

# RA059 Pandemic Management v3

Date of Risk Assessment: 21/10/2020

Review Date: 21/10/2021

<b>Activity assessed / title of risk assessment:</b>	Sportspark Use (All Areas)		
<b>Detailed description of activities covered by this assessment: (Include numbers of persons involved, equipment used etc.)</b>	<p>This Risk Assessment covers the provision of all Sporting and Exercise facilities within the Sportspark with specific regards to pandemic management.</p> <p>Based on the government guidance of 100m/sqft per person, the maximum capacity (including staff) for the Sportspark building (excluding outside space) is 872.</p> <p>The sportspark is a community use facility with approximately 1.4 million visits per year including the following facilities:</p>		
		Maximum users (to enable social distancing)	Additional changes to service
	Reception		Cashless environment whenever possible.
	Café	66 covers	In line with current Government hospitality guidance.
	12m high climbing wall	10	N/A
	50m swimming pool with boom (allowing for 2 x 25m)	62	N/A
	Pool Balcony	32	N/A
	Gym (including additional spaces)	84	2 squash courts and group cycling studio used for additional fitness space
	Dance Studio	26	N/A
	Functional Studio	12	N/A
	Halls (used for Sport)	65 (per hall)	N/A
	Hall 4 (used for Exercise classes)	40	N/A
	SPRING Gymnastics Centre	25	N/A
	Squash courts (for Squash use)	6 (per court)	N/A
	Wet changing rooms	18 (per changing room)	No lockers or showers available for use
	Dry changing rooms	18 (per changing room)	Limited lockers, no showers available for use
	400m x 8 lane athletics track	Maximum capacity must remain in line with the sport specific NGB guidance	Participants must remain within their booked space during their session and not congregate / wait in any communal spaces

	2 full size AGPs	Maximum capacity must remain in line with the sport specific NGB guidance	Participants must remain within their booked space during their session and not congregate / wait in any communal spaces
	6 tennis / netball courts	Maximum capacity must remain in line with the sport specific NGB guidance	Participants must remain within their booked space during their session and not congregate / wait in any communal spaces
	4 x 5-aside 3G AGPs	Maximum capacity must remain in line with the sport specific NGB guidance	Participants must remain within their booked space during their session and not congregate / wait in any communal spaces
	3 x 7-aside 3G AGPs	Maximum capacity must remain in line with the sport specific NGB guidance	Participants must remain within their booked space during their session and not congregate / wait in any communal spaces
	Therapy room	1 on 1 treatment	Face coverings required.
<p>Participation includes the potential use of:                  Fixed and portable sporting equipment                  Access points                  Communal areas including toilets and changing facilities                  External bodies and equipment brought onto site.</p>			
<b>Location of Activity:</b>	Sportspark (Building 33)	<b>School / Department:</b>	PES
<b>Risk Assessment reference number / local identifier:</b>	RA059	<b>Risk Assessor: (Full Name)</b>	Hannah Gook

## Identify the Hazards – What can happen and how can it happen?

See Guidance on Risk Assessment section 4.1 and Common Hazard Checklist for support

Number	Hazard (what has the potential to cause harm?)	Hazardous Event (how can the hazard cause harm?)
1	Travelling to Sportspark	Possible infection due to contact with other individuals infected with Covid-19.
2	Movement across campus	Possible infection due to contact with other individuals infected with Covid-19.
3	Queuing	Possible infection due to contact with other individuals infected with Covid-19. Injury/Assault due to disagreements with new policy in place and potential non-adherence from others.
4	Movement across Facility	Possible infection due to contact with other individuals infected with Covid-19. Injury/Assault due to disagreements with new policy in place and potential non-adherence from others.
5	First Aid Emergency	First Aid Incident itself. Possible infection due to contact with other individuals infected with Covid-19 (first aiders particularly vulnerable). Unwillingness of staff to undertake 1 <sup>st</sup> Aid due to concerns with possible infection.
6	Emergency Evacuation	Risk associated with the reason for evacuation (fire, building failure etc.). Possible infection due to closer contact with other individuals infected with Covid-19.
7	Contact with other individuals outside of household	Possible infection due to contact with other individuals infected with Covid-19.
8	Handling/use of equipment	Possible infection through transmission of Covid-19 on surfaces.
9	Deliveries	Possible infection due to contact with other individuals infected with Covid-19. Possible infection through transmission of Covid-19 on surfaces.
10	Stress/Anxiety	Concern over covid-19 risks. Stress from interaction with other individuals including confrontation with aggressive individuals or those displaying symptoms. Increased workload. Adjusted work tasks without sufficient training or support.
11	Overcrowding	Possible infection due to contact with other individuals infected with Covid-19 without the opportunity to maintain social distancing guidelines.

# Risk Assessment

Number	Hazard (what has the potential to cause harm?)	Hazardous Event (how can the hazard cause harm?)
		Possible infection through transmission of Covid-19 on surfaces
12	Hot Water failure	Possible infection due to contact with other individuals infected with Covid-19 without the opportunity to clean hands effectively. Increased risk of possible infection through transmission of Covid-19 on surfaces
13	Building failures	Risk of building failure resulting from extended closure and temporary cessation of normal inspection process e.g. emergency lighting
14	Legionella/water quality	Risk of illness resulting from extended closure and temporary cessation of normal inspection process
15	Reduced staffing levels	Unable to respond effectively to emergencies including evacuations or criminal offences from users. Increased workload for others leading to stress.
16	Those attending site presenting with covid-9 symptoms	Possible infection due to contact with other individuals infected with Covid-19. Possible infection through transmission of Covid-19 on surfaces
17	Water Fountains	Possible infection due to contact with other individuals infected with Covid-19. Possible infection through transmission of Covid-19 on surfaces. Risk of illness resulting from extended closure and temporary cessation of normal inspection process.
18	Departmental Specific operations	Possible infection due to contact with other individuals infected with Covid-19. Possible infection through transmission of Covid-19 on surfaces.
19	Air Handling	Possible infection due to airborne transmission of covid-19.
20	Untraceable access of visitors	Possible infection due to contact with other individuals infected with Covid-19. Possible infection through transmission of Covid-19 on surfaces. Increased risk of transmission to those outside of Sportspark.

## Identify Who Might be Harmed – Consider any and all types of person who may come into contact with the hazard

See Guidance on Risk Assessment section 4.2

Select all that apply						
<input checked="" type="checkbox"/> Employees	<input checked="" type="checkbox"/> Contractors / other workers	<input checked="" type="checkbox"/> Public visitors and external users	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Young persons	<input checked="" type="checkbox"/> New / expectant mothers	<input checked="" type="checkbox"/> Disabled persons

## Establish Current Controls – Is anything currently in place to mitigate the risk of each identified hazard, if so what?

See Guidance on Risk Assessment section 4.3

Hazard	Controls and Safe System of Work	Further Controls Required	Additional Cleaning/PPE required
1	<u>Travelling to Sportspark</u> <ul style="list-style-type: none"> <li>Encourage staff to have a travel plan that avoids public transport if possible</li> <li>Encourage staff to use active travel such as walking or cycling if suitable</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2	<u>Movement across Campus</u> <ul style="list-style-type: none"> <li>Adhere to the UEA guidance and movement plans</li> <li>Reduce the amount of movement required</li> <li>All meetings to take place virtually. Where remote communication is not possible then social distancing restrictions must apply</li> <li>If approached by another person then maintain at least 2m social distancing and clearly remind individuals of this if encroached upon</li> <li>Report any suspicious behaviour to security</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3	<u>Queuing</u> <ul style="list-style-type: none"> <li>Queuing plans in place for all relevant areas to ensure social distancing</li> <li>Signage displayed to clearly identify queuing zones including floor stickers</li> <li>Face coverings must be worn when queuing within the Sportspark building (in line with government policy)</li> <li>Timetabling adjusted to increase time between sessions where necessary to reduce queues</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4	<u>Movement across Facility</u> <ul style="list-style-type: none"> <li>Movement plan created for all areas of the building. One-way circulation systems (indicated by signage, floor signage and physical barriers where necessary)</li> <li>Videos and literature available on line to demonstrate visually movement requirements.</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

	<ul style="list-style-type: none"> <li>• Increase and record cleaning of touch points across all departments</li> <li>• Non-fire doors held open where necessary to remove number of touch points</li> <li>• Programming adjusted to provide more changeover time and reduce bottlenecks</li> <li>• Active management and enforcement of movement plans by all mobile staff</li> <li>• Face coverings are required in all communal areas within the Sportspark by users and staff (in line with government policy), but may be removed once in the activity space</li> </ul>		
5	<p><u>First Aid Emergency</u></p> <ul style="list-style-type: none"> <li>• Any communal equipment (such as wheelchairs and beds) must be cleaned using an adequate disinfectant immediately after use</li> <li>• All NPLQ trained first aiders are required to follow the guidance set out by the Sportspark's training provider during monthly lifeguard training sessions</li> <li>• All FAW and paediatric trained first aiders are required to follow the guidance set out by the Sportspark's training provider during a two hour training refresher session prior to the building re-opening</li> <li>• The Head of Quality, Health and Safety will communicate with USS and the Sportspark's training provider to ensure that first aid procedures do not conflict</li> <li>• The Head of Quality, Health and Safety is responsible for communicating with the training provider regularly and informing all FAW and paediatric trained first aiders of further changes to guidance related to Covid-19</li> <li>• The Pool Manager is responsible for communicating with the training provider regularly and informing all NPLQ trained first aiders of further changes to guidance related to Covid-19</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
6	<p><u>Emergency Evacuation</u></p> <ul style="list-style-type: none"> <li>• Normal control measures in place</li> <li>• Sufficient staff maintained in order to ensure normal evacuation procedures</li> <li>• Evacuation over-rules movement plans but social distancing is to be maintained by staff as much as possible during evacuation, and whilst waiting at evacuation points</li> <li>• Drill performed prior to re-opening date</li> <li>• Should a person require assistance using an evacuation chair, then a mask will not be required as the likelihood of using the chair is extremely low and the person to person contact time would be very short</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7	<p><u>Contact with other individuals outside of household</u></p> <ul style="list-style-type: none"> <li>• All staff to undertake a 'return to work' briefing prior to returning to work in the building. The briefing will detail all practices that should be followed throughout the premises</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

	<ul style="list-style-type: none"> <li>• Social distancing to be adhered to at all times (where reasonably practicable) and enforced by additional signage and staff that are mobile around the building</li> <li>• Time on site limited to duration of activities and/or use of Sports cafe</li> <li>• Staff are not permitted to be in the building outside of their work time, unless they are using the facilities in line with the standard user procedures (pre-booked). If they are using the facilities for leisure then they must limit interaction with other staff members to essential only and maintain social distancing at all times</li> <li>• Staff to be encouraged to work from home if possible to do so (unless scheduled for operational duties) in line with UEA guidance</li> <li>• Staff shift patterns to be organised to limit the number of different individuals having contact with one another</li> <li>• Capacities reduced as required to provide sufficient space for adequate social distancing and in-line with governing body guidance</li> <li>• All activities will be booked in advance of visiting the Sportspark (including fitness and the swimming pool)</li> <li>• Relevant guidance documents made available for staff and users detailing the requirements to minimise the risk of Covid-19. Guidance documents will be in line with National Governing Bodies and Government guidelines</li> <li>• Relevant guidance to be displayed in relevant areas of the building</li> <li>• Relevant guidance, building movement plan and usage agreement will be emailed to events and conference customers by the bookings team when a booking is made</li> <li>• All customers to view a usage agreement to confirm they will adhere to the necessary procedures prior to their booking taking place. Failure to adhere will result in restricted access for future to be enforced by staff</li> <li>• Signage in place to ensure the use of lift restricted to single occupancy / single household, and only to be used by those who are physically unable to use stairs, or for goods that cannot be moved safely using stairs</li> <li>• Showers will not be accessible to customers or staff to encourage minimum time spent in changing facilities</li> <li>• Access to communal toilet facilities reduced to ensure social distancing can be maintained. Capacities displayed on entry to such areas</li> <li>• Frequency of cleaning in toilets and other high risk areas to be increased, including the introduction of electrostatic cleaning where required</li> <li>• Deep clean to be undertaken prior to the building opening</li> <li>• Communal chairs to be removed from use or availability limited</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Fabric chairs to be replaced with plastic wherever possible</li> <li>• Green Tick system in place to identify spaces in use to maintain social distancing (benches, lockers etc.)</li> <li>• Desk layouts to be reviewed to ensure social distancing can be adhered to in office areas</li> <li>• Where more than one staff member can work in an area, back-to-back or side-by-side working should be adopted where possible</li> <li>• Unused spaces to be utilised as extra office space if necessary</li> <li>• PPE will continue to be supplied for existing work activities where the risk assessment has identified PPE is required to control residual risk</li> <li>• For tasks that require staff members to be within 2m of another person, (alternate ways of working should be discussed with the H&amp;S manager to eliminate this where possible) then appropriate PPE will be provided. These tasks must be highlighted within the departmental work instruction, along with a description of the PPE to use, how to use it and where it can be accessed</li> </ul>		
8	<p><u>Handling/use of equipment</u></p> <ul style="list-style-type: none"> <li>• Encourage regular handwashing in line with government guidance through signage.</li> <li>• Sufficient soap available in all bathrooms</li> <li>• Sanitisation stations available across the building, particularly in higher risk areas identified</li> <li>• Regular checks in place and recorded to make sure soaps and sanitisation stations are filled</li> <li>• Concierge in place in reception foyer, whenever possible, to encourage good hygiene practices.</li> <li>• Wipes or sprays provided in all areas where equipment is used by multiple people (fitness facilities)</li> <li>• Movement and handling of equipment minimised where possible</li> <li>• Halls to be allocated to specific sports wherever possible in order to minimise set up / take down requirements</li> <li>• Stylus use encouraged for touch screens</li> <li>• Encourage staff not to share computers or stationary</li> <li>• Where UEA vehicles are used single occupancy measures must be applied. Vehicles to be supplied with hand sanitiser and disinfection kits for driver use</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9	<p><u>Deliveries</u></p> <ul style="list-style-type: none"> <li>• One person on each shift designated for receiving deliveries</li> <li>• Contactless signing required or do not sign</li> <li>• Welfare facilities available to drivers should they need to use them. They must be directed to follow the building movement plan</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	



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10	<p><u>Stress/Anxiety</u></p> <ul style="list-style-type: none"> <li>• 'Staying Covid-19 secure in 2020' signage to be displayed at entrance of building</li> <li>• Line managers to follow HR procedure</li> <li>• Line managers to ensure conversation with team members prior to returning to site, and then ongoing regular contact to address any concerns</li> <li>• If a staff member is classed as extremely vulnerable, clinically vulnerable or living with individuals required to shield then line managers should seek support from HR, who will work with the line manager to undertake a specific individual risk assessment with the input of Occupational Health Advisors.</li> <li>• Rotation of staff duties to ensure higher risk tasks are shared.</li> <li>• Line managers to support staff if they decide to wear a face covering within their work area. Face coverings must be fit for purpose, and appropriate to a professional setting. Staff should follow government guidance if they decide to wear a face covering</li> <li>• UEA support (including Health Assured) to be promoted to staff</li> <li>• SMT and HODs to spend adequate time on the shop floor to support the team and boost morale.</li> <li>• Dealing with difficult people / conflict resolution training to be included as part of the returning to work department specific induction</li> <li>• Information about control measures implemented to be made easily accessible to staff and users</li> <li>• Feedback system in place to assist/respond to staff and users concerns</li> <li>• Anonymous contact box added to the website to raise concerns and suggestions</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
11	<p><u>Overcrowding</u></p> <ul style="list-style-type: none"> <li>• Spectators not permitted (unless required for safeguarding in line with child supervision ratios or via consultation with events and conferencing team in advance)</li> <li>• Time on site limited to duration of activities and/or use of Sports cafe</li> <li>• New capacities agreed for all activity spaces to provide sufficient space for social distancing.</li> <li>• No staff room provided. Staff encouraged to eat in outdoor spaces, away from the premises or within Sports cafe</li> <li>• Kitchen to be used by one member of staff at a time</li> <li>• Staff encouraged to bring lunch that does not need refrigerating or re-heating where possible</li> <li>• Staff encouraged to limit their use of the kitchen for making drinks</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
13	<p><u>Building failure</u></p> <ul style="list-style-type: none"> <li>• Building checks to be undertaken two weeks prior to opening and then maintained in line with Normal Operating Procedures from that point forward</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

# Risk Assessment

	<ul style="list-style-type: none"> <li>Estates to provide their own Risk Assessment for recommissioning equipment that they have deemed 'high risk'</li> </ul>		
14	<p><u>Legionella/water quality</u></p> <ul style="list-style-type: none"> <li>All tap flushing to be undertaken two weeks prior to opening and then maintained in line with Normal Operating Procedures from that point forward.</li> <li>Pool tests to be reintroduced two weeks prior to opening and then maintained in line with Normal Operating Procedures from that point forward.</li> <li>Pool water quality to be monitored through microbiological testing and internal pool tests and corrective action taken if needed.</li> <li>Additional tap flushing to be introduced if necessary, dependant on usage</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15	<p><u>Reduced staffing levels</u></p> <ul style="list-style-type: none"> <li>Rotas devised and distributed by each Head of Department.</li> <li>Allocated staffing positions agreed where necessary in order to maintain efficient and safe service.</li> <li>Positions to be rotated regularly to ensure mental stimulation and maintain team morale</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
16	<p><u>Those attending site presenting with covid-9 symptoms</u></p> <ul style="list-style-type: none"> <li>All users, staff and visitors are advised to follow government guidance and the UEA procedure, should they exhibit any symptoms that could be related to Covid-19</li> <li>Staff to be provided with information on signs and symptoms and any changes to government guidance</li> <li>Strong enforcement of policy to all users, staff and visitors</li> <li>Staff encouraged to monitor their own health on a daily basis before coming to the Sportspark</li> <li>Covid-19 report form to be used for reporting potential or confirmed cases</li> <li>In the event of a person displaying symptoms of Covid-19 at the Sportspark, they should inform a member of staff immediately. The member of staff is to take their name, which facilities they have used and ask them to make their way home immediately. The staff member must inform the Duty Manager immediately so that they can call the customer to complete a Covid-19 report form</li> <li>If unable to leave the Sportspark immediately (e.g a minor) then they must be immediately quarantined in a designated room (the Sports Meeting Room) with a designated toilet facility (conference room disabled toilet)</li> <li>In areas where a suspected or confirmed case has happened it will be assessed whether the areas are required to be shut down and cleaned in line with UEA policy</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

17	<u>Water Fountains</u> <ul style="list-style-type: none"> <li>Contactless bottle-fill option only. Buttons for use taken out of action and guidance signs displayed.</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
18	<u>Departmental Specific Operations</u> <ul style="list-style-type: none"> <li>Detailed individual work instructions to be produced by each Head of Department to cover all aspects of department operation: Reception, swimming pool, Fitness, Gymnastics, Dryside, Climbing</li> <li>Each head of Department to provide supporting documents from governing bodies alongside their work instruction</li> <li>Once the building has re-opened the Head of Department to review the work instruction with the Head of Quality, Health &amp; Safety weekly to adjust control measures as required.</li> <li>All departmental staff to have departmental induction training prior to returning to work</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
19	<u>Air Handling</u> <ul style="list-style-type: none"> <li>AHU adjusted to avoid recirculation of air and utilise fresh air instead in line with UEA central policy.</li> <li>Air filter checks to be undertaken and maintained in line with PPM schedule.</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
20	<u>Untraceable access of visitors</u> <ul style="list-style-type: none"> <li>All non-members will be encouraged to scan the QR code for NHS Test and Trace.</li> <li>All non-members will be encouraged to provide their details for MRM in line with standard procedure.</li> <li>Use of Sports cafe (other than for takeaway service) restricted to those having scanned the QR code for NHS Test and Trace of provided full details to catering staff. Service refused for those not willing to do so.</li> <li>Reception to ensure that contact details are correct when speaking with users.</li> <li>Access by contractors / visitors reduced to essential visits only.</li> <li>Contractors RAMs updated and signed off prior to attendance.</li> <li>Contractors and visitors to be signed in and out by a member of staff.</li> <li>Guidelines must be provided to all contractors and visitors attending the Sportspark.</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**Evaluate the risks and decide on additional controls (if required; only hazards that need further controls are listed here) – what is required to mitigate this risk further?**

See Guidance on Risk Assessment section 4.4

# Risk Assessment



Hazard	Additional controls required:	By whom	By when	Implemented
1.				
2.				

## Details of the person assessing the risk

I declare that I have adequately assessed all reasonably foreseeable, significant risks and put controls in place to eliminate or reduce those risks, as far as reasonably practicable:

<b>Risk assessor's name:</b>	Hannah Gook
<b>Risk assessor's position:</b>	Head of Quality, Health & Safety
<b>Signed:</b>	<i>H.GOOK</i>
<b>Date:</b>	21/10/2020

## Details of the person reviewing the risk

I declare that I have adequately assessed all reasonably foreseeable, significant risks and put controls in place to eliminate or reduce those risks, as far as reasonably practicable:

<b>Risk assessor's name:</b>	Hannah Gook
<b>Risk assessor's position:</b>	Head of Quality, Health & Safety
<b>Signed:</b>	<i>H.GOOK</i>
<b>Date of review:</b>	21/10/2020