

RISK ASSESSMENT RECORD FORM (Rating: 1-4: Acceptable. 5-9: Adequate.10-16: Tolerable. 17-25: Unacceptable.)			
Area	Parkside Sports Centre	Date:	24 July 2020
Operation/Task:	Using and visiting the Centre	Ref No:	015
Personnel at Risk:	Employees, Users, Customers, Visitors	Review	23 July 2021
Company	Bradford Trident	Completed by	Saleem Hussain

Risk = SEV (severity) X LH (likelihood)

Facilities Mgr.

HAZARD	SEV	LH	RATE (SXL=R)	ACTIONS TAKEN TO REDUCE RISKS	SEV	LH	Residual risk (SXL=R)	Follow on Measures Needed
Transmission of Covid-19 Access and movement	3	4	12	Separate access doors for each User group; Academy; Rear door Office & Grove; Side reception door Balcony meeting room; Front doors Inspire; Side reception door WBYI; Own separate access Bike library; Own separate access Café; Own separate access	3	1	3	Weekly checks for all below.
	3	4	12	Sports hall Users; Separate entrance and exit to and from the building; Entrance; Front doors Exit; Side fire exit	3	1	3	
	3	4	12	At main Entrance/Exit doors; ground/floor sign/sticker; 'Wait until Clear to go through'.	3	1	3	
	3	4	12	At entrance/exit doors; hand sanitiser dispenser provided – with signage to use when entering/leaving building. (also provided at other key locations around the building).	3	1	3	

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Transmission of Covid-19	3	4	12	At balcony stairs; floor sign/sticker; 'Wait until Clear to go through'.	3	1	3	
	3	4	12	Rear stairs; One-way route signage displayed to go up and down stairs on left side.	3	1	3	
	3	4	12	To avoid crowding in any common area – Floor Stickers installed; 'stand 2m apart'.	3	1	3	
	3	4	12	Chairs in balcony and Grove reduced and placed 2m apart. Balcony capacity; 4 as office; 10 as meeting; 15 as viewing. Grove capacity; 10 as class or meeting.	3	1	3	
	3	4	12	Doors and windows to outside areas to be kept open (weather permitting).	3	1	3	

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Transmission of Covid-19	3	4	12	Daily cleaning to incorporate cleaning of touch surfaces with disinfectant.	3	1	3	
	3	4	12	Signage in toilets to Wash hands for at least 20 seconds with soap and then thoroughly dry hands before leaving toilets.	3	1	3	
	3	4	12	User groups/Staff to schedule appointments with their clients/customers at timely intervals that avoid people congregating at the centre. Schedule appointment arrives – seen – leaves building – next appointment arrives.	3	1	3	
	3	4	12	Before/After each session/class/meeting etc; Disinfectant applied to contact surfaces in respective area (desk, tables, door handles, door plates etc.).	3	1	3	

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Transmission of Covid-19	3	4	12	User groups/Centre office/Staff; To refer anyone visiting the building (with Covid symptoms) to Covid poster and request they go home IMMEDIATELY and self-isolate and follow NHS guidance.	3	1	3	
	3	4	12	Centre office/Staff to monitor how many people in the building/area at any one time. To limit numbers using areas – to allow social distancing. Floor Stickers installed as reminder; 'stand 2m apart'.	3	1	3	
	3	4	12	Centre office desks separate at least 2m apart	3	1	3	
	3	4	12	Centre office/Staff receiving Post/Cash etc. To wash hands/use sanitiser after handling. Make hand sanitiser, tissue, disinfectant available in Centre office/Sports hall office.	3	1	3	

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Transmission of Covid-19	3	4	12	Tissues provided at photocopier to use when lifting cover and pressing buttons etc. to avoid direct contact with hand.	3	1	3	
	3	4	12	Staff to wipe down their own desk, keyboard, mouse, phone etc. at Start and End of shift.	3	1	3	
	3	4	12	Sports hall users; Implement where possible; Regular users; Invoice emailed to User group Leader. Monthly up-front bacs payment by User group Leader. Implement 7 day notice cancellation policy. Other users; Contactless card payment.	3	1	3	
	3	4	12	Sports hall users; No access to showers or changing rooms (only toilet). Sports hall users to arrive in kit.	3	1	3	

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Transmission of Covid-19 Awareness, Guidance and Instruction	3	4	12	Signage starting outside the building and then following through inside – to give Guidance and Instruction on procedure in place to safeguard staff and visitors; Symptoms, Hygiene, Social distancing.	3	1	3	
User group partnership	3	4	12	Share Risk assessment with User groups and issue clear, concise guidance on key messages: Symptoms, Hygiene, Social distancing.	3	1	3	
Anxiety around the fear of catching Covid-19	3	4	12	Display facts on ways in which everyone can keep safe – posters and banners with information. Signage in place on what staff and visitors need to do. Sharing information; Risk assessments and Government Guidance, information signage.	3	1	3	

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Transmission of Covid-19	3	4	12	<p>All staff, User groups, customers, visitors to follow guidance/instructions on; Symptoms, Hygiene, Social distancing. (detailed posters around site).</p> <p>Symptoms; Self-isolate and seek NHS guidance if; You have any symptoms of coronavirus (a high temperature, a new continuous cough or a loss of your sense of smell or taste). You've tested positive for coronavirus. You live with someone who has coronavirus symptoms.</p> <p>Hygiene; Wash your hands often, for at least 20 seconds with soap and then thoroughly dry hands. Avoid touching your face, eyes, nose, mouth. Cover your Cough/Sneeze with Tissue/Elbow.</p> <p>Social distancing; Keep your distance. 2m apart where possible. One side of corridor when passing someone. No handshakes.</p>	3	1	3	

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Team sports at Parkside Sports Centre can restart when each sport's national governing body has published a government-approved action plan and related guidance on playing safely (indoors).

Football;

<http://www.thefa.com/news/2020/jul/17/grassroots-guidance-for-competitive-football-restart-in-england-170720>

- Indoor football and Futsal is not permitted. We will look to work with indoor facility providers to develop appropriate guidance for indoor formats as soon as possible.

Basketball;

<https://www.basketballengland.co.uk/news/basketball-england-launch-return-to-play-guidance/>

- We are currently at LEVEL 3; Outdoor courts; Indoor courts for Elite Athletes Only.

Netball;

<https://www.englandnetball.co.uk/about/covid-19-support/community-netball-roadmap/>

- We are currently in stage 2 of the fitness phase, with small groups of 6 allowed to meet (2m apart) in quiet areas for netball fitness-based activity.

Volleyball;

<https://www.volleyballengland.org/news/article/6120/return-to-volleyball-what-happens>

- Volleyball England must now submit detailed safety plans to the Government before our sport can be allowed to restart.

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Badminton;

<https://www.badmintonengland.co.uk/media/8869/rtp-player-v3.pdf>

- Indoors play allowed • Singles between households • Doubles from same households • Restricted coaching • No formal competitions

Cricket;

https://resources.ecb.co.uk/ecb/document/2020/07/14/9efea5cb-bf48-4320-a9cf-9339d26e4b1e/ECB_return_to_cricket_plan_for_step_4_July_2020.pdf

- Cricket activity must take place outdoors only.

Aerobics;

<https://emduk.org/outdoor-exercise-in-england-full-guidance/>

- The class must be delivered in line with the guidance for organising outdoor sport and physical activity events, In this context, 'events' are classed as instructed delivery of physical activity in a group setting by a qualified and competent instructor. Examples include group exercise classes such as dance fitness, group personal training, HIIT, boot camps, yoga and Pilates.

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General Sports Recreational Guidance;

- No congregating before or after play
- No sharing of water bottles or other refreshment containers
- Remain socially distanced between breaks in play
- Avoid sharing equipment (If shared - cleaned before use)
- Each participant takes home and washes their own kit
- Follow respective sport's Governing body guidance on ball/object handling by different players
- Match officials, medics, coaches – to remain socially distanced
- Avoid shouting or raising voices when facing each other during, before and after games
- No celebratory handshakes, hugging, high fives
- No loud music – helps to avoid shouting/raising voice
- Spectators to socially distance
- Hospitality limited to 6 people and adhere to social distance
- No showers or changing room usage – arrive and leave in kit
- Adhere to Parkside Sports Centre notices/information displayed and guidelines