

COVID 19 RISK ASSESSMENT: AUG/SEPT 2020 – THE GORDON BANKS SPORTS CENTRE (GBSC) : 1ST JULY 2020

This risk assessment is site-specific for the Gordon Banks Sports Centre building and is based on the arrangements for August / September 2020. It should be read in conjunction with the general provisions set out in the risk assessment for the main building at the Newcastle campus. The risk assessment has been updated for August 2020 taking account of any new Government guidance issued.

The measures covered in this document are to protect the health of college users but if the fire or lockdown alarm was to sound, then normal procedures for evacuation or lockdown must be followed. No drills or practices are scheduled to take place during August.

Prior to coming back in to College staff MUST familiarise themselves with all aspects of this risk assessment document. Once in College, if you have any issues or concerns you wish to raise, please see your Line Manager in the first instance. If this is not possible, please speak to Andy Bailey, Head of Compliance & Governance and Andy will deal with the matter.

In the risk assessment we refer to “Regular” cleaning which will occur a minimum of 3 times per day.

THEME	CONTROL MEASURE	ACTION REQUIRED	BY WHOM/ BY WHEN	STATUS AS AT 01/7/20
1. GENERAL				
1.1 Hours of operation	Limited hours of operation. The building will only be available for operation at the following times: 6 am to 8 am – 4.00pm – 6.00pm – Cleaning Staff only 6.45am – 10.00pm – Monday to Thursday Friday – 6.45am – 8.00pm Saturday & Sunday – 9.00am – 4.00pm – GBSC Staff Until the 31st September 2020	Cleaners will also be present throughout the day to assist with sanitising of general circulation areas but GBSC staff will be responsible for the cleaning down of work stations. Cleaning equipment to be made available for the GBSC to use In scheduling the arrival and departure of staff, students and customers, it is important to avoid congestion and have staggered start and finish times within the boundaries set out in the control measure.	S Capewell/ L.Ziemann/ Duty Managers	Completed / Ongoing
1.2 Building capacity	Capacity is restricted to the numbers which can be accommodated with 2m social distancing in each room. Guidance to be sort from sporting governing bodies	Individual rooms that are permitted to be used have maximum capacities set for the Duty Manager office and SP03. Academy and Managers Office – SP03 – Maximum Occupancy is 5	L. Ziemann	Completed.

		<p>2 metre social distancing markers are in place. Perspex screen installed on reception desk.</p> <p>Move reception computer to the right of the reception desk to assist with social distancing. Users will report to the GBSC main entrance and observe 2 metre floor markings/signs denoting safe distance whilst waiting admittance.</p> <p>H & S check sheet to be amended to include checking that sanitising stations are fully stocked.</p> <p>All people entering the buildings required to use hand sanitiser provided. Additional sanitising stations have been identified.</p> <p>2 lanes traffic system in place in the main reception area.</p>	<p>the building reopening</p> <p>James Mountjoy</p> <p>James Mountjoy</p>	<p>Completed</p>
1.5 Visitors	<p>Employers are required to ensure their premises operate safely at all times and that restrictions are observed. Much reduced number of visitors expected. Authorised visitors will be asked to arrive within a specific timescale.</p>	<p>Non-authorized visitors/members of the public will not be admitted to the College. Authorised visitors will be asked to report to main building reception.</p> <p>Centre leaflets and leaflet racks to be removed from circulation. No paper / leaflets to be given to users for promotional purposes to avoid cross contamination.</p> <p>Sports Centre Reception plasma will promote social distancing guidelines</p>	<p>Covid-19 Charter</p> <p>James Mountjoy</p> <p>James Mountjoy</p>	<p>On-going</p> <p>Completed</p>
1.6 Catering/Vending Facilities / Water machines	<p>There are vending facilities within the GBSC and OL</p>	<p>Staff, students and visitors will be advised that there are limited facilities on site and will be instructed to ensure that they bring food & drink with them for the day.</p>	<p>L.Ziemann/ Duty Managers/</p>	

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		Sanitising spray/wipes will be available to clean down vending machines after use.	Reception team	Completed
		Plastic cups to be removed from the 2 machines. Users to be informed they are required to bring their own water bottles.	L.Ziemann	Completed
		Investigate an additional water machine that can be situated externally for users of the 3G to fill their bottles up.	S.Capewell / L.Ziemann	Completed
1.7 Social Distancing		All tiled areas have stickers/markings at regular intervals to show 2 metre spacing.	S Capewell / prior to reopening building	Completed
1.8 Toilets	Cleaning regime already in place. All touch point surfaces cleaned and sanitised regularly.	Accessible toilets (SP08 / SP11) will remain in operation. Additional toilets to be opened as of 25.08.20. Deep clean to take place prior to re-opening on 25.08.20. Regular cleaning & soap replenishing will be undertaken. All touch point surfaces regularly cleaned. "Have you washed your hands?" posters displayed.	S Capewell/ L.Ziemann / Duty Managers/ Reception team Cleaners – ongoing	On-going
1.9 First Aid & Illness	There are established protocols for dealing with incidents requiring a first-aider or for dealing with anyone who becomes unwell set out within the risk assessment for the main College building.	First-aid kits are available in the GBSC and incidents will be attended by a First-Aider from the GBSC staff on duty. Full PPE to be on site and used wherever possible. The duty First-Aider from the main site will only be called upon where a back-up is required. The Sports Centre has emergency external access which will be used in the event of an individual feeling unwell and needing to be isolated from others within the immediate area. If students are not able to go home immediately, call student services for assistance. Any areas that the person has been in are required to be	L.Ziemann/ Duty Managers/ First-Aiders	Completed

<p>2.2 Outdoor Fitness Classes</p>	<p>Government Guidelines as of 17th July 2020, you can now exercise alone, with members of your household, or with up to 5 other people from outside your household. Up to two households are permitted to gather in groups of more than 6 people indoors or outdoors, provided members of different households can follow social distancing guidelines. Otherwise, gatherings of more than 6 people indoors or outdoors continue not to be permitted, unless this is essential for work purposes.</p>	<p>advance and via an invoice or card payment over the phone. No cash payments accepted.</p> <p>Equipment – balls, cones etc. are not supplied by the GBSC. Users to bring in their own equipment and be responsible for cleaning and hygiene.</p> <p>Football goals including adjustable handles to be wiped down after use in the 15 minute turn around period.</p> <p>5 members and 1 instructor will be able to participate in group exercise classes on the 3G pitch. Social distancing will apply for the sessions. Example of a circuit session set up is attached</p> <p>Please see below for other guidance on medical screening etc.</p>	<p>Team</p> <p>Duty Managers / Sports Centre Team</p>	
3. SPECIFIC ACTIVITIES	CONTROL MEASURE	ACTION REQUIRED	BY WHOM/	STATUS

	<p>Activities and spaces that can be undertaken and specific measures to ensure social distancing and cleaning. Additional needs of any customers with physical disabilities</p> <p>All members will be required to complete a PARQ prior to participating in exercise</p>	<p>removed and situated back into the gym. New floor plan for the gym to be designed</p> <p>A verbal induction will be given to all users of the latest guidelines to both workers and customers inside and outside the gym/leisure facility particularly in free weights areas and around stationary equipment.</p> <p>Attendees will be informed in advance to arrive at the facility in sports kit and travel home to change/ shower.</p> <p>A new layout of the Fitness Suite will be created and communicated to users. College housekeeping manager and KGB will be informed of the opening hours and new layout so that a new cleaning regime can be created.</p> <p>A booking system and new studio timetable will be created to assist with demand and to ensure maximum occupancy is not exceeded. System to include a break time period so that equipment can be cleaned prior to the next users arriving.</p> <p>Bookings to be made in advance and paid for over the telephone. Price for the sessions TBC</p> <p>Users encouraged to wipe equipment before and after use. Sanitiser system to be made available within the fitness suite and Dance Studio.</p> <p>GBSC staff will complete the verbal PARQ with members each time they visit the Sports Centre.</p>	<p>Chris Plant</p> <p>GBSC Team</p> <p>L.Ziemann</p> <p>J.Mountjoy/ Chris Plant</p>	
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	<p>in the fitness suite / fitness classes.</p> <p>New members will be asked the new COVID questionnaire (see attached)</p>	<p>No paper will be handed to the member. The GBSC staff member will note they have asked the questions to prevent the sharing the risk of spreading the virus.</p> <p>Members must be able to answer 'NO' to all questions asked in the COVID questionnaire to gain entry to the fitness suite. If they answer yes to any of the questions asked then they will be advised to return home immediately and seek advice via the 111 NHS helpline.</p> <p>Members will pay for their membership / session by card, no money to be taken.</p> <p>Government advice is that all venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes - but is not limited to - refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission - particularly from aerosol and droplet transmission. Music system in the Gym and Dance Studio to be controlled by the GBSC team and be played at a low level</p> <p>Courts and halls can remain open for use as long as the activities can be modified in such a way that social distancing can be maintained throughout the activity. Playing particular sports that contravene social distancing guidelines should be modified or temporarily suspended. Phased return of use will be implemented.</p> <p>Hirers are responsible for completing their own risk assessment for the session. Individual</p>	<p>J.Mountjoy / GBSC Team</p>	
	<p>Music Volume</p>		<p>GBSC Team</p>	
	<p>Sports Hall – Indoor</p>		<p>L.Ziemann</p>	

		<p>national governing bodies will be referred to for specific guidance on how their sport can be played or adapted to enable adapted to enable social distancing which must be followed.</p> <p>Sessions that can go ahead will be subject to the successful completion of GBSC hire documents and their own risk assessments. These will be reviewed prior to the hire starting and approved on an individual basis by the Sports Centre Manager or Senior Duty Manager.</p> <p>Equipment to be set up by GBSC only and sanitised before and after use. No equipment to be hired / loaned out to users.</p> <p>Hire slots will be staggered at peak times to avoid congestion as much as possible and bookings will be 50 minutes long (10 minute turn around window) in between bookings to avoid clustering of groups from the hall / studio or in the car park before/ after sessions. All users encouraged to arrive and leave punctually.</p>		
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