

Reference	Site and Form:	Risk Assessor	Updated:
RA1.1.3	Shobnall Leisure Complex - Risk Assessment – Activity Specific for Reducing spread of Covid -19		September 2020

Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

This Risk Assessment covers the risk control measures for specific activities and activity areas, to reduce the risk of cross contamination and spread of Covid 19, leading to potential health issues

Any activity not covered by this risk assessment is not to commence.

Transmission and cross contamination of Covid-19 leading to health Issues from General (All Activities)	Colleagues Customers Contractors	GM	Customers reassurance regarding control measures are communicated via Frequently Answered Questions (FAQ) and risk control measures on website and links to bookings	At all times	On website and booking platforms
		GM	Set maximum occupancy for activity areas for customers to book accordingly	At all times	MRM booking online or via APP
		GM	Creates online booking and pay where possible to reduce face to face interaction with customers/Colleagues	For all activities	As per marketing material and MRM bookings
		GM	Signage display to encourage regular handwashing and good Hand washing technique	At all times	Throughout centre and toilets areas
		GM	Social distancing floor dots and signage displayed in key areas	At all times	In situ
		GM	Customers encouraged to wipe down equipment with cleaning products provided	prior and post use	In situ
		All Colleagues	Colleague to ensure cleaning and disinfection of equipment /kit and high contact points during setup/set downs	prior to handling (set ups or pack away)	In situ and site cleaning records
		GM	Arrange for fogging of site-designated areas	Pre and post use. Plus between sessions as appropriate	In situ
Transmission and cross contamination of Covid-19 leading to health Issues from Group Exercise	Colleagues Customers Contractors	FM	Group Exercise classes to be virtual in first instance (if available)	During class	In situ
		FM	Group Exercise numbers reduced so that social distancing can be maintained to 100sq feet per person Instructors to check numbers prior to class	During class	In situ
		FM	Group Exercise bookings restricted to number of users achievable with adequate space 100sq feet per person for social distancing	Prior to class	MRM bookings
		FM	Social distancing dots in place as starting position for Group Ex participants	For all classes	In situ

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		FM	Group Ex social distancing dots, to be placed at a minimum of 2.5 metre distance from each other	For all classes	In situ
		FM	Each Instructor to have individual head mic piece so do not need to shout above music. Music played at levels to allow normal conversation	For all classes	In situ and issued to each Instructor
		GM	Customers encouraged to wipe down kit prior and post use with cleaning products provided (Ratio available Grp Ex 1:3 customers)	Pre & Post use	In situ
		GM	Changing Facilities for Dryside Activity available however customers encouraged not to shower	Pre and post use	In situ
		FM	To ensure signage on Water fountains for water bottle filling only	At all times	Signage in Situ
		FM	Group Ex – suitable gaps between classes to clean and sanitise area and equipment	Pre & Post class	Group Ex timetable
Transmission and cross contamination of Covid-19 leading to health Issues from Gym (& Toning Table suites)	Colleagues Customers Contractors	FM	Gym bookings restricted to number of users achievable with adequate space and social distancing	During opening times	Operate a max occ system / Booking on MRM
		GM	Designated sneeze screen erected at gym desk	At all times	In situ at gym desk
		FM	Designated gym supervision points identified for colleagues to ensure social distancing	At all times	Gym Floor
		GM	Customers encouraged to wipe down kit, prior and post use with cleaning products provided (Ratio available Gym 1:10 pieces of kit)	Pre and post use	In situ
		FM	Gym - Alternative pieces of equipment either isolated to maintain social distancing or relocated to alternative location to ensure all usable equipment (CV & Resistance) is adequately spaced for each user	At all times during opening hours	In situ
		FM	Stretch/Balance/Free Weights areas – reduction of kit by 50% to encourage social distancing	At all times during opening hours	In situ
		FM	Social distancing floor signage and equipment location markings clearly displayed	At all times	In situ
		FM	Removal of dust chalk from free weights area – liquid chalk permitted	At all times	In situ and signage in Gym regarding no dust chalk
		FM	To ensure signage on Water fountains for water bottle filling only	At all times	Signage in Situ
		FM	Music played at levels to allow normal conversation and prevent shouting	At all times	In situ

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		FM	PT 1:1 – can take place in outside areas with sanitisation of hands and equipment as above	During PT Sessions – Phase 1	In situ
		FM	Junior Gym limited to existing users must be supervised by adult from same household (Also a Gym Member)	During opening hours	In situ
		FM	PROVISIONAL - Specific Junior Gym Sessions to be supervised by an Adolescent trained Colleague – each booking to be taken from Max Occupancy total to not breach max occupancy of Gym capacity	During Junior Gym sessions	MRM
		FM	PROVISIONAL - Junior Gym Inductions completed during specific Junior Session can be completed on a 1:2 basis at social distance	During Junior Gym sessions	MRM
			PROVISIONAL - Junior Gym Inductions completed during regular open Gym sessions completed on a 1:1 basis at social distance	During regular open Gym sessions	MRM
		FM	PROVISIONAL - General Inductions completed on a 1:1 basis at social distance	During regular open Gym sessions	MRM
		FM	PROVISIONAL - All Gym Induction bookings to be taken from the max occupancy total so not to breach max occupancy of Gym capacity	For each booking	MRM
		FM	PROVISIONAL - All Gym Inductions to include standard Gym user cleaning of kit after and before each use	During Induction	In situ and signage to complement
Transmission and cross contamination of Covid-19 leading to health Issues from Lane Swimming		FM	GP Referral – To Be Confirmed	TBC	TBC
		GM	Customers must book into public swimming through the website or app	For all sessions	On MRM
		GM	Public swimming sessions in the pool should last for 50 minutes. There should be a minimum of 10 minutes gap between sessions programmed in to allow for high contact point cleaning in the pool area.	Applied to booking system	On MRM
		GM	Capacity for the pool (and booking system) set based on Swim England's guidance for lane swimming. This is currently set at 6m2 per bather.	Set on booking system	On MRM

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		GM	Customers advised through website, social media, booking confirmation and signage to come beach ready – Pre swim changing only if available and in and out can be obtained to maintain social distancing	At all times	Communicated on website, social media and online platform. Signage on site
		GM	In and out one-way route for swim journey clearly marked	During pool opening hours	In Situ
		GM	Whilst public swimming is running it must be the only activity taking place in the pool hall.	At all times	Pool Programme
		GM	Public lane swimming should take place in double lanes. The maximum number of swimmers in each double lane should be as follows 20m lane – 8 per double lane 25m lane – 10 per double lane 33m lane – 12 per double lane 50m lane – 15 per double lane	For lane sessions	MRM Booking and site CSOP
Transmission and cross contamination of Covid-19 leading to health Issues from Public Swimming Sessions	Colleagues Customers Contractors	GM	Customers must book into public swimming through the website or app	For all sessions	On MRM
		GM	Capacity for the pool (and booking system) set based on Swim England's guidance for open public swimming. This is currently set at 9m2 per bather.	Set on booking system	On MRM
		GM	Customers advised through website, social media, booking confirmation and signage to come beach ready – Pre swim changing only if available and in and out can be obtained to maintain social distancing	At all times	Communicated on website, social media and online platform. Signage on site
		GM	In and out one-way route for swim journey clearly marked	During pool opening hours	In Situ
		GM	Whilst public swimming is running it must be the only activity taking place in the pool hall.	At all times	Pool Programme

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Transmission and cross contamination of Covid-19 leading to health issues from Waterslide Operation		GM	Public swimming sessions in the pool should last for 50 minutes. There should be a minimum of 10 minutes gap between sessions programmed in to allow for high contact point cleaning in the pool area. Or for larger pools where bringing all customers in at once would overcrowd areas. Entry into and out of the pool should be staggered to allow for effective cleaning of the changing rooms between customers. Each customer to have a maximum of 90 minutes in the pool which must be controlled by a wristband system.	Applied to booking system	MRM / Digi Tickets
		GM	If wristbands are being used hand sanitiser to be provided at the wristband collection point	Available after putting on wristbands	Wristband Collection Point
		GM	Waterslides capacity set by their maximum queue length following ventilation and social distancing guidelines. Note 1: Waterslide capacity should not initially increase pool maximum capacity (i.e. bookable spaces). The starting point for opening a pool with water slides should be the capacity of the pool itself. This capacity can then be slowly increased up to but not exceeding the additional waterslide queue capacity as customer behaviour and flow is learned. Note 2: The maximum capacity for both pool and waterslides must be capped at the maximum allowed in the pool hall under the ventilation requirements of each person having 100ft2.	Whilst waterslides are open	MRM Booking and Site CSOP
		GM	Queues for waterslides must be socially distanced using "Queue Here" floor/wall dots.	At all times waterslides are in use	In Situ on stairs to waterslides
		GM	Railings/Handles on waterslide staircases must be added to the high contact point cleaning schedule and sanitised regularly.	Regularly – Site to decide on frequency	In Situ

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		GM	Touch points on rafts must be sanitised before and after each use	Before and after each user	Entry area to each waterslide and before returned to raft collection point
		GM	Colleagues supervising the top of the waterslides must wear PPE when ascending or descending the stairs where they will be in close proximity to customers	When travelling to and from the lifeguard station	In Situ
Transmission and cross contamination of Covid-19 leading to health Issues from Water Features/Play Equipment	Colleagues Customers	GM	All play equipment added to high contact point frequent cleaning schedule and sanitised regularly	Regularly – Frequency decided per site	Cleaning schedule
		GM	Small activity areas of the pool (such as pirate ships/bubble areas) which may become overcrowded are either closed or have systems in place to manage access, social distancing and exit.	Before operating	In Situ
Transmission and cross contamination of Covid-19 leading to health Issues from Inflatable Sessions	Customers Colleagues	GM	Inflatable session capacities set at the maximum number of people that can safely queue for the inflatable or the maximum capacity of the pool based on each swimmer having 6m2 of pool space taking into account any large inflatables (select whichever is smaller).	During inflatable sessions	MRM Booking and site CSOP
Transmission and cross contamination of Covid-19 leading to health Issues from Swimming Lessons	Colleagues Customers Contractors	Swimming Lesson Manager	Communication to Parents/Guardians encouraging - Only 1 parent/guardian attends each lesson with their children and explaining where viewing is possible. - Where possible children arrive beach ready for their lesson - Children arrive no more than 5 minutes before their lesson - Explaining some of the control measures to expect on site including that teachers will teaching from the side of the pool	Prior to first lesson	Letter/Email/Social Media
		Swimming Lesson Manager	Water space for each lesson designed to accommodate each child in 6m2 of water space as per Swim England guidance	During Swim lessons	MRM bookings process

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		Swimming Lessons Manager	Maximum ratios set for each swimming lesson stage (Pupils to teacher) Pre-school = 6:1 Stage 1 = 6:1 Stage 2 = 6:1 Stage 3 = 8:1 Stage 4+ = 10:1 Adult and Child = 10:1 Calculate maximum occupancy including teachers, lifeguards and 1 spectator per child. Maximum figure based on the highest number of children participating in lessons at any one time = Insert Maximum occupancy figure	During Swim lessons	MRM booking process
		Swimming Lesson Manager	Lessons to be staggered so that not all children arrive and leave at the same time	Prior to bookings being available	On MRM
		Swimming Lesson Manager	Social distancing floor markings in place for in lesson management. Separate waiting positions for different lesson stages identified on poolside.	During lessons	In situ
		Swimming Lesson Manager	2 sets of swimming lesson equipment allocated to each station, rotated on and off per lesson and submerged in pool water before and after each lesson. Equipment should not be shared between participants during the lessons.	Before and after each session	Poolside
		Swimming Lesson Manager	Swimming Teachers to be re inducted in Everyone Active guidance prior to delivering lessons	During lessons	In situ
		Swimming Teacher	All Swimming Lessons must be taught from the poolside and swimming teachers must maintain the advised social distance from each swimmer throughout their lesson.	During lessons	In situ
		Swimming Teacher	Aqua Passport updated during each lesson so that feedback to the parent can be obtained through their account instead of having to spend time with the teacher.	By the end of each lesson	Aqua Passport
		Swimming Lesson Manager	Aqua Passport tablets numbered and colleagues requested to use the same tablet each time they are in work.	Before use	On tablets
		Swimming Lesson Manager	Aqua Passport tablets sanitised before and after use.	Before and after use	Charging station

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Transmission and cross contamination of Covid-19 leading to health Issues from School Swimming		Swimming Lesson Manager	Swim Teacher to adapt session content to encourage distancing of other users in the pool.	Prior to lesson	In situ and on lesson plan
		Swimming Teacher	Children in pre-school and stage 1 lessons should wear arm discs during their lesson.	At all times	In situ
		Swimming Lesson Manager	Encourages parents of young swimmers, nervous swimmers or any swimmer with additional needs to be in the water during their child's lessons to support their learning.	Prior to lesson	In situ
		General Manager	When swimming lessons are taking place they will be the only activity in the pool hall	During all lessons	On MRM
	Colleagues Customers	General Manager	Maximum occupancy for the pool (and swimming lessons) reduced and set based on Swim England's guidance for Swimming Lessons with mixed ability swimmers. This is currently set at 6m2 per bather.	MRM	MRM
		General Manager	Maximum occupancy of the pool hall reduced and set based on the government guidance for ventilation which an area of 100ft2 per person (To include all personnel in these areas)	MRM	MRM
		General Manager	Capacity for School Swimming lessons to be set to the lowest of the above 2 control measures.	Before lessons	Class Management System
		General Manager	Whilst school swimming is running it must be the only activity taking place in the pool hall.	At all times	Pool Programme
		General Manager	School Swimming lessons should last between 30 and 50 minutes. There should be a minimum of 10 minutes gap between sessions programmed in to allow for high contact point cleaning in the pool area.	Scheduled when booking lessons with cleaning gap between every school lesson	Pool Programme and cleaning schedule
		Swimming Lesson Manager	School to be asked not to arrive more than 10 minutes prior to their lesson beginning to avoid overcrowding at site.	Prior to arrival	Booking confirmation
		Swimming Lesson Manager	Where the same school has multiple sessions back to back each group (time slot) should arrive no more than 10 minutes prior to their swimming time	Prior to arrival	Booking confirmation

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		General Manager	In and out one-way route for swim journey clearly marked alongside social distancing floor dots and signage displayed in key areas leading to the pool hall.	At all times	In situ
		General Manager	Signage display to encourage regular hand washing and good hand washing technique	At all times	Throughout centre and toilets areas
		General Manager	Hand sanitiser stations to be placed at the entrance and exit to the centre and children should use these before entering and exiting.	In place already (or if specific to lessons before lesson programme commences)	Entrances and Exits to the centre
		Swimming Lesson Manager	Children advised through lead booker to come beach ready with a bag for their clothes to go in whilst swimming so their belongings can be left on poolside.	Prior to first lesson	Booking communication
		Swimming Lesson Manager	Lead booker sent Covid-19 welcome back to Swimming video showing changes to expect when first visiting the centre with their children.	Prior to first lesson	Booking communication

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		General Manager	School children should arrive beach ready wherever possible, be directed straight onto poolside before their session begins and should remove outdoor clothing prior to the lesson. If schools insist on using the changing rooms then water time may be lost to account for the time taken to change and sites must ensure that the changing rooms are not overcrowded and are not used by more than one school without cleaning taking place between groups. It will be necessary for the school to inform the site of their changing room requirement prior to arrival. School children should arrive beach ready wherever possible, and be directed to their designated changing area. After removing their outdoor clothes they should be directed to poolside following the one way system. After their lesson they should follow the one way system back to their designated changing rooms. Changing areas must be cleaned between each school group.	For each lesson	Booking communication
		General Manager	High contact points on poolside and in changing rooms will be sanitised between every School Swimming Lesson.	Between each lesson	Cleaning schedule
		General Manager	Poolside cleaning schedule updated to include areas where school children/teachers may come onto poolside with footwear on.	Between sessions	Cleaning schedule
		Swimming Lesson Manager	Swimming Teachers to be re inducted in Everyone Active guidance prior to delivering lessons	During lessons	In situ
		Swimming Lesson Manager	Swim Teacher to adapt session content to encourage distancing of pupils in lessons	Prior to lessons	In situ and in lesson plan
		Swimming Teacher	Children should not share equipment	During swimming lessons	In situ

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		Swimming Teacher	Swimming lesson equipment submerged in pool water before and after each lesson.	Before and after each session	Poolside
		Site Safety Coordinator	Lifeguard/Swimming teachers trained in updated Covid-19 guidance for first aid, CPR and pool rescues	Before returning to work and ongoing each month	Training records
		Swimming Lesson Manager	Lead booker to be contacted after the first lesson to discuss if they felt their group were safe whilst at the Centre	Following the first lesson in their scheme	Recorded on Single Customer View
		Swimming Lesson Manager	Swimming lesson certificates to be signed and then left for 72 hours before being sent to the school	After the lesson programme has completed	At site
Transmission and cross contamination of Covid-19 leading to health Issues from Swim Clubs Everyone Active Control Measures	Colleagues Customers	GM	Contact swim clubs and ensure they follow Swim England returning to the pool guidance. Obtain and review copy of their updated risk assessment and issue them with relative parts of our updated CSOP.	Prior to restarting	Hire/Booking Process
		GM	Communicate any changes to the centre's protocols with the club's Covid Office for example: - One way systems into and from the centre - Swimmers attending beach ready - Changing room/shower/locker/toilet availability - Cleaning routines - Maximum capacities - Availability of viewing areas/café's - Control measures for staying Covid secure	Prior to restarting	Hire/Booking Process
		GM	Swim clubs must use their own equipment. No equipment to be left at site.	At all times	In situ
		GM	Where multiple clubs or multiple activities may be using the pool at the same time sites should ensure that the control measures of both clubs/activities are compatible.	Prior to second club restarting	Hire/Booking Process

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Transmission and cross contamination of Covid-19 leading to health Issues from Swim Clubs Guidance for sites on expected swim club control measures around Club Personnel	Colleagues Customers	Swimming Club	Swim club to identify a Covid-19 officer to lead communications with our team	Prior to booking	Swim Club Risk Assessment
		Swimming Club	An additional individual should also be appointed Covid-19 Liaison for each training squad (or session as appropriate). This person will be available at every training session and responsible for the monitoring of social distancing and wellbeing, reporting back to the Covid-19 Lead after each training session identifying good practice together with any adverse findings. This person should not be the session coach and ideally have no other role at the training session. When a multi squad training session takes place, it is only necessary for one Covid19 Liaison to be present.	Prior to booking	Swim Club Risk Assessment
		Swimming Club	Clubs should work with the facility management to evaluate the number of personnel on poolside to give effect to social distancing.	Prior to booking	Swim Club Risk Assessment
		Swimming Club	Teachers and coaches should deliver from poolside and adhere to government guidance on social distancing at all times	At all times during club swimming	In Situ
Transmission and cross contamination of Covid-19 leading to health Issues from Swim Clubs Guidance for sites on expected swim club control measures around Pool Capacity / Pool Guidance	Colleagues Customers	Swimming Club	Swimming Clubs should consider using double width lanes but can opt to use single width lanes if they would prefer.	Prior to booking	Swimming Club Risk Assessment
		Swimming Club	Clubs must plan their number of swimmers and make the necessary judgements based on the training plan, the pace of their swimmers and their ability to facilitate social distancing guidelines throughout the session including during rest periods.	Prior to booking	Swimming Club Risk Assessment
		Swimming Club	If Swimming Clubs use double widths lanes the recommended capacity for each lane is 20m lane – 8 per double lane 25m lane – 10 per double lane 33m lane – 12 per double lane 50m lane – 15 per double lane	During session Capacity agreed prior to first booking	Swimming Club Risk Assessment

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		Swimming Club	If Swimming Clubs use single lanes the recommended capacity for each lane is 20m lane – 4 per single lane 25m lane – 6 per single lane 33m lane – 8 per single lane 50m lane – 10 per single lane	During session Capacity agreed prior to first booking	Swimming Club Risk Assessment
		Swimming Club	All club swimming lanes must swim in a clockwise direction minimising the likelihood of swimming next to another swimmer for a prolonged period. It is acceptable for swimmers in a session to pass each other at less than social distancing requirements as long as that is for a short time and only when swimmers are in motion.	During all sessions	In situ
		Swimming Club	Swim club participants to come beach ready and follow social distancing measures and one-way routes	Prior to attending session	In situ
		Swimming Club	Swimmers must maintain social distancing when static either in or out of the water.	During all sessions	In situ
		Swimming Club	The avoidance of the skills, drills and tactical practices listed below is recommended by Swim England - Start practices (including use of blocks) - Race pace practice. - Excessive heart rate intensity - Hypoxic training.	During all sessions	Swimming Club Risk Assessment
Transmission and cross contamination of Covid-19 leading to health Issues from Swim Clubs Guidance for sites on expected swim club control measures around Equipment Use	Colleagues Customers	Swimming Club	Where possible participants should bring their own, readily identifiable, equipment	Where possible	In situ
		Swimming Club	Sharing of equipment is not be permitted and equipment should not be left at the facility.	At any time	Swim Club Risk Assessment
		Swimming Club	Equipment should be cleaned in-between use by submerging equipment in swimming pool water.	Between uses	In situ
		Swimmers	Individuals should avoid handling other people's kit and take their own kit home to clean.	At all times	In situ

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Transmission and cross contamination of Covid-19 leading to health Issues from Aqua Fit/Aqua Natal	Colleagues Customers	GM	Customers must book into Aqua Fit/Aqua Natal through the website or app	For all sessions	On MRM
		GM	Maximum occupancy based of 100sq feet per person or social distancing of 2.5 metres between customers. Lowest figure to be used <i>Insert number</i>	Prior to sessions	On MRM
		GM	Capacity for the pool (and booking system) set based on Swim England's guidance for instructor led activity. This is currently set at 6m2 per bather.	Set on booking system	On MRM
		GM	Customers advised through website, social media, booking confirmation and signage to come beach ready – Pre swim changing only if available and in and out can be obtained to maintain social distancing	At all times	Communicated on Website and online platforms
		GM	In and out one-way route for swim journey clearly marked	During Pool open hours	In Situ
		GM	Social distancing markers in place on the edge of the pool (cones/floats are fine) to encourage adequate spacing of participants. Markers must be placed at a minimum of 2.5 distance from each other.	For all classes	In Situ
		GM	All equipment should be sanitised prior to being handed out to customers. Submerging in pool water is adequate as per the Swim England guidance for community swimming.	Prior to all sessions	In the Pool
		GM	Whilst aqua fit / aqua natal is running it must be the only activity taking place in the pool hall.	At all times.	Pool Programme
		GM	Each Instructor to have individual head mic piece so do not need to shout above music. Music played at levels to allow normal conversation	For all classes	In situ and issued to each Instructor
		GM	Aqua Fit/ Aqua Natal sessions in the pool should last for 45 minutes. There should be a minimum of 15 minutes gap between sessions programmed in to allow for equipment and high contact point cleaning in the pool area.	Applied to booking system.	MRM / Digi Tickets

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		GM	All equipment should be sanitised prior to being put away by customers. Submerging in pool water is adequate as per the Swim England guidance for community swimming. Colleagues should encourage where possible customers to return their own equipment to the storage containers.	Prior to all sessions	In the Pool
Transmission and cross contamination of Covid-19 leading to health Issues from Viewing Galleries / Stadium / Seating area	Customer Colleagues Contractors	GM	Seats isolated to ensure 2m between spectators	Prior to re-opening	In situ in viewing areas
		GM	No specific spectator events	Until social distancing measures are relaxed	In situ
Transmission and cross contamination of Covid-19 leading to health Issues from Martial Arts/ Boxing/ Contact Sports	Customers Colleagues Clubs/Hirers	GM	Clubs and Bookers to provide Risk Assessments updated with Covid19 control measures - For Martial Arts and Boxing, clubs must confirm that there is to be no sparring, grappling or physical contact unless participants in same household/support bubble (approved on a case by case basis) and the use of focus pads/kicking shields is prohibited.	Prior to re-opening if Centres	Record kept with booking records
		GM	List of activities available at site have been identified	Prior to opening	As per available booked sessions list
		GM	List above communicated to stake holders and clients	Prior to opening	As per corporate re-opening document
		GM/Clubs/Hirers	Shared freestanding equipment such as punchbags must be cleaned and disinfected between each individual user	Prior to, during and after session	Club/Site cleaning record
		GM/Clubs/Hirers	Crash mats are not to be shared between students and need to be cleaned after each session	During and after session	Club hire agreement and cleaning records
Transmission and cross contamination of Covid-19 leading to health Issues from	Customers Colleagues	GM	Customers to pre book meeting room. Maximum occupancy number based on 2m social distancing measures Max 11 in classroom 1	Prior to meeting	Programme and MRM Booking
		All Colleagues	Colleague to ensure cleaning and disinfection of surfaces and any high contact points	prior to and after meeting	In situ and site cleaning records

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use of Meeting Rooms		GM	Hand sanitiser to be provided upon entry to the meeting room	Prior to Meeting	In situ
Transmission and cross contamination of Covid-19 leading to health Issues from Spa (Including Treatments / Sauna / Steam / Spa / Jacuzzi / Hydro Pools)	Customers Colleague Contractors	Spa Manager / General Manager	Ensures Spa operates as per government 'close contact services' guidance' and UK Spa Association guidance	At all times	In situ and only selected bookings available
		Spa / General Manager	pairing of colleague teams for workstations where possible (E.g.; Use same room/workstation) Where rooms are shared clean between users.	During work hours	As per shirt rota and in situ
		Spa / General Manager	Staff to remove jewellery and encouraged to leave personal belongings at home	During work hours	In situ
		Spa / General Manager	Calculate maximum occupancy level for Spa area based on social distancing E.g. Sauna/Steam) and display on entrance	Prior to opening	In situ
		Spa / General Manager	Ensures that the facility operates an Online Appointment Booking process only – no walk in treatments	At all times	Online communications, and online booking process only
		Spa / General Manager	Website link to Premier Spa bookings have covid measures displayed website,/confirmation email	At all times	Online communications and online booking process only
		Spa Manager / General Manager	Ensures each visitor completes an online consultation (including specific Covid 19 consultation) prior to visit	Prior to visit	Online and part of booking process
		Spa Manager / General Manager	Customers limited to 1 x 55 minute booking per day	During visit	Booking process (Prem Spa) and MRM
		Spa / General manager	Customers having multiple treatments within their 55 booking will remain with a single therapist for all the treatments	During visit	Booking process
		Spa / General Manager	Customers having multiple treatments within their 55 minutes will remain within a single treatment room	During visit	Booking process
		Spa / General Manager	To ensure a booking process encourages the customer to attend alone	Prior to visit	Online and part of booking process
		Spa / General Manager	Signage in situ informing customers to wear facemasks – this is now mandatory	At all times	In situ at Spa entrance

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

		Spa / General manager	Customers MUST wear facemasks when entering the Spa facility unless medically exempt	At all times in the Spa	In situ
		Spa / General Manager	All therapists to wear full PPE when going to collect customers .Avoid hand greeting on entrance of customers.	On entry of customer	In situ
		Spa / General Manager	Sufficient space provided between Clients, including waiting areas and any lounge areas	At all times	In situ / Booking process
		Spa / General Manager	To provide queue markers for any queueing areas	At all times	In situ
		Spa / General Manager	Back to back or side to side treatments to be carried out rather than face to face treatments, where possible	At all times during treatment	In situ
		Spa / General Manager	To provide visors and appropriate 3 ply face masks to Therapists to undertake contact treatments on body and face	As required for specific treatments	In situ and detailed in colleague PPE records
		Spa Colleagues	To ensure appropriate PPE is worn for ALL treatments, visors and 3 play face masks	During treatment delivery	In situ
		Spa / General Manager	Sneeze screens provided for nail treatments	At all nail treatment areas	In situ
		Spa / General Manager	Implements for use in treatments to be disinfected between clients and stored in UV cabinet	At all times	Between systems
		Spa / General Manager	15-minute gap between bookings to allow for cleaning; - Beds / Seating/ Treatment implements / Door handles / light switches/ removal of used consumables / linen drop/ cleaning of PPE	Between booked sessions	Booking system
		Spa / General Manager	To arrange specific used linen point for collection from Contractor	During linen use and storage	In Situ
		Regional Spa manager / Spa / General Manager	To liaise with Contractor to ensure temperatures of washing (3 mins at 71 degrees F or 10 mins at 65 degrees F) as in line with UKSA guidance	During linen use and storage	In situ

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

		Spa / General manager	Sauna and Steam areas to remain closed until further notice until government guidance permits	At all times	Isolated in situ with signage on entrance doors to Sauna/Steam
		Spa / General Manager	Spa Pools / Jacuzzi / Whirlpools / Hydro Pools can be used as long as social distancing can be achieved. Max Occupancy to be set by site based on Swim England guidance - SLM DECISION TO KEEP THESE CLOSED DUE TO INSUFFICIENT SIZE TO ALLOW MULTIPLE USERS	At all times	In situ and signage indicating max occupancy
		Spa /General Manager	Spa Pools / Jacuzzi / Whirlpools / Hydro Pools to be operated in line with PWTAG guidance	At all times	In situ
		Spa / General Manager	Any Pool above not opening to have signage and barrier informing customers they are out of use	At all times	In situ and signage indicating out of use
Transmission and cross contamination of Covid-19 leading to health Issues from Lifeguard Training	Colleagues	General Manager	Ensure all lifeguards are sent the changes to Lifeguarding during Covid Information sheet	At re-employment	Available in EQMS Ref 775
		General Manager/Trainer Assessor	Set maximum numbers for training session to allow for social distancing	Before Training Session/comp test	Record in training file/ set number in MRM if used.
		General Manager	Provide sufficient equipment for the safe delivery of training. - Ruth Lee Manikin for deep water spinal training - Pockets masks with valves for each colleague - Submersible manikin with sealable bungs - First Aid Equipment - Aprons - Gloves - Sufficient Mankin Lungs to enable for change after each session for Adult/Junior and enough for each colleague for Infant - Correct wipes (70% Isopropyl Alcohol)	Before Training and ongoing	In situ

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

		Trainer Assessor	Complete RLSS CPD on Training and Assessing during Covid -19	Before completing any training /assessing	TA to produce certificate
		Trainer Assessor	EA will be following the guidance for training and assessing as per the governing body RLSS. TAs to ensure they adhere to the publications 'Guidance for delivering training and assessments during covid-19' 'Covid 19 – Guidance for Trainer and Assessors'	Ongoing During every Training Session	RLSS Website or linked to EQMS775
		General Manager/Trainer Assessor	To limit contact and distancing, follow the Covid 3 month training plan for on-going training	On-going for 3 months	Linked to EQMS775 Completed training to be recorded in usual way
		Trainer Assessor	Ensure each colleague is issued with their own one way valve to fit the pocket mask to be used on Adult and Child	Competency Test and ongoing	In situ
		Trainer Assessor	Ensure each colleague is issued with their own airway for Infant CPR	Competency Test and ongoing	In situ
		General Manager/Trainer Assessor	Ensure that all airways are changed after every session	Every Session	Record on Manikin Maintenance sheet
		Trainer Assessor	Ensure that any equipment that is shared e.g Torpedo Buoys are cleaned using pool water as per Swim England Guidance	On-going	In situ
Transmission and cross contamination of Covid-19 leading to health Issues from Lifeguard/First Aid Courses	Customer Colleagues Assessor	General Manager/Trainer Assessor	Initial cleaning/disinfection of all surfaces including chairs, tables, other surfaces and external equipment used	Before each training session begins	In Situ
		Trainer Assessor	Candidates to bring own equipment. E.g pens paper. Candidate manual to be wiped over before giving to candidate. All forms to completed electronically	Before and During every session	In Situ
		Trainer Assessor	Individual Registers to be used	Every Session	In Situ
		General Manager/Trainer Assessor	Tables and chairs should be set out a distance that allows distancing but also allows movement around the classroom. If room doesn't allow distancing numbers on course will be limited	Every Session	In Situ

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

		General Manager/Trainer Assessor	Adequate fresh air should be introduced to the environment e.g open window or mechanical ventilation	Every session	In Situ
		General Manager/Trainer Assessor	Floor Marking to ensure social distancing	Every Session	In Situ
		Trainer Assessor	Candidates should remain in the same working area throughout the course	Every Session	In Situ
		General Manager/Trainer Assessor	Hand Sanitiser station to be placed in the room	Every Session	In Situ
		Trainer Assessor	Trainer, candidates and the assessor will be required to wash/sanitise their hands on the following occasions - Leaving and re-entering the room - Toilet Breaks - After a break - Coughing or sneezing - Before and after practical sessions	On-going	In situ
		Trainer Assessor	Trainer to use visual aid via video to demonstrate the correct technique	On-going	In situ
		Trainer Assessor	All First Aid practices including treatment, secondary survey and recovery position can be completed on a member from same household, face masks and gloves must be worn when demonstrating treatment on a non-household casualty. Where a non-household casualty is used stick to the same candidate/casualty pairing throughout the course.	On-going	In Situ
		Trainer Assessor	Each candidate is to be issued with their own pocket mask/ valve/ face shield	On-going	In-Situ
		Trainer Assessor	Mankins to be cleaned with 70% alcohol wipes, lungs to be changed after each session	On-going	In Situ

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

		Trainer Assessor	Trainer demonstrations should be conducted on themselves where possible, a manikin or training aid	On-going	In situ
		Trainer Assessor	Sealed bandages to be issued to each candidate for use on one other candidate only	On-going	In situ
		Trainer Assessor	Nose bleeds and head injuries can be demonstrated on a n adult manikin on a chair	On-going	In situ
		Trainer Assessor	Treatment of bleeds to a limb can be demonstrated on a pool noodle that has been disinfected	On-going	In situ
		Trainer Assessor	All poolside equipment used must be sanitised by submerging it in the pool before next candidate uses it	On - going	In situ
		Trainer Assessor	When performing rescues including spinal in shallow water all candidates must wear dry masks. Casualties are not required to do so due to the proximity of the water	On-going	In situ
		Trainer Assessor	When treating a casualty not from the same household on poolside face masks and gloves must be worn. The only exception is when performing a manual lift of an unconscious casualty gloves are not to be worn due to the loss of grip when lifting	On-going	In situ
Transmission and cross contamination of Covid-19 leading to health Issues from Face to Face Training	Colleagues Trainer	Trainer	Training course content to be reviewed, all theoretical training is to be delivered remotely in TEAMS where possible	All Courses/ Training	Lesson Plans and TEAMS platform
		General Manager/ Trainer	Tables and chairs should be set out a distance that allows distancing but also allows movement around the classroom. If room doesn't allow distancing numbers on course will be limited	All Courses	In-situ
		General Manager/ Trainer	Initial cleaning/disinfection of all surfaces including chairs, tables other surfaces and any external equipment used	Before Course Starts	In situ

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		Who	What	When	Where

		Trainer/ Colleagues	Colleagues to bring own equipment. E.g pens paper. If a Candidate manual is provided it is to be wiped over before giving to colleague. All forms to be completed electronically including a register	During each session and on-going	In-Situ
		General Manager/ Trainer	Adequate fresh air should be introduced to the environment e.g open window or mechanical ventilation	During each session and on-going	In Situ
		Trainer / colleagues	Candidates should remain in the same working area throughout the training/course and use the same equipment	During each session and on-going	In Situ
		General Manager	Hand Sanitiser station to be placed in the room	Before Session Starts	In Situ
		Trainer / Colleagues	Trainer and colleagues will be required to wash/sanitise their hands on the following occasions - Leaving and re-entering the room - Toilet Breaks - After a break - Coughing or sneezing - Before and after practical sessions	During each session and on-going	In situ
		Trainer / Colleagues	Any practical elements to the course will need to be socially distanced. Where possible colleagues will use the same equipment through out or equipment must be sanitised between uses. All equipment to be sanitised before and after use.	During each session and on-going	In Situ
		Trainer / colleagues	If during practical session distancing cannot be achieved face masks must be worn, if physically touching each other gloves must also be worn	During each session and on-going	In Situ
Transmission and cross contamination of Covid-19 leading to health Issues from OUTREACH	Colleague Customer	Sales Manager	To make enquiries into the Covid 19 control measures of any establishments / buildings, prior to sending any Sales Colleague for Outreach	Prior to Outreach	In situ
		Sales Manager	Ensures PPE (Mask) available for Sales Colleague undertaking outreach	During outreach	As per Covid 19 PPE standard

Everyone Quality Management System (EQMS)

Reference	Site and Form:	Risk Assessor	Updated:
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		Who	What	When	Where

		Sales Manager	Ensures that hand sanitiser is available for Sales Colleague undertaking outreach	During Outreach	In situ
		Sales Manager	Ensures that disinfectant (Viral plus spray / ant - viral wipes) is available for Sales Colleague to take on Outreach should the need for equipment be needed for Outreach (Stationary / Fitness equipment / Sales tablets)	During outreach	In situ
		Sales Colleague	To practise social distancing where possible during Outreach	During outreach	Recorded in Colleague training records
		Sales Colleague	To ensure when social distancing cannot be achieved that they wear PPE (mask)	During outreach	Recorded in colleague training records
		Sales Colleague	To ensure they sanitise hands at regular intervals as appropriate	During outreach	In situ
		Sales Colleague	To ensure that any equipment they take with them (stationary / fitness equipment / Sales Tablet) is disinfected (viral plus spray/anti-viral wipes) between each use	During outreach	In situ
		Sales Colleague	To ask any other user of equipment (stationary / fitness equipment / sales tablet	During outreach	In situ
		Sales colleague	To comply with any Covid 19 control measures of any establishment/building entered during Outreach	During outreach	In situ
		Sales Colleague	If they believe that Covid 19 control measures of any establishment / building they enter are not sufficient, then to leave and report back to Sales Manager	During outreach	In situ
		Sales Manager	To ensure that Sales Colleagues are not sent to any establishment / building identified as having insufficient Covid 19 control measures	Prior to outreach	In situ

Outdoor Activity/Area

Transmission and cross contamination of Covid-19	Customer Colleagues	GM	Ensures only activities where social distancing can be achieved will take place	At all times	Programme and MRM Booking
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Everyone Quality Management System (EQMS)

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

leading to health Issues from All Outdoor activity/sporting areas		GM	multi use equipment / features cleaned regularly	Prior and post use	Recorded in cleaning records
		GM	All activities are pre-booked and paid online where possible (not possible for playgrounds and outside Gyms – see)	Prior to use	As per booking & pay process
Transmission and cross contamination of Covid-19 leading to health Issues from Golf (inc Putting/ Driving Range & Footgolf	Customer Colleagues	GM	Control measures in line with Golf England guidance	At all times	In situ
		GM	Payment by online booking only or contactless.	At all times during initial opening phase 1	In situ
		GM	No Golf retail for F&B in Phase 1 of re-opening	At all times during Phase 1	In situ
		GM	Ensures control measures are in line with Golf England Play Safe, Stay Safe guidance	At all times	In situ
		GM	Playing restricted to 2-ball initially, moving to 4-ball as social distancing restrictions are lifted by government, all with booking restrictions on the app/website	At all times	In situ
		GM	For excess users requiring registration – Social distancing queuing to desk and return in place	During opening hours	In situ
		GM	Scorecards not handled by colleagues – left in dispenser for users in most appropriate	During opening hours	In situ
		GM	Booking process to have guidance for customers regarding social distancing during time on site	At all times during initial opening phase 1	On booking system and website
		GM	Guidance for customers to arrive no earlier than 15 mins before Tee Time and remain in cars until Tee Time	During Booking comms	On Booking system
		GM	Bookings at 8 minute intervals to reduce risk of build-up of customers at first Tee and general course entrance areas	At all times during initial opening phase 1	On booking system

Everyone Quality Management System (EQMS)

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		Who	What	When	Where

		GM	signage encouraging 2m distancing in club house and exit points to course(s) and start of course	At all times	In situ
		GM	Course – No Public Use Golf carts available for hire. – Customer personal carts fine for use. Where a buggy is used by colleague or customer with an impairment that requires a cart, cart to be sanitised between usages.	Prior and post use	In situ
		GM	Course – No Public Use Golf trolleys available for hire. – Customer personal trolleys fine for use.	Prior and post use	Isolated and stored in location_____
		GM	Course – Greens & Putting Greens – Raised hole cups and play to hole or hole liner system is in place so ball doesn't drop and can be retrieved without touching the cup.	At all times while covid19 control measures remain	In situ
		GM	Course – Greens & Putting Greens – Remove flag sticks	Prior to use	In situ
		GM	Course – Remove bunker rakes from use	Prior to re-opening	In situ
		GM	Course – Ball washers put out of use	Prior to opening	In situ
		GM	Putting Greens – Open with guidance on social distancing and open for booked course tee time customers only OR Putting Greens – Closed	During opening times At all times	In situ Signage in situ
		GM	Site – Benches removed/isolated if possible	Prior to opening	In situ
		GM	Crazy Golf – closed until further guidance	At all times	In situ
		GM	Warm up nets out of use	At all times	In situ

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

		GM	Footgolf – Customers to provide own balls – No Hire balls	Communicated during Booking	Booking Procedure
		GM	Booking system in place to control numbers	At all times	MRM bookings
		GM	Golf Ranges (one way in and one way out if available) to encourage social distancing	During operation hours	In situ
		GM	Golf Range – Collection process – colleague to use ball collector	Prior & post ball collection	In situ
		GM	Golf Range – Balls cleaned in disinfectant in ball washer before return to dispenser/dispensing process	Prior to return to ball dispenser	In situ
		GM	Golf Range – Ball dispenser unit added to high contact point list and cleaned at regular intervals	Prior to opening	Recorded on cleaning records
		GM	Golf Range – Baskets cleaned and disinfected between use – site to operate a hand-in/collection & clean process, before baskets returned to use	Between use	In situ
		GM	No Hire clubs available – Customers to use own clubs	At all times	In situ
Transmission and cross contamination of Covid-19 leading to health Issues from Tennis (Indoor & Outdoors)	Customers Colleagues	GM	Tennis Courts – Follow guidance from LTA – guidance for tennis venues in England	At all times	As per government guidance
		GM	Tennis Courts – Online bookings and payment only	Prior to use	Programme and MRM Booking
		GM	Tennis Courts – Booking system info for singles play, or doubles in line with government guidance	Prior to use	Programme and MRM Booking
		GM	Tennis Courts – Racket/Ball Hire available (communicated at booking)	Prior to use	Programme and MRM Booking

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

		Coach	Coach sessions for children both indoors and outdoors are no more than 15 people including coaches	During activity	MRM
		Coach	Coaches to follow LTA guidance – covid 19 return to play coach guidance	At all times	As per government guidance
		Coach	No more than 12 players on any one full size court at a time including surrounding area	During Activity	As per government guidance
		GM	Adult coached session limited to 6 people (1 Coach to 5 people)	At all times	As per government guidance
		GM	Single and Double games can be played with people from different households. Social distance rules apply	During activity	As per government guidance
		GM	Tennis Courts – Customers encouraged to mark their balls with initials / symbol in case of lost ball or ball bouncing onto adjacent court	Prior to use	Info on website and booking system. Signage in situ
		GM	Tennis Courts – Customers encouraged not to change ends during session	Prior to use	Info on website and booking system. Signage in situ
		Gm	Customer to come changed ready for activity and where possible not to use change room and shower at home	Prior to use	As per government guidance
		Club	Club competitions limited to a max of 30 people	During activity	As per government guidance
		Club	Clubs to record attendance for each session including contact details to support NHS track & Trace	Prior to activity starting	Club records 21days
Transmission and cross contamination of Covid-19	Customer Colleagues	GM	Follow guidance as issued by ECB- RETURN TO ACTIVITY IN A CRICKET CLUB SETTING	During Cricket sessions	In situ and recorded with booking information

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		Who	What	When	Where

leading to health Issues from Cricket including Nets (Outdoors)		GM	In line with ECB group size can be up to 30, this number will include players, coaches and officials	During Cricket sessions	In situ and recorded with booking information
		GM	Players must always remain socially distanced, the wicket keeper and slip fielders at 1+m	During Cricket sessions	In situ
		GM	The batter is to run in distinct running lines to ensure 2m distance is maintained	During Cricket sessions	In situ
		GM	Covid 19 officer for club must ensure that a record of all attendees for each session, with contact details, is obtained to comply with NHS test and trace	Prior to each session	Detail to be stored for 21 days
		GM	Cricket Nets – Arrive no earlier than 10 mins prior to booking time	During cricket net booking	In situ and recorded with booking information
		GM	Cricket Nets – Customers to use their own equipment – where possible	At all times	Signage in situ and recorded with booking information
		GM	Cricket Nets – All nets now available to use, social distancing must be maintained	At all times	In situ
		GM	Cricket Nets – Customers advised that Batsman not pick up and throw the ball to return to bowler. Batmen to either kick or bat ball back to Bowler	During use of nets	Signage in situ and and with booking information
		GM	Cricket Nets – Customers advised at Booking not to use saliva or sweat on the balls	At all times	Signage in situ and with booking information
Transmission and cross contamination of Covid-19 leading to health Issues from Athletics (Outdoors and Indoors)	Customers Colleagues	GM	Athletics Guidance in accordance with England Athletics guidance	At all times	As detailed in Risk Assessment
		GM	England Athletics advises a register is taken to support NHS test and trace guidance.	At all times	Prior to session starting, held for 21 days
		GM	Athletics – alternative lanes e.g. 2, 5, 8, may be booked by individuals for training. Social distancing must always be maintained	At all times	Signage and info when booking specific lane

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		Who	What	When	Where

		GM	Athletics – Horizontal jumps and sand pits – can be used where the sand pit is cleaned by turning and raking the sand after each group and raking between each individual athlete/user. Sand beds can also be fogged.	At all times	Signage and with booking information
		GM	Athletics – Vertical jumps – high jump and pole vault can be used following the England Athletics and Government guidance for cleaning and disinfecting before and after each group of up to 12 athletes.	At all times	Signage and with booking information
		GM	Athletics – Steeplechase, water jumps, hurdles – can be used following the England Athletics and Government guidance on cleaning between each athlete	At all times	Signage and with booking information
		GM	Athletics – Field areas – javelin, discus, hammer, shot – can take place following England Athletics guidance using own equipment or allocated by coach/site	At all times	Signage and with booking information
		GM	Athletics – in a Covid secure environment coached session limited to 1 coach to 12 people	At all times	As per government guidance
		GM	Athletics Clubhouses opened in a limited way for operational reasons only (e.g. to switch on floodlights, thoroughfare to access the track) or for toilet access.	During opening times	Signage and with booking information
		GM	Athletics clubs to bring their own equipment, where practical – runners allocated or use own starting blocks	At all times	Signage with site equipment where stored
		GM	Athletics – Athletes to maintain 2m social distancing for all activities	At all times	Signage in situ
Transmission and cross contamination of Covid-19	Customers/Hirers	GM/Club	Football – Follow Football Association guidance No indoor football bookings available at present	At all times	FA Website and in situ

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

leading to health Issues from Football (Outdoors)		GM	Customers to book & pay online	At all times	MRM
		GM	Booking times for pitches to be staggered to avoid players waiting for change overs.	During open times	MRM
		GM	Competitive training allowed with the overall group size including coaches limited to 30	During session	Club / Hirers Risk assessment
		GM	From 1st August competitive matches are allowed with social distancing before and after matches and breaks in play. From September grass roots leagues matches can start.	During session	Hirers Risk assessment
		GM	Players & officials should sanitise hands before and after games, training and during any breaks in play	During session	In site /toilets
		GM	Players & officials should arrive changed and ready and shower at home	During session	In situ
		GM/Team Managers	Outdoor Football only – Spectators are allowed to watch football outside providing social distancing can be adhered too.	All at times	Behind respect barriers that are in place
Transmission and cross contamination of Covid-19 leading to health Issues from Bowls (Outdoors)	Customers Hirers/Clubs	GM	Indoor Bowls to cease	Until further notice	Not available
		GM/Club	Outdoor Bowls – Customers handle own equipment. No Hire Equipment	During play	In situ and signage. On website and online platforms
		GM/Club	Jack cleaned between ends	During play	In situ and signage. On website and online platforms
		GM/Club	Manual scoreboard frame/stand to be handled by one player only	During play	In situ and signage. On website and online platforms
		GM/Club	Maximum of 6 players per rink – Clubs must agree max number on club grounds at any one time	During Play	Club Hire Agreement

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		Who	What	When	Where

		GM/Club	Players to use alternate rinks in order to maintain a safe space and social distancing at all times	During Play	In situ and signage. On website and online platforms
		GM	Ensure Club and Players aware of Bowls England Covid-19 safety information	During Play	In situ and signage. On website and online platforms
Transmission & Cross Contamination of Covid 19 leading to health issues from; WATER SPORTS ACTIVITY		GM	All bookings completed online.	At all times	As per
Transmission and cross contamination of Covid-19 leading to health Issues from Skiing and Snowboarding	Colleagues Customers	GM	Induction training completed for all colleagues returning to work must be completed and include this risk assessment and safe system of work for hire equipment	Completed on first shift back at work	Personnel records
		GM	Colleagues should be allocated their own PPE	Issued when returning to work	Kept on site
Protecting Colleagues		GM	Sneeze screen erected at Reception desk	Prior to reopening	In Situ
Transmission and cross contamination of Covid-19 leading to health Issues from Skiing and Snowboarding	Customers Colleagues	GM	Reduced occupancy level set using government social distance guidance and guidance from Snowsport England For this centre the maximum occupancy for each slope is	Prior to reopening the outdoor slope	Recorded on this risk assessment
Managing Capacities		GM	Clear signage on display at the foot of each slope detailing key information on numbers and expected protocols from customers and colleagues	Displayed prior to reopening	Prominently displayed at each slope

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

		GM	All customers will be required to pre-book for a session online via booking system or App.	Prior to visiting	MRM
		MRM Team	Sessions will be a maximum of 90 minutes long, with 30 minutes at the end to allow for cleaning of equipment.	Prior to reopening	Set at maximum capacity on MRM
		MRM Team	Booking confirmation sent to parents requesting that only one parent attends with their children and containing a link to the Everyone Active reopening measures for ski and snowboarding	After booking for the ski complex	Details on website
		GM	Sessions will have staggered start times and leave gaps at the end to allow for cleaning and social distancing	Programming decided before opening	Through MRM and the website
		Created by H&S Team Linked by MRM team	A "What to expect when returning to the Ski Complex" video should be recorded and added to their Facebook page to customers as part of the booking confirmation process. Briefing should include • Not attending if you are feeling unwell. • Customers should sanitise their hands before entering the Ski complex and each slope • Maintaining social distancing • Following one way systems • Adults and children over 11 years old must wear face coverings when using the tows • Other control measures listed in this document	After booking	Details on website
		GM	All social spaces will remain closed	At all times	In situ
		GM	Viewing area for parents should be set up to maintain social distancing with signage and markers to encourage compliance	Prior to reopening and maintained at all times	In situ

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

Transmission and cross contamination of Covid-19 leading to health Issues from Skiing and Snowboarding Cleaning of Equipment, high contact points and hire equipment	Customers Colleagues	GM	Indoor areas and outdoor equipment/ structures should be thoroughly cleaned and sanitised before opening for the first time	Prior to reopening	Cleaning records
		GM	Remove difficult to clean equipment or clearly put out of use	Prior to reopening	Sites to keep a record of what has been removed
		GM	High contact touch points should be listed on the cleaning schedule. Appropriate contact time should be allowed for the cleaning chemicals to sanitise the surface effectively.	Between every session	Cleaning schedules
		GM	Stubbies and full sized gates can be used by one training group at a time then cleaned and sanitised before the next session	Prior to reopening	Cleaning schedules
		GM	Only coaches and instructors should handle equipment in each session	During each session	In situ
		GM	All hire equipment, skis, snowboards, helmets, pads, boots, should be cleaned and sanitised before and after each user	At all times	As per the safe system of work
Transmission and cross contamination of Covid-19 leading to health Issues from Ice Skating Public Sessions (Ice Rink Managers Association Return to Rinks Guidance)	Customer Colleagues	GM	Customers to book in advance of session	Prior to session	Booking on MRM
		GM	All Public Ice session operate with limited numbers of skaters (15m2 per skater) Sapphire Max Occupancy 80 Slough Max Occupancy 80 Lammas Max Occupancy 43 At least one Ice Marshall supervising on Ice Pad	During public skating	Bookings on MRM
		GM	One way system for In and Out for all sessions where available	During opening times	In situ

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

		GM	Ensure cleaning of hire skates pre and post use with sanitising spray (any returned skates mid session will also need to be cleaned i.e user returning skates which do not fit. Consider use of trays to make the redemption process contactless where possible	Prior to, during and post session	In situ
Transmission and cross contamination of Covid-19 leading to health Issues from Ice Skating Skate UK/Lessons & Coaching - (<i>British Ice-Skating Return to Training Guidelines</i>)	Customers Clubs/Hirers Colleagues	GM	All coaches and participants to follow British Ice-Skating Return to Training Guidelines; including social distancing principles with no physical contact or sharing of personal equipment /items	During lessons and coaching sessions	Communicated to customers/clubs/hirers - available on www.iceskating.org.uk)
		GM	Any hire skates for high level learn to skate sessions are allocated to each child on scheme and cleaned pre/post session	During coaching sessions	In situ
		GM	Ice skate lesson programme limited to Level 4 and above (including Patch Ice) – (No parent and Toddler sessions, or lower end of scheme sessions 1-3)	During Learn to Skate programme	Bookings on MRM
		GM	When scheme 1-3 and Parent/Toddler sessions are authorised to operate, the maximum numbers are 6 children plus accompanying adult to one coach/instructor with Skate Aids used at all times	During lessons and coaching sessions	Bookings on MRM
		GM	Maximum of 10 skaters per Level 2 Coach	During Lessons and Coaching Sessions	Bookings on MRM
		GM	Maximum of 6 groups advised on 60x30m Ice Pad – revised group numbers as follows: <i>Sapphire – 5 Groups</i> <i>Slough – 5 Groups</i> <i>Lammas – 2 Groups</i>	During lessons and coaching sessions	Bookings on MRM

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		Who	What	When	Where

		GM	All Lessons operate with limited numbers of skaters (25m2 per skater including coaches/supervising adults) Sapphire Max Occupancy 58 Slough Max Occupancy 58 Lammas Max Occupancy 25	During Lessons	Bookings on MRM
		GM	Ensure cleaning of hire skates pre and post use with sanitising spray (any returned skates mid session will also need to be cleaned i.e user returning skates which do not fit. Consider the use of trays to make the redemption process contactless where possible	During Lessons	In situ
Transmission and cross contamination of Covid-19 leading to health Issues from Ice Skating Patch Ice/Figure Skating (British Ice-Skating Return to Training Guidelines)	Customers Clubs/Hirers Colleagues	GM	All coaches and participants to follow British Ice-Skating Return to Training Guidelines; including social distancing principles with no physical contact or sharing of personal equipment /items. Coaches to teach from barrier /Off ice where applicable and avoid touching barrier No Skate Harness work to be carried out during Covid Restrictions under any circumstances	During artistic & figure skating sessions	In situ Communicated to customers/clubs/hirers - available on www.iceskating.org.uk)
		GM	Ice Surface should be re-surfaced more frequently if possible due to skaters falling, blowing of noses (into tissues) & drinking by the barriers & the risks they carry	During artistic & figure skating sessions	In situ

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		Who	What	When	Where

		GM	British Ice-Skating Recommendations for patch ice usage are 56 square metres. Sapphire and Slough – Maximum 20 Skaters including all coaches per session Lammas – Maximum 11 Skaters including all coaches per session Differing levels of skaters may require more space as determined by club/coaches and venue	During artistic & figure skating sessions	Bookings on MRM
Transmission and cross contamination of Covid-19 leading to health Issues from Ice Skating Pairs, Dance and Synchro (British Ice-Skating Return to Training Guidelines)	Customers Clubs/Hirers Colleagues	GM	Ensure 3-5 metre social distancing unless pairs in same household. Under 8's = 1 supervising adult for every 6 children Over 8's = 1 fully qualified level 2 instructor for every 10 skaters Maximum of 3 groups of 10 skaters/1 coach on the ice pad per session	During Pairs/Dance/Synchro sessions	Bookings on MRM
Transmission and cross contamination of Covid-19 leading to health Issues from Ice Skating Club Sessions	Customers Clubs/Hirers Colleagues	GM/Club	Each club advised to appoint dedicated Covid-19 officer to keep up with current guidance and liaise with venue management	Prior to activity	Club Hire Agreement
		GM	Club to provide covid-19 risk assessment	Prior to activity	Club Hire Agreement/Booking Form

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		Who	What	When	Where

(British Ice-Skating Return to Training and English Ice Hockey Association Return to Play Guidance)		GM/Club	Club Use – Ice Hockey Clubs to follow drill training exercise – no game play and limit numbers to 5 participants per group as per return to play guidance Phase 1. EIHA Phase 2 commences 1st August 2020 which allows for a max of 20 players to train on or off the ice with 2m social distancing in effect and no mixing of groups EIHA Phase 3 commences 31st August 2020 which allows for no social distancing on the ice, max 30 participants including coach and no restrictions on player movement Update when EIHA moves to phase 4 Clubs must follow English Ice Hockey Return to Play Guidance	During club sessions	In situ as in club RA EIHA Return to Play Guidance
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Transmission and cross contamination of Covid-19 leading to health Issues from Public Climbing (Registered Climbers)	Customers Colleagues	CM	All climbers will be required to pre-book for a session via booking system or App.	Online prior to session	As per MRM booking
		CM	Session will be a maximum of 90 minutes long, with 15 minutes at the end to allow for cleaning of equipment.	During opening hours	As per MRM booking
		CM	Reduced occupancy level set on 100sqft per person in line with government ventilation guidance and by 3m2 (ABC guidance) including bouldering areas to maintain social distancing	Prior to opening and at all times	As per MRM booking
		CM	Two lines separating each climbing group. Signage displayed to reinforce this.	During opening hours	As per MRM booking

Everyone Quality Management System (EQMS)

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		Who	What	When	Where

		CM	Increased ventilation flows and opening of windows to ensure the circulation of fresh air	At all times	In situ
		CM	Refresher training completed for coaches and up to date prior to them supervising the wall. Training should include Skill fade refresher, rescue training and best practice. Training can be delivered by either a technical advisor or a competent member of the team.	Prior to opening	Training records
		CM	Normal Facility, Equipment and PPE checks to be carried out prior to operation and results logged.	Daily	In situ
		CM	Signage displayed to remind climbers to; • Please sanitise your hands before you come in, between climbs and before you leave. • Please continue to spot before the first clip • We recommend using liquid chalk. • Please do not put rope in your mouth • Please follow marked direction of flow signs	Prior to opening and at all times	In situ
		CM	Sneeze screen erected at climbing front of house entrance point	Prior to opening and at all times	In situ
		CM	PPE to be quarantined for the rest of the day after use.	Coached Sessions	Cleaning records
		CM	Hand sanitiser stations to be provided at the entrance and exit to the climbing wall, and in the climbing area at intervals of one station per 5 lines	At all times	In situ
		CM	One-way system through climbing wall area if available	At all times	In Situ
Transmission and cross contamination of Covid-19 leading to health Issues from	Customers Colleagues	CM	Coaching – Separate location set out for paper-based registrations. Supply of clean pens available, used pens to be removed immediately after use.	At all times	In situ

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		Who	What	When	Where

Instructed Climbing Sessions		CM	Coached sessions where possible to have exclusive use of the climbing wall. If not practical, then cordoned area created for coached sessions to separate from casual users.	Coaches sessions	In situ
		CM	Communication to Parents/Guardians encouraging 1 Parent/Guardian per each lesson pupil (under 8's). Parents of children under 8 are requested not to remain in the centre.		
		CM	Parents/Guardians encouraged to ensure child comes ready for climbing lesson.		
		CM	Space for each lesson designed to accommodate each child in 9m2 of centre space as per the ABC guidance		
		CM	Maximum ratios set for each climbing lesson stage (Pupils to teacher) Pre-school = 6:1 Stage 1 = 6:1 Stage 2 = 6:1 Stage 3 = 8:1 Stage 4+ = 10:1 Calculate maximum occupancy including teachers, lifeguards and 1 spectator per child. Maximum figure based on the highest number of children participating in lessons at any one time = Insert Maximum occupancy figure		
		CM	Climbing Instructors to adapt session content to encourage distancing of pupils in lessons		

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		Who	What	When	Where

Transmission and cross contamination of Covid-19 leading to health Issues from Clip N Climb	Customers Colleagues	CM	To provide full face visors and face masks to Instructors to be used whilst they assist participants put on PPE (Harnesses, Helmets etc)		
		GM	All Clip n Climb customers will be required to pre-book for a session via booking system or App.	At all times	In situ
		MRM Team	Booking process takes customers through link to Everyone Active reopening measures where control measures are detailed.	During booking	MRM System
		GM	Bookers requested to only bring one spectator per booking.	When booking	Clip n Climb viewing area
		GM	Viewing area for parents should be set up to maintain social distancing with signage and markers to help if required.	At all times	MRM System
		MRM Team	Session will be a maximum of 50 minutes long, with 10 minutes at the end to allow for cleaning of equipment.	Each session	Maximum capacity set on MRM
		GM	Reduced occupancy level set by Step 1 Calculate capacity based on each person having 100sqft in line with government ventilation guidance. This must include instructors and people not climbing if you allow them to stay in the Clip n Climb arena. Step 2 Calculate capacity based on each person having 9m2 (UK Active and ABC guidance) Whichever of the 2 above steps is lowest must be set as your maximum occupancy.	Set prior to restarting Clip n Climb	In Situ
		GM	Increased ventilation flows and opening of windows to ensure the circulation of fresh air	At all times	

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

		GM	Normal Facility, Equipment and PPE checks to be carried out prior to operation and results logged. This includes - Annual wall inspections by Entre-prises - Annual Auto-Belay re-certification 6 monthly thorough Auto-belay inspection (Ropes 360) - Thorough inspection of all Clip n Climb elements (walls) - Thorough inspection of all other PPE including harnesses, ropes, carabineers, metal work, slings. Note; Inspections that involve our colleagues going up the wall should not be completed until after refresher training has been received.	Prior to reopening Clip n Climb	Equipment history log
		GM	Refresher training completed for coaches and up to date prior to them supervising the wall. Training should include - Skill fade refresher - Rescue training and best practice Training can be delivered by either a technical advisor or a competent member of the team. Agree competency with H&S team.	Prior to reopening Clip n Climb	Personnel file
		GM	Sneeze screen erected at Clip n Climb reception desk	Prior to reopening Clip n Climb	In Situ
		GM	Designated area set out for paper-based registrations. Supply of clean pens available, used pens to be sanitised immediately after use.	In place prior to each session and cleaned sanitised after use	In Situ
		GM	Parents/Guardians encouraged to ensure child comes ready for climbing session.	Upon recommencing lessons	On correspondence with lesson customers
		GM	Hand sanitiser stations to be provided inside the Clip n Climb arena at intervals of one station per 5 elements as well as at the entry and exit points.	Prior to reopening Clip n Climb	In Situ

Everyone Quality Management System (EQMS)

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		Who	What	When	Where

		GM	Where possible a one-way system should direct customers through the centre to the Clip n Climb area.	At all times	In Situ
		GM	Signage displayed above every sanitising unit asking climbers to Please sanitise your hands before you come in, between climbs and before you leave.	Prior to Clip n Climb reopening	In Situ
		GM	Maintain social distancing floor markers displayed around the Clip n Climb arena where walls create pinch points.	Prior to Clip n Climb reopening	In Situ
		GM	Keep your distance stickers displayed on each Auto-belay mat.	Prior to Clip n Climb reopening	In Situ
		GM	Clip, Climb, Clean posters displayed at the foot of each element.	Prior to Clip n Climb reopening	In Situ
		GM	Briefing/kitting up area set up, cordoned off from other customers (if in the main climbing area) and split into 2m squares with a social distancing sticker in the centre of each for the customer to stand whilst kitting up	For all lessons	In Situ
		GM	Briefings should be recorded as a video that can be played to customers instead of doing it verbally at the beginning of the session. If a TV is not available to play a video then the verbal part of the briefing can be recorded and the sound can be played whilst the instructor demonstrates the necessary parts.	For all lessons	In Situ
		Climbing Instructors	Additional Clip n Climb Covid-19 Briefing video should be played to the participants. Briefing should include - Customers should sanitise their hands before entering, between climbs and before leaving. - Maintaining social distancing - Following one way systems Checklist prepared for colleagues to ensure that they cover all elements.	At the start of every Clip n Climb session prior to climbing beginning and following on from the current Clip n Climb briefing video	Briefing script

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		Who	What	When	Where

		Climbing Instructors	Prior to lesson customers arriving harnesses and other equipment should be checked and laid out above the social distancing sticker in the briefing/kitting up area. Colleagues must wash their hands before and after laying equipment out.	Prior to lesson customers arriving	Briefing area
		Climbing Instructors	For kitting up for the below hierarchy - Can the group kit themselves up - If not can members of the person's household help kit them up (whilst maintaining social distancing from the other participants) If the only option is instructor contact then instructors should wear a face visor whilst being within 2m of the participant. These must be provided by site and instructors should sanitise their hands and their visor after the kitting process has finished.	During kitting up process	Instructor Information Pack
		Climbing Instructors	At the end of the session the equipment should be placed in a suitable receptacle to show clearly that it is ready for cleaning/quarantine and in such a manner that it cannot be confused with equipment ready for use	At the end of each session	At exit to Climbing centre
		Climbing Instructors	PPE to be quarantined for the rest of the day after use.	At the end of each session	In quarantine boxes
		GM	Climbing instructors briefed to try to maintain social distancing from customers where possible. Face visor should be worn all times when on the Clip n Climb arena floor.	Upon return to work	Re-Induction
		GM	Climbing Instructors should have their own specific PPE (Visors, Face Masks and Harnesses) and share between each other. This PPE should be used when undertaking the weekly clean of the wall and when completing customer rescues.	Issued when returning to work	Kept on site
		GM	If rescue equipment has been used it should be quarantined for the rest of the day	After use	Quarantine container

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		Who	What	When	Where

		GM	High contact touch points should be sanitised between every session Note: The auto-belay carabineers and handgrips should be cleaned with 70% isoprophyl alcohol spray as recommended by Head Rush (manufacturers). They should not be sprayed with normal sanitising spray and the tape of each auto-belay should not be sprayed.	Between all sessions	Cleaning schedules
		GM	If certain elements are generating excessive rescues of customers then consider introducing the following to reduce the likelihood of rescues being necessary. 1. Introduce a minimum age for the element 2. Introduce a minimum height for the element 3. Close the element off (last resort)	On review of rescues	Update Risk Assessment
Transmission and cross contamination of Covid-19 leading to health Issues from Ropes Courses	Customers Colleagues				
Transmission and cross contamination of Covid-19 leading to health Issues from Climbing Instructor Tasks	Colleagues Customers	GM	Climbing Instructors should have their own specific PPE (Harnesses, Face Masks and Safety Glasses and not share between each other.	Issued when returning to work	Kept on site
		GM	Face masks available for Climb DM's & Instructors for rescues (in line with NICAS guidance)	Ready to use at all times	In Situ
		GM	Plastic holds removed and cleaned in line with ABC guidance. Route setters to wear face masks and safety glasses.	Every 6 weeks	Cleaning Records

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		Who	What	When	Where

Transmission and cross contamination of Covid-19 leading to health Issues from Badminton (inc Short tennis, No Strings & Pickle Ball	Customers Colleagues	GM	Customers to book in advance of session	Prior to session	Booking on MRM
		GM	Both singles & doubles can play with people from different households as long as they remain 2m apart	At All Times	When booking
		GM	Clubs/No Strings/Pickle ball sessions limited to 4 on a court. Players can rotate on the same court within the group but socially distance (max 6)	At All Times	When booking
		GM	Where two courts are within 2m then doubles play is completed within the tramlines i.e. the singles court lines	At all times	When booking
		GM	Clubs to provide copy of risk assessment and name of appointed Covid 19 officer Clubs to provide sanitiser for own members	When Booking	Site risk assessment file
		GM	Players and coaches to use own rackets Shuttles/balls can be shared providing players wash hands before and after playing	At all times	When Playing
		GM	Coaching permitted in groups of 1 coach to 5 participants and not over two groups. Coaches can manage two courts where singles is in play	During Coached sessions	When playing
Transmission and cross contamination of Covid-19 leading to health Issues from Table Tennis	Customers Colleagues	GM	Customers to book in advance of session (50-minute sessions) Single only two people per table	Prior to session	Booking on MRM
		GM	Any equipment hired to players including balls must be returned and cleaned/sanitised after use by EA colleagues	At all times	Covid 19 safe system of work for hire equipment
		GM	Table Tennes clubs to follow table tennis England ready to return guidance. Clubs to provide copy of risk assessment.	At All times	When playing

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		Who	What	When	Where

		GM	Table tennis tables area should be a minimum of 9m by 4,5m (Badminton court or Squash court)	At all times	in situ
		GM	All tables used are separated by partitions/barriers/net, unless in a one table venue and no one else is present playing	At all times	In situ
		GM	Doubles play is not currently permitted unless from same household	At all times	When playing
		GM	Tables to be cleaned/sanitised between each session	At all times	In situ
Transmission and cross contamination of Covid-19 leading to health Issues from Squash	Colleagues Customers/Hirers Contractors	GM	Any equipment hired to players (I.e. Raquets/Balls) must be returned and cleaned/sanitised after use by EA colleagues	During opening hours	Covid 19 -Safe System of Work for Hire Equipment
		GM	Handling of the same ball by different players is discouraged	During Booked Session	Squash England Play Safe Signage displayed in situ at Squash Court Entrance
		GM	To reduce sweat droplets, players to adopt the use of sweatbands and regularly change playing kit. Wiping hands on walls or rear glass back wall is strictly prohibited. Only one player permitted to touch the ball and court door	During Booked Session	Squash England Play Safe Signage displayed in situ at Squash Court Entrance
		GM	Coaches entering the court area must maintain strict social distancing at all times.	During Booked Session	Squash England Play Safe Signage displayed in situ at Squash Court Entrance

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		Who	What	When	Where

		GM	Players to bring own fluids/refreshments and use own water bottle at all times Players to take equipment and bags onto the court with them. All personal 'waste' (empty water bottles, wrappers etc to be taken home)	During Booked Session	Squash England Play Safe Signage displayed in situ at Squash Court Entrance
		GM	Players should arrive in kit and no earlier than five minutes before the session start time. Players should exit the building immediately following the end of the session	Prior to and immediately following Booked Session	Communicated to players at time of booking
		GM	Strict rules in place for how courts can be used using Squash England ways to play guidance which includes; • Contactless booking / payment • Limited numbers to meet government guidelines (e.g. max 2 per court) • Strict limits on the 'type' of activities permitted for participants in different households e.g. no match play - solo practice, pairs activities or 'sides' games only allowed. Phase 2 of return to play in effect as of 1/9/20 - allowing for support bubble of 6 players to be able to play full court (2 max players per court). This is permitted for squash clubs to implement and manage but not casual pay and play. GM Ensures club provides suitable & current covid risk assessment	At all times	Squash England Play Safe Signage displayed in situ at Squash Court Entrance Club Covid Risk Assessment
Transmission and cross contamination of Covid-19 leading to	Customers/Hirers Colleagues/Coaches Contractors	GM	Follow guidance as issued by British Gymnastics	At all times	British Gymnastics website

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		Who	What	When	Where

health Issues from Gymnastics		GM	Maximum capacity is calculated following the government ventilation guidance for providers of grassroots, sports & gyms & leisure facilities. Max capacity = See RTM for ventilation max capacity Ensure a 2m walkway between gymnasts, coaches & volunteers to enter and exit the floor space including toilet routes and to allow for changeover of activity areas. Highlight a waiting area within the activity zone where static skills, warm-up and cool-down, conditioning can take place as gymnasts wait to rotate onto each activity. Highlight an isolation area where participants can wait if parents / guardians are late for collection so where they do not cross over with next session	During Session	Booking on MRM/Club Register
		GM	Limit any one group size to no more than 15 participants inclusive of coaches as per DfE / DCMS guidance	During session	Booking on MRM/Club Register
		GM	Establish fixed groups and remain with the same coach / volunteer & group for the duration of the session	During session	In situ
		GM	Staggered start times for each session to allow for change over of classes when sessions finish. Allow for sufficient cleaning time between sessions. Gymnasts to arrive changed and ready for session.	Between sessions	Booking on MrM

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		Who	What	When	Where

		GM	Gymnast to Coach ratios Pre-school Classes = 1:8 (classes where parents/guardians participate 1:20) Gymnastic classes 1:16 Assistant coaches (<i>if a suitable qualified assistant coach is present, a further 8 gymnasts can participate under the supervision of the qualified lead coach</i>) Team Gym 1:12 Coaching Adults – 1:16 (<i>Gymnast to coach ratios should be the same for adult classes as they are with a child class. However, a second, non-participating 'responsible adult' would not need to be present unless the adults that are being coached are vulnerable adults</i>)	At all times	Booking on MRM
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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

		GM	The following equipment must be ceased from use until the guidance supports safe use: - Foam Pits - Shared Hand Apparatus (bean bags, pre school toys, foam modules, ribbons, pom poms) - Jersey Mats The following areas are subject to steam cleaning as detailing in British Gymnastics Cleaning Guidance - Carpeted floor areas (tumble track, floor area, spring board, vault runway, any other carpeted areas) - Carpeted areas (Fixed & Temporary) – Hovering - ensure hoovers have a HEPA filter bag so the virus particles are not recirculated in the air. The following equipment is subject to hand sanitization before and after use - Wooden surfaces (chalked apparatus) - Uneven bars, Parallel bars, Rings, Pommel horse handle (Not to be used by smaller gymnasts) The following equipment is subject to brush down and rub with rubbing alcohol (+70% concentration) - Beams - Vaulting table - Beam pads - other equipment toppers covered in suede The following equipment is subject to cleaning using a disinfectant spray & cloth: - Vinyl mats - Trampoline mats & edging - coaching blocks	At all times	British Gymnastics Cleaning Guidance
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Everyone Quality Management System (EQMS)

Reference	Site and Form:	Risk Assessor	Updated:
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Hazard	Who Might be Harmed	Risk Control Measures			
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			- Non suede vaulting table - Beam Pads or wideners - Wall padding and other padded surrounds - Gym/ exercise mats - Wall bars - Ballet bars - Gym benches - Other polished wood equipment - Metal work - Bar & beam legs High Contact Cleaning Schedule in place for all gymnastics equipment and completed between sessions.		
		GM	Identify separate entrance and exit routes Highlight a one way system from the entrance point though the activity areas and exit routes. using directional signage	at all times	Signage in situ
		GM	Highlight a queueing system and registration area where gymnasts can maintain social distancing using queue here dots	At all times	Signage In situ
		GM	Lost Property – Follow centres lost property procedure	At all times	Lost Property Log
		GM	Identify a storage location at each activity area for personal water bottles & personal hand equipment	At all times	Signage in storage location
		GM	Parents to use a drop off and collect system. Parents are not to wait inside the gym whilst training is taking place. (Pre-school parents/guardians are exempt but must ensure social distancing rules are in place) Coaches will sign gymnasts out after sessions. Viewing areas are closed	During sessions	In situ
		GM	Signage to ensure customers adhere to the social distancing measures	At all times	Signage in situ

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		Who	What	When	Where

		GM	Use cards or similar visuals such as proficiency to act as prompts for skills	During sessions	In situ
		Coaches	Allow space and time for mat and station sanitisation as appropriate before use (between users, between rotation of activities, & between sessions.	During & after each session	Between activity stations
		Coaches	Where working in pairs or groups, social distancing must be adhered to and no contact between coaches and gymnast or gymnast and gymnast	During Session	In situ
		Coaches	Hand equipment and personal equipment must not be shared. Each gymnast must have their own equipment (rhythmic apparatus, handguards, gloves and loops, conditioning aids including ankle weights, elastic bands, rollers etc).	During session	Own Equipment
		Coaches	Communal Chalk bowls removed, gymnasts encouraged to use their own chalk	Before session	Own Equipment
		GM	Hand Sanitizing stations in place at each activity area at the around the gym	At all times	Various Locations
		GM	Test & Trace – Up to date registers of staff and gymnasts who are in the facility, date & time	At all times	Booking on MRM/Club registers
		GM	Contacting COVID19 – Follow Test & Trace Flow Chart.	At all times	On display in a colleague area/made available to clubs
		GM	Dedicated coach or supervisor to ensure all groups rotate around the zones correctly and safe entry and exit at session change over times allowing sufficient cleaning time between sessions	During session	Booking on MRM

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		Coaches	Create a plan on how gymnasts will move from one zone to the next whilst maintaining social distancing Max Capacity Based on number of activity zones = XX 1 Activity Zone = 15 participants (Inc. Coaches & Volunteers) 2 Activity Zones = 30 participants (Inc. Coaches & Volunteers) 3 Activity Zones = 45 participants (Inc. Coaches & Volunteers) Activity zone capacities must not exceed the ventilation max capacity.	During sessions	Session Plans
Gymnastics Inc. Trampolining (Elite Performers/athletes specific) In addition to the above controls	Colleagues Customers Coaches	GM	Follow British Gymnastics Return to Training guidance for athletes coaches & clubs.	At all times	British Gymnastics website
		GM	"Op in Agreement" completed by the athlete, coach & facility in advance of sessions commencing	Prior to session	Training records
		GM	COVID-19 Symptom questionnaire for illness to be completed by identified priority athletes.	Prior to session	Athletes Personnel Records
		Coach	A training plan and Return to Training (RTT) agreement must be signed off by the athlete & Head National Coach (HNC)	Prior to session	AER App
		Coach	RTT Briefing between venue, gymnasts & coaches communicated before training commences	Prior to session	
		Coach	Where possible, athletes will be allocated a piece of equipment to work on for an extended duration during a training session.	During session	In situ
		Coach	Gymnasts will be required to bring their own chalk.	At all times	In situ
		Coach	Gymnasts will be required to clean the equipment with disinfectant prior to use as per the manufacturer guidelines.	After each use	In situ
		GM	Gymnasts, coaches and staff are to arrive in kit ready to train and avoid changing out of kit before leaving where possible. If it is not possible to remain in kit, athletes should bring a wash bag to store used kit prior to departure.	Prior to session	Before arriving

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		Who	What	When	Where

		Coach/Gymnast	Gymnasts, where possible, will be required to set up their own equipment/apparatus that they come into direct contact with, including positioning of the landing mats. E.g. Pommel handle position, chalking of bars, handles, vaulting springboards, landing mats.	During session	In situ
		GM	Cleaning the venue at the end of each training day including the disinfection of all apparatus.	After each session	High contact cleaning schedule
		Coach	Coaches will be required to hand sanitise between each piece of apparatus that they coach on.	After each use	In situ
		GM	Ensure deep clean the facility prior to return to training and provide a cleaning schedule and checklist for each area to be signed off daily.	Prior to RTT	Deep Cleaning schedule
		GM	Identify designate 'zoning' and 'safe movement' principles clearly stating the activity within each zone and management of the access to each zone supported by a daily venue schedule to be shared with all users and displayed throughout the venue.	During Session	Session Plan
		GM	Supply an Operational Responsibility Matrix which outlines the roles and responsibilities for each training venue (see re-opening your facility guidance)	Prior to RTT	Site specific Operational Responsibility Matrix
		GM	Obtain access to a BG identified COVID Medical Officer who is known to all in case anyone wishes to log an issue or complaint.	Once RTT commences	BG Supporting Docs.
		GM	Ensure that the British Gymnastics Safeguarding policy and protocols are maintained.	At all times	Session plans
		GM	A coach athlete ratio of 1:4 is the maximum allowed to deliver RTT during phase 1. Training venues will be required to submit training rotation plans to limit the number of people that the coach has to work with at any one time. Coaches must also ensure that they follow the policies from British Gymnastics related to safeguarding.	At all times	BG Safeguarding policy
Transmission and cross contamination of Covid-19 leading to	Customers Colleagues Clubs/Hirers	GM	Follow England Hockey Guidance	During session	Club Risk Assessment / signage

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

health Issues from Hockey (Indoors & Outdoors)		GM	Online booking system in place	Before session	Booking through MRM
		GM	Equipment – use your own equipment – sticks, balls (mark your own with your initials), gumshield, facemasks (if required), goalkeeping equipment (if appropriate) and ensure water bottles are full on arrival. Any hirer equipment must be left for 72 hours.	During session	In situ
		GM	Allow time between sessions so equipment and facilities can be disinfected between sessions.	After each session	Booking through MRM
		GM	Participants to arrive changed and ready to play	Before session	In situ / Signage
		GM	Implement signage encouraging social distancing on the perimeter of the pitch One way system including queue management signage	At all times	In situ / Signage
		Club / Coach	Outdoor play – max group size 30, multiple groups can play on one pitch providing social distancing can be maintained. Indoor play – Max group size no more than 30 Follow ventilation guidance detailed in Providers of grassroots sport & gym/leisure facilities.	During session	If internal Booking through MRM / club register
		GM	Hand sanitizer provided at the entrance and exit of pitches	At all times	In situ / signage
		GM	Club coach ratios to follow England Hockey Safeguarding Policy	At all times	England Hockey Safeguarding Policy
		GM	Competitive contact match play (11 a side or smaller) is permitted. When play stops ensure groups of no more than 6.	During match play	England Hockey RTP Step 4 Guidance
		GM	Spectators & coaches are limited to (discrete) 6 person gatherings and social distanced	At all times	Signage

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		Who	What	When	Where

		GM	Participants should take their kit home to wash it themselves, rather than have one person handling a large quantity of soiled materials.	At all times	Various Locations
		GM	Where the ball goes out of play it should be retrieved by players using their stick or feet. Balls should be left for 72 hours or disinfected before and after use.	During sessions	In situ
		GM	Follow England Hockey's code of behaviour and keep shouting to a minimum.	During sessions	In situ
		GM	Clubs to ensure individual players complete a England Hockey Participation Agreement form before return to play commences	Before session	England Hockey Website
		GM	Clubs to ensure all players, officials, volunteers and spectators must undergo a self-assessment for any Covid-19- symptoms.	Before Session	Online Questionnaire England Hockey Website
		GM	No handshakes with other players or close contact during goal celebrations	During session	Various Locations
		GM	Avoid running training exercises that involve overly repetitive close contact between players.	During session	Session plans
		GM	Coaches must take a register of all attendees to ensure any track and trace requirements can be easily fulfilled.	Before session	Booking on MrM
Transmission and cross contamination of Covid-19 leading to	Customer/Hirers Colleagues Contractors	GM	Follow England Netball Guidance	At all times	England Netball Website
		GM	Indoor courts in addition to England Netball guidance must follow the government ventilation guidance for max capacities	At all times	Gov Guidance

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

health issues from Netball (Indoors/ Outdoors)		GM	Indoor courts - Any coaches, table officials, non-playing team bench, first aiders should wear a non-surgical face mask. Playing and active umpires do not need to wear face masks. This should be checked upon arrival	At all times	Indoor courts
		GM	Indoor courts - spectators cannot be part of the court area. They would need to observe from a viewing balcony.	At all times	Indoor courts
		GM	No more than 30 participants including players, coaches and officials per court	At all times	In situ
		GM	All players to position themselves a minimum of 4ft (1.2m) away from their opposing players and teammates at the start of play	During play	During session
		GM	Equipment sharing is permitted but should be minimised.	During session	Session plans
		GM	Off court normal social distance rules apply, maintain 2 metres distance	At all times	In situ
		GM	Match Officials and Scorers will be required to be at least 2m from activity where possible, with 2m distance between chairs. Those sitting on team benches will be 2m or 1m+ apart with risk mitigation in place where 2m is not possible	At all times	Bench & seating areas
		GM	Social norms including handshaking, goal celebrations, high 5's etc are not permitted. Idle interactions – Players not engaged in play or who are stood still are required to be positioned 4ft away from another player. Ball toss ups are not permitted	During Play	In situ

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		Who	What	When	Where

		GM	Arrive changed, ready to participate/coach or officiate At the end of any activity all players, coaches, officials and others should clear the court/area straight away via the one-way system and should not congregate at the edge of courts. If there is only one gate entry, ensure a staggered start time for bookings. Participants should shower/change back home.	Arriving / Departing Sessions	In situ
		GM	Ensure the following is available at every session or match • Hand sanitiser • Antibacterial wipes for netball and post sanitisation • Non-surgical face masks for certain roles to be used if indoor courts are needed • Health Screening check list (laminated if possible so it can be sanitised) • Bin bag for disposing of wipes • Where possible encourage players to bring their own ball to training sessions • Balls should be sanitised prior to activity • During matches, multiple balls may be required so that they can be replaced at regular intervals during the match (recommend quarter and half time) • Two bags or containers for netballs required to ensure 'dirty' and 'clean' netballs are clearly identifiable	During session	In situ
		GM	Parents of junior players and spectators should not congregate or watch from the court area Parents of junior players and spectators must be restricted to discrete six person groups and be spread out. Government guidance must be maintained by all spectators	During Session	in situ

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		Who	What	When	Where

		GM	Bibs must not be shared during netball activity. • Multiple sets of bibs are ideal if available • If multiple sets of bibs are unavailable use face paint or washable, non-toxic pen with position marked on arm or thigh. Parental permission should be sought for this, and all players and parents of junior players should check for any allergies to the product used	During session	In situ
		GM	Hands must be sanitised upon arrival at the netball activity	At start of session	In situ
		Coach	Breaks should be scheduled at least every 15 minutes to allow for hands to be sanitised in both netball training and netball activity	Every 15 minutes	Session plans
		Coach	Netball posts & post pad should be sanitised before and after activity	before and after each activity	In situ
		Coach	If a player or official makes contact with the netball post, it should be sanitised	Each time post makes contact	In situ
		Coach	Players should use their own netball wherever possible and this should be sanitised before being used	During sessions	Session plans
		Coach	Passing between multiple players with multiple netballs during training practices should be kept to a minimum	At all times	During sessions
		GM	Any personal items such as water bottles should be clearly marked	at all times	During sessions
		Coach	In games/practices within training sessions or matches, sharing of whistles is not permitted	At all times	Session plans
		GM	If providing the netballs for training or matches; it should be made clear which are 'clean' balls and which are used. This could be done via clearly labelling bags/containers	at all times	In situ
		GM	Cleaning procedures for high contact touch points including any toilet facilities and other indoor communal spaces used	Various times throughout session	High Touch Point Cleaning Schedule

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		Who	What	When	Where

		GM	Customers to book in advance of session	Prior to session	Booking on MRM
		GM	All players to review the pre-session Health Screening Questionnaire displayed on the entrance to the court. If displaying any symptoms in the last 7 days do not participate netball session	At all times	In situ
		GM	Coached Netball activity be led by qualified UKCC Level 2 (or above) netball coaches Ratios Under 11's 1:10 11+ 1:12	At all times	Training records
		GM	Follow England Netball's safeguarding policies & ratios for junior activities	At all times	England Netball Website
		GM	Track & Trace – Up to date registers of coaches, officials and players who are in the facility, date & time	At all times	Booking on MRM/Club registers
		GM	Walking Netball & Nets – Only progressed to Stage 3, this activity must adhere to the following controls: - Only fitness activity in groups of up to 30 can take place (as walking netball and Nets is played indoors ensure max numbers does not exceed the ventilation guidance for the space) - Small sided games and Walking Netball games or matches (competitive or friendly) are not permitted. - Must maintain 2m Social Distancing - The sharing of equipment is permitted (sanitisation protocol must be followed)	At all times	In situ
		GM	From 26 September, stage 4b of the Roadmap will be unlocked, meaning leagues and competitions will be able to recommence.		
Transmission and cross contamination of Covid-19 leading to	Customer Colleagues	GM	All sessions to be pre booked online	At all times	MRM

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health Issues from Basketball Indoors & Outdoors		GM/Club	Maximum of 30 people allow including players, coaches & official's	During Session	In situ
		GM/Club	Contact training to be limited to 20-minute intervals	During session	In situ
		GM/Club	Basketball England currently is on level 2 of return to play roadmap – Drills, skills, team-based training only. Clubs to follow Basketball England guidance	At all times	In situ
		GM/Club	No spectators are currently allowed	During session	In situ
			All high contact points should be cleaned after each session	After each session	In situ
		Club	Coaches/club to keep register who attends each session	During session	Club to record and keep for 21 days
		GM/Club	Social distancing rules adhered to throughout the session while play is stop	During the session	
		Club	Clubs to follow basketball England guidance	At all times	In situ
		Club	Club to have a register for each session to aid trst & trace	During session	In situ
Transmission and cross contamination of Covid-19 leading to health Issues from Bowls (Indoors)	Customers Hirers/Clubs Colleagues	GM/Club	Ensures club/hirer provides Covid-19 risk assessment which includes social distancing and hygiene measures	Prior to session	Club Hire Agreement/Booking Form Process
		GM/Club	Implement one-way systems for entrance/exit and social distancing during activity	At all times	In situ
		GM/Club	Calculate max occupancy for bowling hall/activity area using guidance of 100sq feet per person. Communicate to club/hirer and agree max occupancy per session. EIBA recommend max 8 players per rink (may need to be reduced on site by site basis depending on the above calculations)	Prior to session	Club Hire Agreement/Booking Process. EIBA Returning to Bowls Guidance

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		Who	What	When	Where

		GM/Club	Sessions booked in advance	Prior to session	MRM FOH or Club/Hirer Booking System
		GM/Club	Customers handle own equipment. No Hire Equipment	During Play	In situ and signage. On website and online platforms
		GM/Club	Jack disinfected before and after use by club official or player. In multiple player games 1 person e.g. skip from each side nominated to touch the jack. If sufficient have one jack from each side. Policy of no Jack cast but placed by foot on the nominated length. Implement re-spotting if jack displaced towards the ditch/side rinks	During play	In situ and signage. On website and online platforms EIBA returning to bowls guidance
		GM/Club	Manual scoreboard frame/stand to be handled by one player only with hand sanitiser available if scoreboard decided to be used	During play	In situ and signage. On website and online platforms
		GM/Club	Players to maintain a safe space and social distancing at all times.	During play	In situ and signage. On website and online platforms
		GM/Club	Clubs/players aware of English Indoor Bowling association Covid-19 formats of play guidance and safety information	During play	In situ and signage. On website and online platforms / EIBA Returning to Bowls Guidance
		GM	Ensures Safe System of work created for set up/down of carpet bowls, which includes Covid-19 risk control measures. Relevant colleagues to be trained and competent in task Carpet/Mats must be disinfected before and after use.	Prior to activity commencing	Safe System of Work/Colleague Training Records

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		GM	Carpet bowls laid out with at least 2-metre distance between each bowls carpet. Maximum of 2 players per carpet and numbers controlled with booking system	Prior to and During Play	Activity set up plans and MRM FOH booking system
Transmission and cross contamination of Covid-19 leading to health Issues from Trampolining	Customers Hirers/Clubs Colleagues	GM	Follow guidance issued from British Gymnastics	At all times	British Gymnastics website
		GM	Create a site-specific route plan where access & egress on to and off the trampoline can be done whilst adhering to social distancing Provide a block if they require a block to climb up. Sessions to adopt Option 1 or Option 2 approach to participants rotating on and off the trampoline, refer to British Gymnastics Planning Social Distance Guidance document	Prior to and during session	Session Plan
		GM	Identify a waiting area for those not spotting or participating stand on clearly marked social distancing floor dots	During session	Signage In situ
		GM	Ensure coaches / volunteers / supervisors maintain social distancing whilst supervising activity	At all times	In situ
		GM	Hand sanitizer stations in place and to be used before and after each user / rotation / session as required according to club risk assessment	During session	In Situ
		GM	High Contact Cleaning Schedule in place for all trampoline equipment and completed between sessions Follow British Gymnastics cleaning guidance on cleaning regime between sessions	During sessions	High Contact Cleaning Schedule

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		Who	What	When	Where

		GM	Trampolining Ratios 1:16 where social distancing can be followed. Follow British Gymnastics group and ratio guidance.	During all sessions	In situ
		GM	Test & Trace – Up to date registers of staff and gymnasts who are in the facility, date & time	At all times	Booking on MrM/Club registers
		GM	Contacting COVID19 – Follow Test & Trace Flow Chart.	At all times	On display in a colleague area/made available to clubs
Transmission and cross contamination of Covid-19 leading to health Issues from Sale of Retail	Customers Colleagues	GM	Customers asked to sanitise their hands on entrance to the leisure centre	Upon entering leisure centre	In Situ
		GM	Signs in place discouraging customers from handling products whilst browsing	At all times	On or near retail display
		GM	Popular retail rails added to high contact point regular cleaning routine		High Contact Cleaning Schedule
		GM	Limiting display of certain retail products to reduce customer handling of items (e.g. goggles/package products)	At all times	In Situ
		GM	Signage displayed explaining that customers must not try on clothing before purchasing it.	All all times	On or near retail display
		GM	Refund process amended to be contactless for up to £45	At all times	Set on PDQ Machines
		GM	Reviewed returns procedure in place allowing for no contact of customer/colleague and quarantining of returned items for 48 hours.	At all times	EQMS SSOW
Transmission and cross contamination of Covid-19 leading to health Issues from Roller-skating Clubs/Hirers/	Customers Colleagues Clubs/Hirers	GM	Ensure Club/Hirer provides Covid-19 risk assessment with control measures including social distancing principles between users from separate households	Prior to session	Club/Hirer Booking Form
		GM	Customers to book in advance of session	Prior to session	Club/Hirer Booking Process and MRM for EA sessions

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		Who	What	When	Where

Casual Roller Skating		GM	Ensure one-way system to/from the activity area where available, with social distancing queue markers and wayfinding	Prior to, during and after session	Signage In situ
		GM/Club/Hirer	Club/Hirer to implement control measures which will allow them to hire their own skates – where this is the case, skates must be cleaned & disinfected prior to/after each individual usage). For EA run sessions – skates must be disinfected prior to and after use by EA colleagues at designated drop off and collection points	During session	Club/Hirer Booking Process Skate Hire Safe System of Work
		GM	All roller-skating sessions operate with limited number of skaters (Calculate activity area 100 square foot per person and also 15m2 per person of skating floor space – the maximum occupancy will be the lesser of the 2 figures) EA site to confirm max number for activity area and provide this to the club/hirer	Prior to session	Club/Hirer Booking Process
		GM	Hand sanitiser available at various locations within the activity area and at skate hire	At all times	In situ
Transmission and cross contamination of Covid-19 leading to health issues from Volleyball	Customers Colleagues Clubs/Hirers	GM	Indoor/outdoor up to 6 players per side (6v6)	During session	MRM booking
		GM	Customers to book in advance of session	During session	Club/Hirer booking process
		GM	No event/booking to exceed 30 people	During session	Club/Hirer booking process
		Clubs	Clubs to following England Volleyball guidance	At All times	In situ
		GM	Any hire equipment hired to be cleaned and sanitised pre & post use	Prior to session & post	SSOW
		GM/Club	All participants to sanitise pre and post activity	Prior to session & post session	In situ

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		Who	What	When	Where

Transmission and cross contamination of Covid-19 leading to health Issues from Rugby – currently at stage c	Clubs/Hirers	GM/Club/Hirer	To follow guidance on restarting competitive grassroots rugby	At all times	In situ
			Contact rugby is not permitted at stage c. Stage C will focus on the game of Ready4Rugby non-contact game enabling 2 teams of up to 10 players to engage in training and match activity	At all times	In situ
			No more than 20 players in a training group on each half of the pitch	During the session	In situ
			Sessions should have regular breaks at a maximum of 15 minutes to ensure the ball and equipment can be cleaned and sanitised	During the session	In situ
			Players and Coaches should remain socially distanced during breaks	During the session	In situ
			Total duration for training sessions must not exceed 60 minutes for under 7's & 8s and 75 minutes for under 9's and above	During the session	In situ
			Any equipment used should be cleaned after each use	During the session	In situ
			Players to sanitised hands pre and post session	Prior to session & post session	In situ
			Supports, parents and other spectators to remain socially distanced while watching	During the session	In situ
Transmission and cross contamination of Covid-19 leading to health Issues from Rugby League	Clubs/Hirers		Club/Hirer to record attendance for each session including contact details to support NHS track & Trace	During the session in Situ	In situ
			Each training session would require a Covid Officer, or representative of the "committee" to ensure the RFL recommendations are carried out effectively		

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		Who	What	When	Where

Transmission and cross contamination of Covid-19 leading to health Issues from Indoor Play Areas including Soft Play Structures Protecting Colleagues	Customers Colleagues	GM	Induction training completed for all colleagues returning to work must be completed and include this risk assessment and safe system of work for cleaning the soft play are/structure	Completed on first shift back at work and before they supervise the indoor play area	Personnel records and SSoW
		GM	Colleagues should be allocated their own facemasks for emergency assistance required to customers	Issued when returning to work	Keep on site
		GM	Sneeze screen erected at Indoor Play Area reception desk	Prior to reopening indoor play area	In situ
Transmission and cross contamination of Covid-19 leading to health Issues from Indoor Play Areas including Soft Play Structures Managing Capacities	Customers Colleagues	GM	Reduced occupancy level set by ventilation guidance (BALPPA) and the total activity floor area, net usable indoor facility space (wall to wall, not the number of levels that the structure has) available to be used up to a maximum of 40% usual occupancy level. This number must include parents, guardians and colleagues. For this centre the maximum occupancy is ?? Workings for the above can be found in the table attached and should be stored with risk assessment.	Prior to reopening indoor play area	Recorded on this risk assessment
		GM	The capacity for smaller play areas will be calculated as above. Where there isn't sufficient space to facilitate social distancing only one household per area will be permitted at any one time. For this centre the maximum occupancy is ??	Prior to reopening indoor play area	Recorded on this risk assessment

Reference	Site and Form:	Risk Assessor	Updated:
RA1.1.3	Shobnall Leisure Complex - Risk Assessment – Activity Specific for Reducing spread of Covid -19		September 2020

Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

Transmission and cross contamination of Covid-19 leading to health Issues from Indoor Play Areas including Soft Play Structures Managing Customers	Customers Colleagues	GM	All Soft Play customers will be required to pre-book for a session online via booking system or App.	Prior to reopening indoor play area	MRM
		MRM Team	Session will be a maximum of 60 minutes long, with 30 minutes at the end to allow for cleaning of equipment. All customers will start their session at the same time to allow for sufficient cleaning between sessions. Queue management must be in place, markers on the floor both inside and leading to the play area	Prior to reopening indoor play area	Set at maximum capacity on MRM
		MRM Team	Booking confirmation sent to parents requesting that only one parent attends with their children to prevent overcrowding of viewing areas and containing a link to the Everyone Active reopening measures for Soft Play	After booking for indoor play area	Details on website
		Created by H&S Team Linked by MRM team	A "What to expect when returning to Indoor play" video should be recorded and added to their Facebook page to customers as part of the booking confirmation process. Briefing should include • Not attending if you are feeling unwell. • Customers should sanitise their hands before entering the indoor play area. , • Maintaining social distancing • Following one way systems • Adults and children over 11 years old must wear face coverings, when not in the play structure • Other control measures listed in this document	After booking for indoor play area	Details on website

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

		GM	Signage in place on entry and throughout indoor play area requesting adult customers and children aged 11 and over wear a face covering before entering the play area and keep it on until they leave, except when eating or drinking at a table or in the play structure itself	At all times	In situ
		GM	Where possible a one-way system should direct customers through the centre to the Indoor Play Area that works with the existing systems to other activity areas. This must be clearly marked with floor markers	At all times	In situ
		GM	Where customers are required to queue, clear social distancing floor markings to stop gathering points are required. These should be in the form of boxes, hatching and floor graphics, so that visitors clearly understand what they are required to do. This should include leading into the play frame.	At all times	In situ
		GM	Separate entry and exit points must be identified for the indoor play area which will be staffed to regulate numbers to no more than the maximum capacity of the play structure.	At all times	In situ
		Play Area Colleagues	Before anyone is permitted to enter the Indoor play frame they will need to apply hand sanitiser at the point of entry to the play area. These sanitisation points must be adjacent to each separate play area, supervised and the application of sanitiser made mandatory.	Before anyone enters the play structure	At entrance to centre and entry to Indoor play structure
		GM	A one way system should be implemented throughout the indoor play area. This should where possible follow the designed flow of the play structure. Signage in place such as directional arrows to encourage customers to follow the one way system.	At all times	In situ

Everyone Quality Management System (EQMS)

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

		GM	Parents should be encouraged to accompany their children through the indoor play structure, particularly those of younger children who may not understand the concept of social distancing	Encouraged at all times. Enforced if children are not following guidelines.	Signage displayed in Play Area
		GM	Confined spaces such one way crawl spaces with only one way in and out, dead ends in the Indoor play structure or areas which encourage users to congregate should be closed.	If identified prior to reopening or if found social distancing cannot be maintained with these areas open	In situ
		GM	Signage displayed above every sanitising unit	Prior to reopening indoor play area	In situ
		GM	Viewing area for parents and pinch points should be set up to maintain social distancing with signage and markers to help enforce	Prior to reopening indoor play area and maintained at all times	In situ
		GM/ Reception	Utilise public safety announcements and digital screens to repeat practices being applied throughout the facility, where appropriate.	During opening hours. Played at start of each session.	TV Screens/Over Public Address System
Transmission and cross contamination of Covid-19 leading to health Issues from Indoor Play Areas including Soft Play Structures Managing Customers with Disabilities and Special Needs (In Addition to the above)	Customers with disabilities	GM	Colleagues briefed on how to adapt control measures for customers with disabilities and special needs. This is to be include in the return to soft play induction training.	During colleague induction	Training records in personnel file

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Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

Transmission and cross contamination of Covid-19 leading to health Issues from Indoor Play Areas including Soft Play Structures Cleaning of Indoor Play Areas and structures	Customers Colleagues	GM	Indoor play areas and structures should be thoroughly cleaned and sanitised before opening for the first time	Prior to reopening indoor play area	Cleaning records
		GM	Remove difficult to clean items making it easier to clean the Indoor play area/structure. For example, this would cover items such as soft punch bags, plastic balls and other easily removable items.	Prior to reopening indoor play area	Sites to keep a record of what has been removed
		GM	High contact touch points in the Indoor play area/structure should be cleaned between every session and at very least every 2 hours. Appropriate contact time should be allowed for the cleaning chemicals to clean the surface effectively.	Between every session and at very least every 2 hours.	Cleaning schedules
		GM	Any loose Indoor play items should either be removed or identified in a way that ensures that they are identified and included on the high contact list on the cleaning schedule. Identifying marks could be used, alongside a check sheet to record that each item has been cleaned. Play items that children will put in their mouths or around their faces which are a high transmission hazard should be removed	Prior to reopening indoor play area	Sites to keep a record of what has been removed or add details of loose items and how to clean them to cleaning schedule
		GM	Separate sensory rooms should remain closed in line with government guidance	At all times	In situ
		GM	Ball pits must be closed or all balls should be removed from the ball pit	Prior to reopening indoor play area	Sites to keep a record of what has been removed
		GM	Roleplay props should all be removed	Prior to reopening indoor play area	Sites to keep a record of what has been removed

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		Who	What	When	Where
Transmission and cross contamination of Covid-19 leading to health Issues from Indoor Play Areas including Soft Play Structures Maintenance	Customers Colleagues	GM	Normal Facility Safety Inspections checks to be carried out prior to operation and results logged. This includes - Annual Soft Play Area inspections by an independent company (usually the manufacturer or ROSPA - Safety checks on features such as slides, rails, netting, steps, logs, platforms (add details of any that apply to specific sites)	Prior to reopening indoor play area	Sites to log all inspections that have been completed
		GM	Maximise ventilation flows and opening of windows to ensure the circulation of fresh air	Prior to reopening indoor play area	In situ