



DOCUMENT NAME:	Central-Health & Safety-1179	VERSION:	1.0	FILE:	Central-Health & Safety
LOG TITLE:	Risk Assessment Short Form Template				
AUTHOR:	Tom White	APPROVER:	Anthony Roper	PUBLISH DATE:	06/04/2020
TRAINING REQUIRED:	Yes	REVIEW PERIOD:	36	REVIEW DATE:	06/04/2023

Likelihood 'L'	Score	Severity 'S'	Score	L x S = Risk 'R'	Risk Rating	Action & Timescales	RESIDUAL RISK ACCEPTABILITY
Highly Unlikely	1	Slightly Harmful	1	1	Trivial Risk	No action or documentary records needed, but good practice to record the assessment	YES
Unlikely	2	Harmful	2	2-3	Tolerable Risk	Improvement not mandatory, but records and monitoring required to ensuring suitable and sufficient controls are maintained. Temporary/low-cost improvements where possible.	YES
Likely	3	Extremely Harmful	3	4	Moderate Risk	Aim to reduce the risk level further with additional specific controls, but costs of prevention may be limited. Actions to implement additional control measures should be clearly set & carried out before proceeding with the activity/task.	YES
				6	Substantial Risk	Where the activity/task is a High Risk, further specific controls/adjustments/actions must be implemented to reduce the risk level before proceeding with the activity/task.	NO
				9	Intolerable Risk	Unacceptable level of risk even when all control measures are in place. Activity/Task should not proceed until urgent action is taken to reduce the risk. If it is not possible to reduce risk, even with unlimited resources, a decision not to proceed with the activity/task must be made.	NO
Where a 'Residual Risk' is assessed to be <u>unacceptable</u> the Activity or Task must not proceed.							

ACTIVITY (description):		Gym opening – Government guidelines are from 27 th July						
PERSONS CARRYING OUT RISK ASSESSMENT:		Michaela Jones, Lynne Joyner, Gerard Hayes						
PERSONS AT RISK:		All						
ASSESSMENT DATE:		13/07/20		REVIEW PERIOD (months):		1	REVIEW DATE:	31/07/20
HAZARD	Without Control Measures			CONTROL MEASURES AND ACTIONS (Note persons responsible and timescale for actions)	With Control Measures			RESIDUAL RISK ACCEPTABLE (Yes/No)
	L	S	R		L	S	R	
Coronavirus (COVID-19) infection risk of mild illness to a normally healthy person (staff or member of the public).	3	1	3	<ul style="list-style-type: none"> Warning notices displayed at gym and studio entrances to control the risk of an outside person who may be carrying the virus from entering the building Sanitising materials provided Registers to be taken by the instructors in case of fire A register is to be provided for the studio use as well as the gym. Entrance to the studio is to be from the studio door. If 	2	1	2	YES



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				<p>access is need to the toilet then instructors and clients are to access them by walking outside and back in through the corridor. Card access will be needed or the doors kept open.</p> <ul style="list-style-type: none"> • Showers , lockers and the changing room are not to be used, • All clients and instructors to come suitably dressed to the classes ready to take part so that getting changed isn't needed. • The water fountain is to be disconnected and everyone is expected to bring their own water. Top ups may be gained from the canteen in office hours. This is considered a high risk of infection if not carried out. • Holt farm is to will be housekeeping throughout – especially 'touch surfaces' – Twice a week and cleaning of the floors and toilets on a daily basis • Saniitising of the carpet is to be considered by Holt Farm but in the meantime mats are to be used • All paper posters to be taken down and the leaflets removed. Posters used are to be laminated. • Clients are to be told to bring their own mats • The instructors are to clean the mirrors as well as equipment on a daily basis • Lynne Joyner to provide cloths and Holt Farm to supply the sprays for cleaning. The cloths are to be changed daily. A used bucket is to be provided • The instructors are to clean 'heavy touch areas' every half an hour like door/window handles etc • The classes are to be arranged to allow 2m social distancing including queuing for classes. • Room occupancy reduced to allow for social distancing with maximum occupancy clearly displayed on doors 				
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				<ul style="list-style-type: none">• Based on 9 sqm – or 100 square foot this is 8 for the studio (72 sqm)and 9/10 for the gym. (87 sqm)• If in doubt, the overriding factor is 2m distancing.• Move treadmills/cross trainers, bikes, resistance machines further apart or tape off a machine to ensure 2m distancing• The spin bikes to be set apart in 1 line with 2m distancing• Only Bluesky Physiotherapy are to use the treatment room due to their higher standards of Covid protection and to maintain their high levels of cleaning• It is not expected that the physios and their patients will be using the gym• Bluesky can have access to the treatment room before 27th July.• Bluesky staff are to use their access cards and as part of their procedures will escort patients to and fro from the treatment room.• All windows to be kept open to provide ventilation – this can be reviewed in particulary cold and wet weather.• All equipment currently used by the instructors is to be stored in the gym in a lockable cupboard including silent spin and the personal records of gym inductions and exercise for health etc• If privacy is required then the changing rooms can be used. A temporary sign can be be put up to notify potential users.• Equipment like the swiss balls etc to be taken to the class by the instructor ready for the class to take place – for the purpose of maintaining distancing• The fans and aircon are not to be used.• All staff to comply with social distancing (2m apart) wherever possible				
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				<ul style="list-style-type: none"> All staff advised to follow government guidance: <ol style="list-style-type: none"> wash your hands with soap and water often – do this for at least 20 seconds use hand sanitiser gel if soap and water are not available wash your hands as soon as you get back home cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze put used tissues in the bin immediately and wash your hands afterwards Where people have symptoms of Coronavirus, or have people in their household who are symptomatic follow ‘Stay at Home Guidance’ as laid out in Policy - Central-Health & Safety-1130. Contractors informed of procedures and provided with sanitising products. 				
<p>Coronavirus (COVID-19) infection risk of serious life-threatening illness to a person who is pregnant, over 70 years of age or in the High-Risk category as identified by NHS England.</p> <ul style="list-style-type: none"> have had an organ transplant are having certain types of cancer treatment have blood or bone marrow cancer, such as leukaemia have a severe lung condition, such as cystic fibrosis or severe asthma have a condition that makes you much more likely to get infections are taking medicine that weakens your immune system are pregnant and have a serious heart condition 	3	3	9	<ul style="list-style-type: none"> High risk, very high risk and those shielding will not be able to come to the gym/studio until the 31st July. The government guidelines will be reviewed at this time Outside classes may be more relevant for the exercise for health class. Identify by staff survey and instructed to follow government advice to: <ol style="list-style-type: none"> not leaving their home - not go out to do shopping, pick up medicine or exercise stay at least 2 metres (3 steps) away from other people in their home as much as possible This risk assessment to be read in conjunction with the outdoor classes risk assessment Instructors and Bluesky to use access cards One way system to be implemented 	1	3	3	Yes



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				<ol style="list-style-type: none"> 5. Windows to be kept open 6. Showers and lockers not to be used (? Govt guidelines say it is ok – Yeo Valley’s call) 7. Toilets available but clients to be asked to avoid if necessary 8. Lockers? 9. Instructors to clean all equipment before and after use with spray/wipes 10. Instructors to reinforce distancing 11. 15 minutes in between classes to allow for cleaning 12. Members to maintain distancing while waiting to go into a class 13. Members to bring their own equipment like mats and water bottles, bands etc 14. Equipment like the bands with handles, that cannot be cleaned, to be removed from the gym 15. Booking system needed for the gym or state maximum number allowed 16. Limit the time in the gym? 1-1 1/2 hours? 17. All instructors to be given the risk assesment to sign. Yoga instructors etc to be issued with a card (?) 				
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The Risk Assessor must consider whether further Risk Assessment may be required for associated hazards, examples: Pregnant Women, Young Persons, Manual Handling, COSHH/Hazardous Substances, PUWER/Work Equipment/Plant/Machinery, Fire, Work at Height, Working Alone, etc.

Additional Notes or Diagrams (include references to guidance and provide evidence in support of decision-making process)

<https://www.nhs.uk/conditions/coronavirus-covid-19/> (accessed 25/3/20)