

North Devon Display Gymnastics Club

COVID-19 Risk Assessment

For Re-opening NDDGC Iss. 1 (21.07.2020)

This COVID-19 Risk Assessment is intended to be a working policy document. It is not exhaustive and will inevitably change and evolve with working experiences and as further guidelines are forthcoming. It should initially be generated as a DRAFT document which can then be used as a guide to help produce an agreed COVID-19 risk assessment for NDDGC after consultation with users as detailed below.

This Covid-19 Risk Assessment should be used in conjunction with NDDGC's usual Risk Assessment to check whether Covid-19 has changed any part of it.

This COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). Any self-employed or volunteer cleaners should also be consulted.

The COVID-19 Risk Assessment should also be provided to any organisations which regularly use the facility so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

- A key part of the risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 1+ metre or more.
- Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer.
- For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.
-

Important Notes:

1. This COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. This document is not intended to be comprehensive and is therefore not exhaustive. Reliance on its effectiveness depends on individual responsibility, awareness and compliance.

The potential mitigations are in three categories colour coded as follows;

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Complete internal facility	Overall contamination	Consider 'fogging' to ensure full anti viral/bacterial treatment	Fogging machine purchased
<p>Staff, volunteers, members, contractors</p> <p>Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Staff carrying out their jobs</p> <p>Members undertaking activities transmitting virus</p> <p>Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main facility. Staff/volunteers provided with face masks and plastic or rubber gloves. Contractors provide their own.</p> <p>Staff/volunteers advised to wash outer clothes after cleaning duties.</p> <p>Staff given PPE guidance and PPE for use in the event deep cleaning is required.</p> <p>Conditions of attendance given to all members</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p> <p>Display PPE Use & Disposal poster.</p> <p>Fogger to be used</p> <p>Guidelines for actions in the event of members/staff/visitors to site showing signs of sickness issued to all staff.</p> <p>Safe/isolation room provided</p>
<p>Staff, contractors and volunteers–</p> <p>Think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers carrying out cleaning, care taking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Provide screen for any reception offices in use.</p> <p>Talk with staff, trustees and volunteers regularly to see if arrangements are working</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

<p>Car Park/paths/ exterior areas</p> <p>Car Park/ paths/ exterior areas:-</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Mark out 1+ metre waiting area outside all potential entrances/exits with tape to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky. The main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
<p>Entrance hall/lobby/staircase</p>	<p>Possible “pinch points” and busy areas where risk is social distancing not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 1+ metre spacing in entrance area. Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by NDDGC</p>	<p>One way entry/exit system</p> <p>Hand sanitiser needs to be checked daily.</p> <p>Provide rubbish bags, in entrance hall and necessary areas.</p> <p>Dispose of regularly. Seal bags and store for 72 hours before disposal</p> <p>Close upstairs areas to parents and visitors</p>
<p>Gym floor</p>	<p>Door handles, light switches, window catches, tables, chairs</p> <p>Soft play and fabric covered items to be removed where possible which cannot be readily cleaned between use.</p> <p>Unecessary equipment to be stored Projection equipment. Screen. Window blinds Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used, to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Chairs reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.</p> <p>Social distancing guidance to be observed by members/staff/volunteers in arranging their activities. Members/Staff/Volunteers to be encouraged to wash hands</p>	<p>Consider removing items which are more difficult to clean and likely to be touched by members /staff/volunteers. Provide hand sanitiser.</p> <p>Soft play and fabric covered items to be removed where possible.</p> <p>Covid-19 specific gym class plans to be issued and set up weekly in preparation for sessions.</p> <p>Small member groups with specified coaches to work in rotation, observe hand and toilet hygiene.</p>

		regularly. Use PPE where advised and necessary	Staffing numbers closely controlled to limit those on site to essential staff and class members only
Office / waiting areas	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair seats & backs. Electrical office equipment. Floors with carpet tiles less easily cleaned.	Recommend other than as offices. No Access to anyone other than authorised staff Surfaces and equipment to be cleaned before use by cleaner Rooms with carpeted floors not in use or used for gym classes. Wipe shared equipment etc. Wipe clean matting.	Consider closing waiting areas. Use office as 'SAFE' area Cleaning/sanitising products placed in room. No parents or visitors allowed on premises unless in an emergency.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	Staff are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Staff/volunteers to clean all areas likely to be used before use. Wash, dry and stow crockery and cutlery after use. Towels to be removed. Hand sanitiser, soap and paper towels to be provided Consider encouraging members to bring their own drinks for the time being.	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces/window sill, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access. Access only by staff. 1 Designated person per shift
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch Cleaning materials	Provide PPE as necessary Public access unlikely to be required. Cleaner to decide frequency of cleaning.	Guidelines to be given Adhere to COSHH regulations Use only NDDGC authorised materials.
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use.	Ensure staff instructed to clean equipment required before and after use.	Only 2 people allowed access at any one time. Social distancing to be observed. Face masks to be worn if social distancing is difficult

		To control accessing and stowing equipment to encourage social distancing.	
Toilets	Social distancing difficult. Surfaces in frequent use = doors and door handles, light switches, taps, basins, toilet handles, seats etc. mirrors, floor.	To control numbers accessing toilets at one time, with attention to more vulnerable users. To clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 secondhand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and staff know where to access for re-stocking if needed. Controlled access. See notes for GYM
Boiler Room (Not applicable) Access in Gymnasiun	Door handle, Social distancing not possible	N/A no Access except for maintenace	Wipe control panel and door handles after use
Events	Handling cash and tickets Too many people arrive. Queueing Carparking Seating	Organisers arrange online systems and cashless payments if possible. For performances seats to be limited, booked in advance, 1 seat between individuals or households.	For further information see advice from government, BG, SWAGA & DAGA

Chairman's signature
on behalf of the Committee..... Date.....