



Risk Assessment Template

Task To Be Assessed:	<i>Fitness suite</i>		
Assessor Name:	<i>Sam Smith</i>		
Reference Number:	<i>n/a</i>		
Number Of People Exposed:		Assessment Date:	<i>08/4/21</i>
People Exposed (Staff / Student / Visitor):	<i>Staff – Edge Hill Sport Staff, University Academic and Support Staff Students – During academic study and when engaging in recreational activities Community – Edge Hill Sport Members, and attendees at hirer bookings</i>		
Department:	<i>FM – Edge Hill Sport</i>	Location Of Activity:	<i>Fitness suite</i>
Activity Description: <small>(Please give a description of the activity you are risk-assessing, including times, number of people, and current controls where applicable)</small>	<p><i>This assessment considers the risks of re-opening the Fitness Suite following the closure during the Covid-19 pandemic. It considers the additional hazards created by carrying out the closure, and the potential exposure to coronavirus during the centres ongoing operation. It should be implemented in addition to the current Fitness Suite Risk Assessment.</i></p> <p><i>This assessment is written in line with guidance from the World Health Organisation (WHO), CC Leisure Solutions, UK Government, and UK Active. The hazards related to coronavirus are considered by the spread of the virus by inhaling infected particles, and coming into contact with surfaces on which there are infected particles.</i></p>		

Hazard Checklist – use this to identify the hazards to be considered:

Situational	Tick	Physical / Chemical	Tick	Environmental	Tick
Slip, trip, fall		Harmful substances	✓	Temperature	
Fall from height		Electrical (shock, burns, fire, arcing, explosion etc)		Weather	
Lone Working		Biological agents	✓	Extreme locations (mountains, mud flats etc)	
Manual Handling		Fire			
		Machinery (entanglement, incorrect setup etc)		Vehicle movements	
		Use of sharps			

N.B. The above list is not exhaustive and additional options can be found in the Risk Assessment Guidance for Biology (Appendix A) and Media (Appendix B)

HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RESIDUAL RISK FACTOR*			Action / by whom?	Action / by when
				L	C	R		
Spread of the virus by breathing in infected droplets	Fitness Instructors	Spaces in the centre/fitness suite where Instructors come into proximity with each other and colleagues	No more than 2 instructors working at the desk area at one time. Protective screens in place to act as a protective barrier.	2	2	4	One person at a time in the kitchen area. No entry/congregating in the office unless essential work related and at a safe distance of 2m from any colleague can be observed Protective visors or masks to be provided for fitness staff.	Fitness Instructors

Risk Factor / Residual Risk Factor (R) = Likelihood (L) x Consequence (C). Refer to Risk Matrix on final page.

HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RESIDUAL RISK FACTOR*			Action / by whom?	Action / by when
				L	C	R		
Spread of the virus by breathing in infected droplets	Fitness Instructors	Interaction with customers at the desk area and within the fitness suite	Spacing marked out on the floor to reduce social gathering around the fitness desk area.	1	2	2	Perspex shields installed around the desk to allow a closer safe proximity Protective visors or masks to be provided for fitness staff.	
Spread of the virus by breathing in infected droplets	Fitness Instructors	Interaction with customers on the shop floor e.g. personal training, spotting, or coaching technique	Personal training suspended indefinitely. Staff to work with customers from safe distance or use correct control measures through sanitisation, if having to "spot" a member Protective visors/masks for instructors to be worn on shop floor	2	2	4	Protective visors/masks to be used when working on the shop floor. Cleaning of hands to be done on a regular basis between working with members. Various sanitising stations to be available Gym staff to "police" customers to aid in adherence of signage and one-way system.	

Spread of the virus by breathing in infected droplets	Fitness Instructors	Coming into close proximity with customers as they move around the fitness area carrying out duties	Gym capacity to be at a controlled capacity. Bookings to made for gym slots. 15 minutes between bookings to allow cleaning of all contact areas and allow members to leave without and congregation. Entrance/exit areas to be marked out. Posters and instructions to be clearly placed.	2	2	4	Fitness suite capacity to align to floor space of 3m ² Every other piece of CV equipment to switched off and spaced out to allow 2m distance. Resistance machines separated to allow 2m ² between customers. Information posters advising customers to maintain 2m distance One way system marked out on the floor to prevent customers coming into close proximity.	
Spread of the virus by breathing in infected droplets	Customers	Queueing up for their booked gym slot	Barriers and floor markers to be placed to maintain social distancing Members will queue up on sports hall balcony to allow social distancing.	1	3	3	Bookings to be on the hour and for the duration of 60 minutes allowing 15 minutes for change over and swift cleaning of contact points Entrance to fitness suite moved to rear entrance to avoid members congregating.	
Spread of the virus by breathing in infected droplets	Customers	Customers interacting with each other.	Posters in place advising of social distancing. Fitness instructors on shop floor to manage and gently remind members to observe distancing at all times	2	3	6	Members of same household permitted to closely interact following current government guidance	
Spread of the virus by breathing in infected droplets	Customers	Customers exercising in close proximity to each other.	Clear floor markings set out to make sure all equipment is 2m ² or more where possible. Every other piece of CV equipment placed out of order. No equipment directly facing each another..	1	3	3	Equipment will be rotated and cleaned on every cycle of gym users.	

Spread of virus by touching surfaces	Fitness Instructors	The virus could potentially be spread by people touching any surface or object in the fitness suite.	Regular, rigorous, safe and clear cleaning regime followed by fitness instructors. 15 minute clean after each 1 hour session. 2 x 60minute deep cleans. 1 in afternoon and 1 on close down when all members have exited the fitness suite.	2	2	4	Fitness instructors to be supplied with gloves which are to be changed every two hours. Facemasks to be provided for instructors while on the shop floor. Duties to be recorded by staff and checked by management. The use of towels by customers to be prohibited to avoid infection being spread around. Paper towels to be used and disposed of with suitable sanitiser and bins.	
Spread of virus by touching surfaces	Fitness Instructors	Working on the same workstation/desktop to make/check bookings etc	Only one person to be behind the desk at one time. Clear desk policy to be adhered to. Work stations must be sanitised after every use. Wipes provided.	2	2	4	Sanitation of keyboard and mouse by the user when changing over of staff from a "shared" workstation.	
Spread of virus by touching surfaces	Customers	Sharing equipment	6 cleaning stations spaced around the fitness with spray and blue roll to clean before & after use	2	3	6	Areas marked out for safe use. CV/Resistance machines/Benches all marked out and spaced at 3m ² Signage in place to instruct members to self-sanitise equipment (ideally before and) after use	
Spread of virus by touching surfaces	Customers		Customers to sanitise equipment before and after use of any equipment used.	2	3	6	6 cleaning stations readily available to use including sanitising spray and disposable towels.	
Spread of virus by touching surfaces	Customers		Deep cleaning to be twice daily. Close of centre mid-day for 1 hour to allow 2 members of staff to deep clean. Thorough cleaning regime to be adhered to.	2	3	6		
Spread of virus by touching surfaces	Customers		Customers to sanitize hands on a regular basis. Compulsory to use hand sanitizer on entry and exit of the facility.	2	3	6		

Assessment conclusion: (i.e. have all foreseeable hazards been identified and control measures put in place to ensure that the risk is as low as reasonably practicable, provided all additional control measures identified have been put in place?)	<i>The additional risks to the facilities users have been identified using guidance from PWTAG, WHO, IOSH, UK Active, and CC Leisure Solutions and reasonably practicable controls identified.</i>
Signature of Line Manager / Competent Person:	<i>Sam Smith</i>
Review Date:	<i>12.8.21</i>

Risk Matrix

		CONSEQUENCE				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
LIKELIHOOD	1 Rare	1 NO ACTION	2 NO ACTION	3 MONITOR	4 MONITOR	5 MONITOR
	2 Unlikely	2 NO ACTION	4 MONITOR	6 MONITOR	8 ACTION	10 ACTION
	3 Possible	3 MONITOR	6 MONITOR	9 ACTION	12 ACTION	15 URGENT ACTION
	4 Likely	4 MONITOR	8 ACTION	12 ACTION	16 URGENT ACTION	20 STOP
	5 Almost Certain	5 MONITOR	10 ACTION	15 URGENT ACTION	20 STOP	25 STOP

Risk = Likelihood x Consequence

Likelihood:

- 1 Rare - this will probably never happen
- 2 Unlikely - do not expect it to happen / recur but it is possible it may do so
- 3 Possible - might happen or recur occasionally
- 4 Likely - will probably happen / recur but it is not a persistent issue
- 5 Almost Certain - will undoubtedly happen / recur, possibly frequently

Consequence:

- 1 Insignificant – no or minimal injury / insignificant damage to equipment or property
- 2 Minor – minor damage to property, or minor injury or illness requiring minimal medical intervention
- 3 Moderate - injury requiring medical assistance and could result in time off work, damage to property requiring repair
- 4 Major – major injury or damage to property, leading to prolonged time off work, increased time in hospital, and likely prosecution
- 5 Critical – incident leading to multiple permanent injuries, irreversible health effects, or death. Permanent loss of facility, or persecution

Risk Factor / Residual Risk Factor:

- NO ACTION (1-2): No further action, but ensure controls are maintained and reviewed
- MONITOR (3-6): Look to improve at next review or if there is a significant change
- ACTION (8-12): Improve within a specified timescale
- URGENT ACTION (15-16): Take immediate action and stop activity if necessary; maintain existing controls rigorously
- STOP (20-25): Stop activity immediately