

Bubwith Leisure and Sports Centre

Risk Assessment with COVID Update August 2020

The management committee of the Centre have completed risk assessments in order to identify and control the risks to people who use the buildings and its surrounding area and those who are involved in its maintenance and upkeep.

All user groups should complete their own risk assessments as they are relevant to their particular activity. Much of the maintenance work is carried out by bodies who have responsibility for their own health and safety practices.

Identified hazards	Who is at risk?	Actions taken to minimise	Checks in place	By whom/when
Slips/trips and falls e.g. uneven surfaces/cleaning floors	Users of the Centre and car park may injure if slip on spillages or trip over objects	Car park surface maintained to be as even as possible Designated spaces for visitors with disabilities available next to Centre entrance Ramp available for wheelchair access Good lighting in car park and all rooms and corridor Users know to clear up spillages immediately and know where equipment stored – wet floor advisory markers provided Mats provided at entrances No storage allowed in corridor No trailing electrical leads/cables Recognised training received by First Aider First Aid kit and record book available	Surface inspected regularly and repaired as necessary Check that users know through hire agreement their responsibility Check that cleaner knows appropriate products to use and where stored Training updated in line with regulations	Designated H & S officer plus members of committee have responsibility for checking on weekly/two monthly basis depending on area Secretary to notify First aider to check kit annually
Working at height e.g. changing lightbulbs/cleaning windows/putting up decorations	Anyone working at height could suffer injuries should they fall	Appropriate commercial stepladder securely stored and available for use Centre users know (through hire agreement) that they are responsible for using the ladders safely Centre committee members know how to use the ladders safely	Guidance given to those who may use ladder Put in place system to check condition of ladder Forward plan and consider implications of any future work needed	Designated H & S officer plus members of committee have responsibility for checking twice a year
Asbestos	Users and others carrying out normal activities at very low risk Maintenance people	Presence of asbestos has been checked by qualified people and confirmed no asbestos present	No further action needed	Any future work undertaken to include asbestos checks incorporated into

	at a higher risk			plan
Stored equipment /manual handling	Committee members/volunteers/ users may be injured by inappropriate storing of equipment and moving heavy objects	Users know they must stack tables and chairs so that they do not collapse. Trolleys available to move heavy equipment and guidance notices displayed Sack barrow provided for moving heavy equipment	Notices displayed	Designated H & S officer does twice annual check that notices are in place and equipment in good condition
Vehicle movement	Pedestrians could suffer injuries if struck by cars entering/leaving car park or moving within it	Entrance/exit to car park clearly marked Extra spaces made available for large events Car park well lit Skip/re-cycling bins placed in safe position away from car park and collection takes place at times when centre not in use Play area is separated from vehicles by metal fence	Speed bumps in place to control car speed Advise users of centre whether they need to control parking at any events	Secretary has responsibility for informing Centre hirers when booking Treasurer checks recycling bins & communicates with appropriate authority
Hazardous substances e.g. cleaning products	The cleaner and others risk skin problems/eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems	Mops/brushes/strong rubber gloves provided Cleaning products stored securely Cleaner trained on use of products Kitchen cleaning products kept separately	Cleaner reminded to check for any skin reaction and seek appropriate advice	Designated H & S officer has responsibility to check with cleaner twice a year
Electricity	Users risk electric shocks or burns from faulty equipment or installation	Fixed installation correctly installed by qualified electrician and inspected regularly All repairs by qualified electrician Portable equipment PAT tested and checked for visual signs of damage before use Centre users know they are responsible for any equipment used on site	Management committee use professional contractors Make sure Centre users know how to switch off supply in an emergency Remind users that portable equipment considered unsafe should not be used	As required Secretary to liaise PAT testing done by qualified person annually Secretary to liaise and inform annually
Fire	Users if trapped can suffer fatal injuries from smoke inhalation /burns	Fire risk assessment done by professional authority Weekly fire alarm check undertaken Fire escape areas designated and signed	Checks on procedures/practices/ equipment carried out under contract by installer or other qualified professionals	Annual fire equipment/procedure check done by external company Chair to have

		Kitchen area has fire blanket/extinguisher in recommended positions	Remind users to give fire information to their groups and hold regular and documented fire drills	overview Secretary undertakes weekly check Secretary to liaise when booking
Kitchen e.g. safety procedures when using equipment	User groups and external bookings	Hygiene certificate required for using kitchen Safety notices in place for use of equipment Reminder notices in place for switching off equipment Kitchen knives colour coded for appropriate use Separate waste disposal for kitchen use Separate brushes for kitchen cleaning Fridge/freezer temperature monitored constantly	Certificate issued following online course by ERYC Weekly check of equipment/notices etc Checks recorded in file kept in kitchen	Individual responsibility but advised by Secretary Two nominated trustees to undertake checks
Play Area risk of falls/trips	Members of the public	Specialist shock absorbent material used on play area surface Safety checks carried out on individual pieces of play equipment Remind users that they use area at own risk	Annual safety check with report undertaken by qualified external source	Designated H & S officer and other trustees have responsibility to undertake regular checks (4 x year) and report to committee
Toxocariasis	Members of the public/users of the field	No dogs allowed signs are displayed prominently at both entrances to the field Transgressors if seen are challenged and reminded of dangers	Trustees check signage on regular basis	All trustees
Defibrillator	Members of the public/users of the Centre and playing field	A defibrillator is positioned outside the main entrance of the Centre	Regular checks made of battery/pads as advised by relevant Health authorities	Parish Clerk

COVID SPECIFIC RISKS

Identified hazards	Who is at risk?	Actions taken to minimise	Checks in place	By whom/when
Contact with door handles and surfaces, light switches and all hard surfaces.	All Users, staff and event organisers.	Users to open all doors and wedge to prevent closure for the duration of the venue hire. User of sanitising stations. Stations in several places within building. One way systems to be used	Guidance given to all users by Hand Sanitiser stations. Event organisers must advise and guide clients at events.	All Charity Trustees and volunteers, event organisers, clients and staff. On arrival and before hand in writing
Person to Person Contact	Users and others carrying out normal activities	Ensure all users and organisers stress 2m social distancing or and wearing of masks as necessary.	Stress 2m distancing if possible.	All Charity Trustees and volunteers, event organisers, clients and staff. On arrival and beforehand in writing
Contact with Cash	All Users	Require use of contact free payment if at all possible.	Staff Training. If contact unavoidable, ensure immediate handwashing or sanitising following contact.	All Staff
Airborne Transmission of Virus	All Users, staff	2m social distancing if possible If <2m, then masks should be worn if necessary. Ensure excess ventilation. Limit number of people in venue (not including staff of venue) to maximum 30	Staff Training.	All Charity Trustees and volunteers, event organisers, clients and staff. On arrival and beforehand in writing

Risk to vulnerable people	All Users and Staff	Encourage face covering and social distancing	Guidance and staff training	All Charity Trustees and volunteers, event organisers, clients and staff. On arrival and before hand in writing
Risk of infection to All Users and staff	All Users and Staff	Ensure all event organisers keep records of clients in case track and trace required. Records to be kept for 21 days and passed to	Event organisers to be informed.	All Charity Trustees and volunteers, event organisers, clients and staff. On arrival and

		Trustees if necessary and requested. Note that this information must not be passed on to any 3 rd party unless required to prevent disease spread.		before hand in writing