

**COVID-19 Re-opening Risk Assessment – Egham Orbit**

RA Ref No: COV-EO-01

Assessor	Job Title	Assessment Date	Review Dates	
Will Midmore	Operations Director	01/07/2020	First Issue	

<b>Assessment Location</b>	Egham Orbit
<b>Persons at Risk</b>	Staff, Members, Non-member Customers, Contractors, Other Facility Visitors

The risk assessment and controls/measures below have been put in place to evaluate the risk to staff, members, non-members, contractors and visitors in respect of the Coronavirus and to eliminate/reduce the potential for infected persons entering the premises, contamination of surfaces, and to maintain social distancing practices according to both the premises and tasks undertaken by said groups of people. Control measures are largely based on HMG guidance and guidance given by UK Active, Swim England and other NGBs. With more information regarding COVID-19 risks being published on a regular basis, all risk assessments will be reviewed once new guidance and information is released and regularly after reopening.

Factors Causing Spread of Virus	Controls in place on re-opening	Further Measures
Poor hand hygiene	Hand wash stations available on each floor. Additional Hand sanitisers available in all areas of the building.	Monitor after opening for effectiveness. Additional signage and education through social media and website for customers. Staff have completed a COVID-19 awareness training course.
Inadequate social distancing	One way system established for entry and exit, with designated doors. Routes around circulation areas adapted to ensure all customers are to keep left and socially distanced. Smaller capacities for all building activities. All equipment spaced appropriately in gym, marked starting points for participants for group exercise and swim lane width increased. Every other static CV gym equipment in operation and queue spacing whilst waiting at reception. Spectators to be socially distanced within marked areas	Monitor after opening for effectiveness. Swim School and Outdoor sports will start from 1 <sup>st</sup> September and 1 <sup>st</sup> August respectively, where further measures will be implemented.
Contamination of touch surfaces	Regular disinfection of all surfaces in staff and public areas; cleaning of all fitness areas; fitness equipment required to be wiped by members before and immediately after use with regular sanitisation by staff during and after each session. Touch points to received additional cleaning throughout the day	Monitor after opening for effectiveness. Cleaning checks to be reviewed on a weekly basis. Spot checks to be completed by SMT with Line Managers present.
Transmission in changing rooms	Changing Rooms not permitted for gym and group exercise users. Spa users may use changing rooms, but showers will be unavailable. Additional cleaning to be completed by Spa team in between sessions. Pool changing rooms only in operation after swim sessions,	Regular monitoring of numbers and review after 1 month or earlier if guidance from HMG or UK Active is released.

Factors Causing Spread of Virus	Controls in place on re-opening	Further Measures	
	for a limited time. Changing rooms cleaned and disinfected after each session. Toilets are available to everyone accessing the building, with an enhanced cleaning programme taking place		
Face to face contact	2m distancing to be enforced. All staff to be issued with face shield to use when social distancing cannot be met. Reception and till points to be protected with sneeze guards and sanitiser available to all staff.	Await and future guidance from HMG on social distancing measures and the use of face masks in public areas.	
<b>Action Required</b>		<b>Actioned By</b>	<b>Date</b>
OD and SMT to review and confirm arrangements pre-opening, on-going review after opening		Will Midmore	15/07/2020

Workplace Tasks	Controls in place on re-opening	Further Measures	
Reception staffing	Staff will be behind sneeze guard and have been issued with face visors if social distancing cannot be met. Hand gels available on reception desk, no cash handling – card only.	To be reviewed after opening and when further guidance is offered.	
Office operation	Desk distancing exceeds 2m per person, sanitisation of surfaces regularly, staff conducting face to face discussions to practice 2m distancing. Maximum numbers of people in office reduced	To be reviewed after opening and when further guidance is offered.	
Equipment/area cleaning	Staff to wear gloves, and have been issued face shields for if social distancing cannot be met. Touch points to be subject to a rigorous and regular cleaning regime. All equipment cleaning to be completed by department regularly in line with specific risk assessments and SOPs.	To be reviewed after opening and when further guidance is offered.	
Pool plant management	Staff to be socially distanced in pool plant areas. All touch surfaces to be cleaned after every period of use.	PWTAG guidance to be followed and a review once new TNs are produced.	
<b>Action Required</b>		<b>Actioned By</b>	<b>Date</b>
To read through and review all new guidance to amend specific risk assessments and SOPs in order to communicate effectively with staff, members, non-members, contractors and visitors		Will Midmore	Ongoing

Assessor's Signature	Will Midmore	Job Title:	Operations Director	Date	04/07/2020
Approver's Signature:	Hazel Aitken	Job Title	CEO	Date:	04/07/2020