed to health&safety@ipswich.gov.uk.

If you would like to discuss completion of the risk assessment, please contact Paula Juster or Julian Smith.

Managing risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority

We have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Building Managers must work with any other employers, tenants or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means working through these steps in order:

1. In every workplace, increasing the frequency of handwashing and surface cleaning.
2. Operational areas and building managers should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, building managers should make every reasonable effort to comply with the social distancing guidelines set out by the government and IBC guidance notes (keeping people 2m apart wherever possible).
3. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, operational areas should consider whether that activity needs to continue for the service to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.
4. Further mitigating actions include:
 - increasing the frequency of hand washing and surface cleaning
 - keeping the activity time involved as short as possible

- using screens or barriers to separate people from each other
 - using back-to-back or side-to-side working (rather than face-to-face) whenever possible
 - reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others)
5. Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.
 6. In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.

Risk Level - It is recognised that levels of risk will vary over the course of the pandemic period with levels of community infection/ possible localised outbreaks and with observance of recommended public health measures by the public. The Covid-Secure approach to this risk assessment aims to adopt universal hygiene and distancing precautions wherever these are reasonably practicable and to identify specific additional mitigation where social distancing cannot be maintained. HSE confirm that, where possible, people should be kept 2m apart and if this is not viable, keeping 1m apart with risk mitigation is acceptable.

The recommendations in the rest of this document are ones you should consider as you go through this process. You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions.

Service delivery in outbreak period.

Information about the virus

A coronavirus is a type of virus (not bacteria). The incubation period of COVID-19 is 10 days.

Signs and symptoms of COVID-19

The following symptoms may develop in the 10 days after exposure to someone who has COVID-19 infection:

The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature, lost sense of smell/taste.

For most people, coronavirus (COVID-19) will be a mild infection.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

How COVID-19 is spread

The risk of infection with COVID-19 is understood to be determined by a number of factors including:

- Routes of transmission (exposure to droplets/contact/airborne),
- Work with symptomatic and asymptomatic persons,
- All secretions (except sweat) and excretions are regarded as infectious,

- Virus survival in environment is believed to be variable with material/temperature/chemicals/sunlight – guidance advises reduced infectivity is achieved in 72 hours,
- Air borne aerosols are cleared by ventilation proportionate to the number of air changes per hour,
- Availability of hand washing facilities/materials,
- Degree of personal separation achievable,
- Disinfection regime,
- Availability of PPE

There are 2 routes people could become infected:

1. Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2m) or possibly could be inhaled into the lungs.
2. It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door handles or shaking hands then touching own face). There is currently little evidence that people who are without symptoms are infectious to others.

How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours. Regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection

What to do if someone develops symptoms of coronavirus (COVID-19) on site

If anyone becomes unwell with a new, continuous cough or a high temperature in the workplace they should be sent home and advised to follow the [stay at home guidance](#).

If they need clinical advice, they should go online to [NHS 111](#) or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. It is not necessary to close the workplace or send any staff home, unless specifically advised to by the Contact Track and Trace service. Keep monitoring the [government response page](#) for the latest details.

Guidance on face coverings

The need for face coverings should be determined by risk assessment in accordance with up to date Public Health England guidance (broadly this will be for close personal contact with symptomatic persons, contact with body fluids or work in a contaminated environment).

Universal Precautions

Everyone can help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice. [Posters, leaflets and other materials](#) are available.

Employees and customers should be reminded to wash their hands for 20 seconds more frequently than normal and maintain 2m distance from other people where practicable. Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.

Where working from home is possible this has been enabled. Other work has been adapted to comply with the social distancing or PPE guidelines set out by the government.

A communication strategy has been adopted to ensure staff are fully briefed and appropriately supported. Stay at home guidance has been communicated to managers to ensure isolation procedures are followed.

COVID Secure Risk Assessment:	Site: Crown Pools	Date of Assessment: 27.04.21	Author: Stephen Wardle	Date of next review: 30.10.21
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Risk Location & the hazard (Exposure to Covid-19 virus or risk arising from building use or change in working practice at a specific location)	Who might be at Risk? Staff, Visitor, Cllr., Contractor, Customer	Control Measures in Place act to remove the activity or situation, or if this isn't possible, control the risk Things you are already doing to reduce the risk (see checklist for guidance)	What Further Action is Necessary? Any additional control measures or equipment that you need	Action by Who? Who is responsible for the further action?	Action by When? When the action will be done by
Before Reopening	Staff/customer s/contractors	<ul style="list-style-type: none"> • A review of staffing levels required prior to opening, staff should work from home where possible or on a rotational basis. • A full inspection of the premises to be carried out by the building manager. • A full clean of the premises to be carried out prior to reopening to covid secure standards • Decision required to keep the health suite closed due to the environment of the sauna and steam room as per Government guidance • Full guidance to be issued to all staff prior to return to work, including a copy of the Risk Assessment. • Communication between staff prior to a return to work with considerations given to employees who are extremely clinically vulnerable and clinically vulnerable. • A rota to be drawn up detailing working patterns and arrival and departure times. • Staff to follow HR guidance if suffering from any symptom related to the virus • Mark up seating around competition pool to ensure spectating is undertaken in line with social distancing rules • Any staff suffering from symptom not to attend work and inform their Line Manager who will ensure they have not been in contact with anyone else working. 			

		<ul style="list-style-type: none"> • Queueing area to be marked out on entrance ramped area outside entrance door • Lifeguards to be trained in line with RLSS Covid guidelines • Add protective screens between pieces of gym equipment • 2m barrier floor marking added round shallow end comp pool high chair • Bespoke signage for each swimming lane needs producing • Removal of all shared cutlery, plates, bowls, containers. Staff must bring their own individual items for their use, and not leave in kitchen area/staff room • Desk arrangements to be limited to ensure social distancing is adhered too – maximum of 2 staff working in general office at any one time. • Booking system updated to allow online bookings and payments for public swimming and gym sessions • Tables and chairs removed from aqua lounge where possible to ensure 2m social distancing. • Follow PWTAG Covid guidance re pool water to ensure the water is ready for swimmers • Public swimming sessions limited to 24 per sessions, 6 in each “double” lane. 4 double lanes set up to enable social distancing when swimming. • Reception capacity will be dictated by number of public swimmers (24) people will have paid in advance so no need for customers to dwell in reception area. • Queueing area to be marked out on entrance ramped area outside entrance door – Signage and floor markings will ensure social distancing and extra staff on site in the first few weeks will ensure guidelines are followed • The changing rooms capacity will be reduced - 28 cubicles will be available at any one time, this capacity is in line with Swim England guidance – this allows for public swim sessions to take place with enough cubicles available and for enough cleaning between sessions with rotation of cubicles also an option for these numbers • Only the Open Showers in use for members of the public (no cubicle showers available) and cleaned down after every use as part of cleaning regime. 			
Coming To / Leaving Work	Staff/customer s/contractors	<ul style="list-style-type: none"> • Staff advised to come and leave in uniform but shower and changing facilities will be available if really needed. Only 1 person getting showered and changed in staff changing room at a time. • A rota is established to enable a clean of the showers before use by another member of staff. The member of staff that has showered will be expected to clean down the shower area and all touch points using Selgine Ultra. 			

		<ul style="list-style-type: none"> • Staggered start/finish/break times will be implemented to limit access to the staff room and members of staff arriving at work in groups • Staff to use only their own individual locker and provide their own padlock • All staff to sign in and out in staff signing in book • Staff to enter/leave the building through the side gates – not the customer entrance • Risk Assessment and working practices (i.e. rota) shared with hirers 			
Moving Around Buildings	Staff/customer s/contractors	<ul style="list-style-type: none"> • One-way system through reception changing areas and poolside– signage/floor/wall markings required to mark these out • Doors with Maglocks fitted to be kept open where practically possible, avoiding the need for unnecessary touching of surfaces. • Holding spots – added to shallow end (comp pool) for changeover times during swimming lesson sessions – marked waiting areas for changeover times added. • Allocated areas around teaching pool for spectators with children in swimming lessons are clearly identified with 2m social distancing. There is a requirement for the parent to be visually present at lessons for safeguarding purposes. • First floor stairs - signage/directional arrows added to the floor to show flow route. • Lift will be closed off – it will be available “on demand” it will be cleaned immediately after use and “closed off” again with staff instructions for use. 			
Workplaces / workstations	Staff	<ul style="list-style-type: none"> • Cleaning and sanitization products available in every office space. • Cleaning of desk space and equipment following each use. • Sanitiser located at each photocopier/print station to be used following each use. • Installation of Perspex screens on reception desk • 1 x Waste Bin per occupied desk with individual bin liners • 1 x Shredding Bin to be in each office. • Staff responsible for emptying their own bin at the end of each day. Bin liners to be deposited in general waste bins located outside the premise. • Staff to bring their own lunch with them where possible and all waste to be taken home at the end of each day. If food is purchased off the premises, then all waste should be taken home at the end of the day. • Staff to bring their own mug or cup for drinks which should be taken home at the end of the shift. Kettle and fridge facilities will be provided along with cleaning equipment and guidance to enable cleaning after every use Single use paper cups available for use if required. 			

		<ul style="list-style-type: none"> • Breaks staggered to reduce pressure on communal areas. • Increase ventilation where possible by opening windows or use of air circulation systems where installed. • All workstations to be situated 2 metres apart and every staff member to have their own allocated desk and chair, with no hot desking permitted. • Full induction training to be given to all pool staff to go through new procedures in all areas 			
Meetings	Staff	<ul style="list-style-type: none"> • Meetings to be conducted remotely via Skype or Teams as a first option. • Any face to face meetings to be held only if essential to do so. • Room capacities and social distancing measures to be followed, at all times. • Equipment and work surfaces to be cleaned and sanitised prior to and following each use. • All touch points cleaned following the access and egress from the meeting room. • No communal refreshments or food to be provided, all refreshments to be brought in and removed by the individuals. 			
Common areas	Staff/customer s/contractors	<ul style="list-style-type: none"> • Suitable toilet and hand wash facilities available for staff/customer numbers. • Increased cleaning and management of welfare facilities by Contract cleaners. • Contact surfaces cleaned with disinfectant cleaner (Selgiene Ultra) prior to and following use and throughout the day. • Handwashing facilities available, at all times. • Use of hand sanitiser promoted and signage displayed. • Good practice guidance around toilet use and cleaning to be produced and included in staff induction. Appropriate signage displayed within toilet areas “now wash your hands” “close toilet lid before flushing” (Disabled toilets do not have lids due to users not being able to close/open lid) • Staff to maintain a minimum 2mtr distance from fellow staff and customers where reasonably practicable. • Where possible maintain fresh air circulation by leaving windows/doors open. • Fresh air ventilation/cooling systems along with freestanding fans can be used to assist with this. • No water fountain allowed, in staff areas and customer areas • Update COSHH sheets for all new chemicals used. • Contract cleaning to work to the Contract Cleaner RA and SSoW 			

Incident procedures first aid	Staff/customers/contractors	<ul style="list-style-type: none"> • First Aid trained staff on duty during operational hrs • Where possible staff maintain social distancing with casualty • First aid boxes updated to reflect Covid 19 guidance from government • All relevant PPE supplied to first aiders in line with Covid 19 guidance. • Pool specific PSOP and EAP will be updated when the SSOW have been agreed – these will be shared with staff in pre-opening training sessions. Pool specific PSOP and EAP will be updated when the SSOW have been agreed – these will be shared with staff in pre-opening training sessions • All appropriate staff will be trained in line with Covid guidelines for first aid at work and NPLQ qualifications (Separate RA completed for this training) 			
Fire Evacuation	Staff/customers/contractors	<ul style="list-style-type: none"> • Fire Evacuation Procedures to remain unchanged and in accordance with the venue policy. • Social distancing relaxed to facilitate a quick and safe evacuation in the event of an emergency. One Way System not applicable. • Designated incident controller on shift at all times. • Where buildings are divided due to increased entry/exit points a designated person of responsibility is to be allocated to ensure safe evacuation and staff role call is carried out. • All responsible persons to report to the Incident Controller once clear of the building and roll call complete. • Social distancing to be adhered to once clear of the building or crowds to disperse. 			
Cleaning / Hygiene	Staff/customers/contractors	<ul style="list-style-type: none"> • Regular sanitising of all facilities to be carried out in line with usage and Ipserv arrangements. • Cleaning checklists have been updated in line with Ipserv – high touch point areas identified and added to checklist for regular sanitising • Regular cleaning of workstations, equipment and touch points to be carried out daily and a cleaning log completed. • All staff to wear face covering and gloves when undertaking cleaning. • Customer lockers to be used in rotation to allow for cleaning between use • Public swim session times managed to allow minimum half hour gap between customers to allow for cleaning • Poolside equipment – to be cleaned in pool water in line with Swim England guidance after use • Sanitisation points and handwashing/hygiene signage to be displayed around the building 			

		<ul style="list-style-type: none"> Changing room toilets limited to every other cubicle to be used in both male/female toilets – directional signage and wash your hands signage required. One way system in place. Reception internal entrance gate left open, to reduce high touchpoint escalation, other internal access doors to be kept open where possible Gym only - Provide cleaning spray (pre-diluted Selgiene) and hand roll for customers to clean their own piece of equipment after use. Guidance sent to customers before opening – staff on site to monitor 			
Face coverings	Staff/customers/contractors	<ul style="list-style-type: none"> Social distancing to be always maintained, staff will be required to wear a face covering at all times within all public communal areas, except if: <ul style="list-style-type: none"> They are sat at their workstation They are in an active lifeguard position They are working from behind a screen. i.e. Reception Face covering are supplied to all staff as a uniform item. Face coverings do not replace social distancing. If you have symptoms of COVID-19 (cough, and/or high temperature, and/or loss of, or change in, your normal sense of smell or taste - anosmia), you and your household must isolate at home: wearing a face covering does not change this. You should arrange to have a test to see if you have COVID-19. Staff updated with relevant public health information issued by government. The public are required to wear a face covering until: <ul style="list-style-type: none"> They change in the changing rooms for swimming They enter the gym to exercise The public must put a face covering back on when; <ul style="list-style-type: none"> They leave the gym They exit their changing cubicle to leave the facility Spectators will be required to wear a face covering at all times within the facility. 			
Shift patterns / work groups / work travel	Staff/customers/contractors	<ul style="list-style-type: none"> Public transport to be avoided wherever possible. Government guidance to be followed if this is the only mode of transport available. Staff to travel in separate vehicles. Specific contractor Risk Assessments to be requested in advance of works or deliveries to ensure suitable cleaning and COVID safety measures are in place regarding vehicle usage. 			

		<ul style="list-style-type: none"> • Planning to introduce slightly amended rotas for operational staff to ensure the team arrive/leave at different times for their shifts • Lifeguards are put into work “bubbles” where possible • Breaks to be staggered to ensure people are not together more than necessary and social distancing to be maintained at all times 			
Goods in/out	Staff/Contractors	<ul style="list-style-type: none"> • Maintain social distancing guidance at all times. • After handling goods, dispose of packaging and wash hands thoroughly. • Inspect all products on delivery and turn away any damaged or unfit products. Drivers to follow cleaning procedures set out should they require the use of welfare facilities. • Pool Chemical Deliveries to be updated to reflect Covid19 social distancing guidelines with new RAMS distributed before arriving on site. • Staff should continue to follow existing risk assessments and safe systems of working. 			
Contractors	Staff/Contractors	<ul style="list-style-type: none"> • Specific contractor Risk Assessments to be requested in advance of works or deliveries to ensure suitable cleaning and COVID safety measures are in place. • Contractors to follow venue policies and COVID RA at all times. • Designated contractor welfare facilities, contractors to follow the cleaning procedures set out. • Appointments booked in advance to ensure minimal risk to all. • All contractors to sign in/out using the visitor log book for contact trace purposes, and will wear and identification badge • All Contractors should wait in reception until collected by staff member to show them to the job area • Monitor PWTAG guidelines regarding updates to pool chemical delivery protocols 			
Customers	Staff/customer s/visitors	<ul style="list-style-type: none"> • Inform all customers of the changes made so they are aware before coming on site. • Gym users - come in kit and leave in kit so don't need to use changing rooms. Changing rooms not available to gym customers. • Swimmers to be encouraged to come “beach ready” to cut down time spent in changing areas. • All payments to be pre-made before coming on site. • Activities to be pre-booked, this will allow contact details to be captured for tracing purposes. • Arrange a pre-opening video showing customers the changes, site routes and procedures we want them to undertake 			

		<ul style="list-style-type: none"> • Tables and chairs removed from aqua lounge where possible • Gym inductions to be completed through the Health Commitment Statement, removing the need for inductions. • Customer lift will be closed off – it will be available “on demand” it will be cleaned immediately after use and “closed off” again • Swimming lessons booked in advance online prior to sessions • Send reopening information out to all clubs/hirers in advance of reopening • Customer hair dryers to be switched off 			
Ventilation	Staff/customers/contractors	<ul style="list-style-type: none"> • Air circulation works carried out by regulated contractors to adhere to government guidance. • CP ventilation to have 100% flow at all times, to meet the CIPSE guidance 			
Other risks from service activities Vending machines	Staff/customers/contractors	<ul style="list-style-type: none"> • Remove use of vending machines. 			
Swim Retails Shop – Reception Area	Staff, Visitors	<ul style="list-style-type: none"> • Ensure social distancing is maintained in shop area • Track & Trace QR Code in Place at Reception for members of public to scan • Staff to have access to hand sanitiser and facilities to wash hands at regular intervals. • Minimise number of customers in shop to 2 max • Floor Markings laid out to ensure safe zones for max 2 customers • Training provided to staff to ensure they are familiar with procedure. • Training provided to staff on this procedure, gloves to be worn when handling returned items. • Till counter, till screen and PDQ machine. to be cleaned down regularly • Limited stock on display will be display only items – to purchase resale items customers request item at reception and stock shall be retrieved from the stock room • All returns shall be stored in stock room for 72 hours prior to being unpacked by staff. These will be safely stored using a rotational system to ensure the items are covid secure once unpacked. • No stock to be removed from display area, or clothing items tried on. • Gloves to be worn when packing for online sales, all items to be wiped before packed. 			

		<ul style="list-style-type: none"> • Only contactless or card payments to be accepted. No cash transactions • Screens provided in front of pay points with contactless only payment. <p>Regular review of guidance: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches</p>			
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Furthermore, this risk assessment doesn't cover staff/tenant induction back into the building, but this is being agreed with HR/TMT.

Revision Tracking

Section	Original Control Measure	Revised Control Measure	Reason for Revision	Date of revision
Coming to/leaving work Staff/customers/contractors	Staff to arrive and leave ready changed.	Staff advised to come and leave in uniform but shower and changing facilities will be available if really needed. Only 1 person getting showered and changed in staff changing room at a time.	Clarify staff changing	14/08/2020
Ventilation Staff/Customers/Contractors	Air circulation units currently switched off in pool halls Windows opened in the gym	Air circulation works carried out by regulated contractors to adhere to government guidance	Clarify works have been carried out	14/08/2020
Face coverings	Face coverings not required	Face coverings required for all unless at their work station, heading to the pool hall from the changing rooms to enter the water, or whilst in the gym.	Updates to guidance and corporate decision.	02/12/2020
Addition of Swim Shop	Swim Shop closed	Swim shop and covid procedures added.	Swim shop re-opening following 2 nd lockdown	03/12/2020
Amendments of lane swimming and changing room capacity	18 swimmers in a lane swim session 22 cubicles available for changing rooms	24 swimmers in a lane swim session with an additional double lane created. 28 cubicles available for changing rooms.	Additional capacity due to demand outweighing supply. Now the system has run for a while, staff now used to the cleaning regime in the changing rooms with timings worked out. 6 additional cubicles can be opened with no impact on cleaning regimes and still have sufficient time to clean all used cubicles between swimming sessions using standard cleaning equipment	27/04/2021

			(spray bottles and clothes). No additional risk to customers. Additional lane included to create additional space in the pool and enable social distancing.	
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