

Facility:	Active Luton	Issue Date:	July 19th 2021	Review Date:	September 30th 2021
Risk Assessment:	Active Luton – COVID-19 Changes from 19th July				

List significant hazards	List groups of people at risk	List existing control measures or state where the information might be found
Hazard: Potential Infection to Customers, Contractors & Team		
<p>Risk:</p> <ul style="list-style-type: none"> • Check for COVID – 19 Symptoms • Not adhering to Social distancing • Having too many people in one area • Team/Customer exposure at payment point (reception) • Taking Cash unnecessarily • Travelling in to work using public transport • Contractor Management 	<p>Customers, Contractors, Visitors & Team</p>	<ul style="list-style-type: none"> ▪ We are no longer legally required to collect contact details, however doing so will help to support NHS Test and Trace to reduce the spread of the virus. Enable people to check in by providing an NHS QR code poster, though we do not have to ask customers to check in or turn them away if they refuse. ▪ If we display an NHS QR code, we should also have a system to collect (and securely store) names and contact details for those who ask to check in but do not have the app. ▪ Before attending any sporting activities, all participants, officials, volunteers and spectators should self-assess for symptoms of coronavirus (COVID-19). ▪ Customer Update 16th July and Team Update 16th July published details expectations. ▪ Team Members to maintain social distancing and so protect themselves when interacting with each other, customers, contractors or visitors. ▪ Team Members to take the lead when speaking with Customers, Contractors and Visitors over maintaining social distancing protocols that should be adhered to when engaging with team members. ▪ Screens previously fitted to all service areas throughout the facility including reception, membership desk, café and gym to ensure team members are protected when coming into close proximity with Customers, Contractors and Visitors, have been retained. ▪ Continue to encourage cashless payment through payment by card. ▪ Previously adopted enhanced cleaning regimes remain in place. ▪ Designated cleaning stations containing hand sanitiser, sanitiser spray and towels are available at designated customer facing hygiene zones in addition to those in team only areas ▪ Team should wash their hands before leaving the house, sanitise as required on their journey to work and wash their hands once they have get into work.

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		<ul style="list-style-type: none"> Team members using public transport as a means to get into work, should take the advice from gov.uk on how to travel safely. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#history
Hazard: Attendance with Symptoms of COVID-19		
Team attending work with COVID-19 symptoms	Team Members	<ul style="list-style-type: none"> If team members have any of the COVID – 19 symptoms a new, persistent cough; a high temperature; or loses/has changes to their sense of taste or smell, even if these symptoms are mild. They must arrange to be tested to see if they are infected with COVID-19. Team members should self-isolate if they or someone in their household has a new, persistent cough; a high temperature; or loses/has changes to their sense of taste or smell, even if these symptoms are mild. They must also self-isolate if they or someone in their household has had a positive COVID-19 result, or if they have been told to self-isolate by NHS Test and Trace. Team members must report immediately if they have been notified to self-isolate and why this is required. If you know that a team member is self-isolating, you must not ask or make them come to work. Team members must follow the current sickness and absence monitoring procedure.
Hazard: Office Spaces, Adhering to Social Distancing & Hygiene		
Risk: <ul style="list-style-type: none"> Office spaces too small to cope with every desk being used No windows or fresh air Not using any barriers 	Team Members	<ul style="list-style-type: none"> Social distancing to be encouraged at all times. To allow for social distancing for team members working in office areas or other designated work spaces office capacities have been reduced to ensure social distancing can be maintained. Team members are encouraged to maintain social distancing when hosting or participating in meetings, selecting a room with sufficient space to facilitate them.

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<ul style="list-style-type: none"> • Hygiene 		<ul style="list-style-type: none"> ▪ Where social distancing cannot be achieved mitigation is to be put in place. ▪ Reduce movement of team members by discouraging non-essential trips within buildings and between facilities, restricting access to some areas, encouraging use of video conferencing, radios, telephones or other electronic devices, where permitted whilst cleaning devices them between use. ▪ Increase air flow by opening doors and windows or increasing fresh air intake. ▪ Create barriers between each desk or working back to back & not facing each other. ▪ Workstation to be wiped down before and after every use, including monitor, keyboard, mouse and any work surfaces. ▪ Additional sanitiser stations available. ▪ Sharing of pads and pens is prohibited, individuals must keep a pad or pen accessible for use only by themselves.
Hazard: PPE & Cleaning Products		
<p>Risk:</p> <ul style="list-style-type: none"> • Face Masks not provided • Gloves not provided • Low stock levels of PPE & cleaning equipment • Disposal of PPE • Touch areas 	<p>Customers, Contractors, Visitors & Team</p>	<ul style="list-style-type: none"> ▪ Screens have been fitted to all service areas throughout the facility including reception, membership desk, café and gym to ensure team members are protected when coming into close proximity with Customers, Contractors and Visitors. ▪ Where social distancing cannot be maintained then 'Face Coverings' will continue to be provided. ▪ Ensuring personal gloves are available to team members where required. ▪ Make sure cleaning equipment is accessible. ▪ Wash hands regularly. ▪ Ensure stock levels of PPE and cleaning equipment is checked regularly to provide for suitable levels of stock and to prompt reordering. ▪ Cleaning products that have been identified as suitable to use in our facilities by customers and our teams have been provided. ▪ Where cleaning cloths are used the washing frequency for these cloths has been increased to control the spread of contaminants from one area to another.

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		<ul style="list-style-type: none"> ▪ Used Centre feed roll should be placed into a bag within a bin. ▪ Correct disposal of PPE is very important, all must ensure it is bagged and placed in a general waste bin. ▪ Team must be mindful of all touch surfaces they come into contact with, e.g. doors, handrails, key pads and all surfaces. Once touched team members should wash their hands thoroughly. ▪ Cleaning schedules should detail high touch areas and these should be cleaned a minimum of twice per hour.
Hazard: Cross Contamination		
Risk: Lack of Programmed Cleaning	Customers, Contractors, Visitors & Team	<ul style="list-style-type: none"> ▪ List specific areas of the building to be opened within Work Instructions and plan cleaning requirements. ▪ Complete cleaning of areas of the building where customers, contractors, visitors and team members have been. ▪ All cleaning that takes place must be recorded and completed thoroughly. ▪ All team members are responsible for cleaning. ▪ Ensure hand washing facilities are available. ▪ Hand washing posters displayed on the walls within the toilets to encourage people to wash their hands. ▪ Taking governments advice to minimize contact with others by encouraging social distancing. ▪ If a facility or team has confirmation of a customer or team member who has been diagnosed with the Covid-19 this must be recorded and advised to DLT as soon as possible ▪ Government advice should be regularly checked https://www.gov.uk/coronavirus

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Hazard: Signing in and Out		
Risk: High Risk Touch Point	Customers, Contractors, Visitors & Team	<ul style="list-style-type: none"> Team members must sign in and out using their own pen. Contractors and visitors will be asked to sign in with their own pen. Sanitiser or Antibacterial gel will be available for team members, contractors and visitors to use before and after signing in and out.
Hazard: Team Rooms and Photocopier		
Risk: High Risk Touch Point	Team Members	<ul style="list-style-type: none"> Team members must wipe down any equipment before and after use when in this area. Team members are encouraged to maintain social distancing at all times. Team members must check numbers in team rooms and offices before entering to ensure occupancy levels are maintained and to provide for social distancing. Team members should wash their hands once they have finished in the team room or offices.
Hazard: Taking Cash		
Risk: Lack of other payment methods	Team Members	<ul style="list-style-type: none"> Customers to be encouraged to make payments via debit or credit card. If cash handling is the only method for some customers, the reception team must handle it and then wash their hands or use sanitiser or antibacterial gel before touching anything else. Signage must be in place to encourage debit card and credit card payments.
Hazard: Lost Property		
Risk: High Risk Touch Point	Team Members	<ul style="list-style-type: none"> The usual lost property process should be followed whilst incorporating the following measures:

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		<ul style="list-style-type: none"> Any lost property must be treated as a contaminated object. As such it must be secured away for 72 hours before being stored in the correct location. Team members must use sanitiser or antibacterial gel or wash their hands after touching lost property. Team members must record the lost property in the correct section of the folder using their own pen.
Hazard: Post and Packages		
Risk: High Risk Touch Point	Team Members and Contractors	<ul style="list-style-type: none"> The usual process for post and packages should be followed whilst incorporating the following measures: Team members should maintain social distancing between themselves and the delivery person. Team members should use sanitiser or antibacterial gel or wash their hands after touching any post or packages. Once opened any packaging or envelopes must be disposed of immediately with team members again using sanitiser, antibacterial gel or washing their hands once completed. If the recipient of the post or package is unavailable the items should be stored in a secure quarantine area for 72 hours.
Hazard: Providing First Aid & Training in First Aid		
Risk: Untrained Team Members Cross contamination through Customer contact, use of resus manikin & close contact equipment • Disposal of PPE and first aid dressings	Team Members	<ul style="list-style-type: none"> This is covered by a separate Active Luton Risk Assessment and Guidance Document and as such the following is a summary: Due to the close proximity this presents a significant and concerning risk in the current climate and therefore until the spread of COVID – 19 is more controlled, trainers and assessors are requested to continue to follow the guidance for delivering RLSS UK Training and Assessment version 1.3. Only first aid qualified team members who have successfully completed the COVID – 19 training are permitted to carry out first aid.

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<ul style="list-style-type: none"> • CPR – Adults/Child & Paediatric • Manikin management Ongoing training 	<ul style="list-style-type: none"> ▪ Ensure all first aid is documented on the accident report form and the details added into Stitch. ▪ PPE – Face mask, gloves and apron are required when administering first aid in all instances. ▪ In line with hygiene guidance all surfaces must be cleaned after first aid has been administered and the first aider must wash their hands and change any contaminated clothing. ▪ Where possible for minor injuries, advise the casualty to administer their own first aid treatment under the guidance of the first aider so as to allow for social distancing. ▪ Where the Parent or Carer of a child is in attendance they should be encouraged to apply first aid under the guidance of the first aider. ▪ Correct disposal of PPE and first aid waste is very important, team members must ensure it is bagged and placed in a general waste bin bag provided by our external contractor. <p>Following guidance from Resuscitation Council UK (RCUK) and European Resuscitation Council (ERC), and RLSS UK.</p> <ul style="list-style-type: none"> ○ Dry side adult CPR = no breaths ○ Dry side child CPR = breaths ○ Wet side CPR all ages = breaths ○ Critical PPE – face mask, gloves and apron ○ Training and management of manikins to be delivered by training team. ○ PPE should be worn by lifeguards and trained first aid trained team members giving CPR or when assisting ○ PPE should be immediately available to prevent delay in treatment, additional emergency grab bags will be available on poolside and in the gym. This will include: pocket masks, face masks, gloves and apron. <p>Adult CPR (sudden collapse)</p>
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		<p>The Resuscitation Council UK video can be found here: https://www.youtube.com/watch?v=3MY0sRYfsRA</p> <p>Paediatric and Drowning Casualty 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 or infant's chances of survival. This also applies to a drowning casualty. Resuscitation Council UK provide additional guidance for paediatric casualties here: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitationcouncil-uk-statement-covid-19</p> <p>First Aid Training</p> <ul style="list-style-type: none"> ▪ Risk assessments will determine a maximum limit of team members that will be allowed to attend assessments and training sessions to comply with current distancing guidance (including within the swimming pool). ▪ Additional cleaning regimes will be provided to clean the manikins before and after use in training ▪ Manikin lungs to be changed after each session and in the majority of situations each first aider or lifeguard will be allocated their own equipment for training. ▪ <i>Active Luton will allow team members to bring a member of their household to act as their body (the family member must be over 16 years of age. If they are under 18 years of age parental / career consent must be obtained).</i> <p>Ongoing Training</p> <ul style="list-style-type: none"> ▪ For first aiders training will be delivered in line with any changes in guidance. ▪ RLSS UK has created a 3-session training plan that will be used to deliver ongoing training for lifeguards during the period of COVID-19. ▪ The 3-session plans will form the basis of ongoing training during the continued period of COVID-19 restriction and will be published as part of the ongoing training programme.
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		<ul style="list-style-type: none"> Training for aquatic teachers / coaches has been developed using the lifeguard training programme as a template.
Hazard: Air Conditioning (A/C) & Air Handling Units (AHU)		
Risk: <ul style="list-style-type: none"> Filters not being cleaned Poor operation of unit due to lack of flow Lack of checks being carried out Poor air quality Running Air-con units unnecessarily 	Customers, Contractors, Visitors & Team	<ul style="list-style-type: none"> Prevent infected team members and others with COVID – 19 symptoms from coming into the workplace or facility. Ensure there is a supply of fresh air to enclosed spaces where there are people present. This can be natural ventilation through windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both. Identify any poorly ventilated spaces in your premises and consider steps you can take to improve fresh air flow in these areas. The air-conditioning and air handling units will be serviced and filters cleaned in line with manufacturer's and COVID – 19 guidelines to ensure they are working to specification by a suitable competent engineer. PPE must be worn at all times whilst working on the A/C and AHU. All filter cleans must be recorded and logged. AHU must be set to maximum air change by disabling the recirculation function. All AHU's are to be checked to make sure they are operating correctly. A/C units that are not needed should be switched off. Mitie or Building Services Manager will identify which units should be on and which should be switched off.
Hazard: Clubs & Hirers		
Risk: <ul style="list-style-type: none"> Insufficient control measure in place Not following their control measures Control measures not suitable 	Customers, Contractors, Visitors & Team	<ul style="list-style-type: none"> The Swim England Swimming Competition Guidance, guidance for safe events is to be followed https://swimming.app.box.com/s/fah5p9g3fi5xnd1jbalpedmdavc4dvpv/file/835695140295 For the purposes of training clubs and hirers are no longer required to produce a written document to confirm what adaptations they are going to make, but clubs may wish to maintain some or all of the practices adopted under the previous guidance.

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Hazard: Fire		
Risk: <ul style="list-style-type: none"> Fire Exit routes not identified Lack of Fire exit signage Lack of staff training Fire exit and circulation area obstructions Incorrect directional signage Firefighting equipment 	Customers, Contractors, Visitors & Team	<ul style="list-style-type: none"> Where areas of the building have been reopened, ensure fire exit signage is re-positioned to direct people to the new directional route. Remove or cover redundant fire exit signage. Update the FRA and EAP to reflect these changes and train the team in the new processes. Ensure circulation areas and fire exits are clear from obstruction at all times. Record a fire drill to ensure process works. Ensure there is a sufficient amount of firefighting equipment within the new route structure <p>In the event of evacuation:</p> <ul style="list-style-type: none"> Ensure team members maintain social distancing at all times Continue to add surgical masks, a pocket mask, gloves, aprons and sanitiser to the grab bags Any equipment or surface touched or handled to be cleaned on re-entry Evac Chairs to be wiped down before and after every use

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Hazard: Guidance		
Risk: Insufficient guidance	Customers, Contractors, Visitors & Team	<ul style="list-style-type: none"> The below guidance sets out information for the public and sport providers on how to organise and participate in grassroots sport and physical activity as safely as possible. This includes advice on steps you can take to reduce the risk of transmission within the sport environment. Use this link to inform specific facility and function procedures and risk assessments. https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers#history

Date Reviewed	Reviewed by	Reason for review	Changes made? (Yes / No)	Sign	Date updated version printed	Date updated version circulated	Sign
July 2020	Stuart Trower	New Risk Assessment including COVID-19 Updates	Yes	S Trower	July 2020	July 2020	S Trower
July 2021	Stuart Trower	Changes to COVID – 19 guidance effective 19 th July 2021	Yes	S Trower	July 2021		

Risk Assessment – Active Luton – Covid 19 Changes from 19th July

Issue 1

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