

# RA059 Pandemic Management

Date of Risk Assessment: 02/12/2021

Review Date: Monthly review or as things change (02/01/2022)

<b>Activity assessed / title of risk assessment:</b>	Working in and around the Sportspark during a pandemic		
<b>Detailed description of activities covered by this assessment:</b> <i>(Include numbers of persons involved, equipment used etc.)</i>	<p>This Risk Assessment covers the provision of all sporting, exercise and communal areas within the Sportspark, with specific regards to pandemic management.</p> <p>Participation includes the potential use of; fixed and portable sporting equipment, access points, communal areas and changing facilities, external bodies and equipment brought onto site.</p> <p><b>In order to protect business continuity, by minimising the number and frequency of staff self-isolating, maximum capacities will however be reduced in certain spaces as confirmed below:</b></p> <p>Climbing wall = 24              Fitness (including gym, squash courts &amp; cycling studio) = 113              Dance studio = 32              Functional studio = 20              Therapy Room = 1-2-1 treatment only</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?

Number	Hazard (what has the potential to cause harm?)	Hazardous Event (how can the hazard cause harm?)
1.	SARS-CoV-2	<p><b>People</b> that are infected with SARS-CoV-2 (knowingly or unknowingly) who can pass it on to others.</p> <p><b>People</b> that are exposed to / come into contact with other individuals who may be carrying SARS-CoV-2.</p>

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Number	Hazard (what has the potential to cause harm?)	Hazardous Event (how can the hazard cause harm?)
2.	SARS-CoV-2	<b>Activities</b> that cause individuals to be exposed to / come into contact with others who may be carrying SARS-CoV-2.
3.	SARS-CoV-2	<b>Instruments or equipment</b> that may be contaminated with SARS-CoV-2 that individuals can be exposed to / come into contact with.
4.	SARS-CoV-2	<b>Environment</b> that promotes the spreading of SARS-CoV-2 such that individuals may get infected.

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

Select all that apply								
<input checked="" type="checkbox"/> Employees	<input checked="" type="checkbox"/> Contractors / other workers	<input checked="" type="checkbox"/> Public / visitors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Clinically vulnerable / Clinically extremely vulnerable	<input checked="" type="checkbox"/> New / expectant mothers	<input checked="" type="checkbox"/> Disabled persons	<input checked="" type="checkbox"/> Young persons	<input checked="" type="checkbox"/> Other

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

Hazard	Controls and Safe System of Work	Additional Controls Required?
<p>1.</p> <p><b>People</b> that are infected with SARS-CoV-2 (knowingly or unknowingly) who can pass it on to others.</p> <p><b>People</b> that are exposed to / come into contact with other individuals who may be carrying SARS-CoV-2.</p>	<p>Current / Existing Controls have been implemented by the University. You must read and understand the <a href="#">University Covid-19 Risk Assessment</a>, and University <a href="#">requirements</a> / University <a href="#">guidance</a> on Face Coverings.</p> <p>Note, this document is under review, so please check it for updates.</p> <p>You / your dept may also have controls that <i>are already in place</i>. If so, you can add them here. Additional controls yet to be implemented / planned measures are added in the Additional Controls section, below.</p> <ul style="list-style-type: none"> <li>• All staff must undertake a thorough departmental induction prior to returning to work from any period of furlough, conducted by their line manager</li> <li>• SMT and HODs to spend sufficient time on the shop floor to support the team and boost morale</li> <li>• Where safe to do so staff should endeavour to evacuate the building with a regard for social distancing</li> <li>• Social distancing of staff must be adhered to whilst waiting at evacuation points</li> <li>• After any period of closure, a fire drill must be conducted by USS (organised by the Head of Quality, Health and Safety) to remind staff of procedure</li> <li>• Should a person require assistance with the use of an evacuation chair, then PPE is not required by the staff member as contact time would be very short</li> </ul>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

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Hazard	Controls and Safe System of Work	Additional Controls Required?
	<ul style="list-style-type: none"> <li>Indoor spectators are only permitted for certain groups at the current time. This includes u18 participants and student sport events. They should try and minimise the numbers attending, stay within activity spaces if possible and avoid encroaching into walkways.</li> <li>Outdoor spectators are permitted in line with normal policy</li> <li>Staff using the facilities for pre-booked activities must continue to maintain social distancing in line with the requirements followed during work hours i.e. maintain 2m social distancing from other staff</li> <li>Staff room capacity is 4 maximum, with staff encouraged to eat outside of the building, or within the Sports café with prior agreement from management. Tables and chairs in the staff room should not be moved from their socially distanced spot</li> <li>Staff encouraged to bring food that does not require use of refrigeration or re-heating</li> <li>Staff encouraged to reduce the frequency of visiting the kitchen to make drinks</li> <li>'Dealing with difficult customers' training / conflict resolution training to be included as part of the return-to-work departmental induction process for all customer facing staff</li> <li>Anonymous feedback system on the website to raise concerns and suggestions</li> <li>Tills 2 &amp; 5 on reception available for use during busy periods by staff that do not need to self-isolate.</li> <li>Face coverings to be worn by all staff and visitors of Sportspark (in line with University guidance from 29.11.21) other than: If undertaking Physical Activity or Sport, if the sole occupant of a room, if medically exempt.</li> <li>All staff must wear face coverings if in a shared room irrespective of ability to maintain 2m social distancing (due to highly transmissible nature of the Omicron variant)</li> </ul> <p><b><u>In the event that somebody displays symptoms of Covid-19 within the Sportspark:</u></b></p> <ul style="list-style-type: none"> <li>The Duty Manager must obtain the following information (their name and which facilities they have used) and then they must be made to leave the facility immediately</li> <li>If they are unable to leave the facilities immediately (due to being unwell or being a minor) then they must be escorted immediately to the isolation room (The Sport Meeting Room), where they must remain alone until they can leave safely. They may use the disabled conference toilet if required, after which it must be closed from public access.</li> <li>In areas where a suspected or confirmed case has happened then the Duty Manager must liaise with either: The Head of Sport Operations, The Health of Quality, Health and Safety or USS, to determine whether the areas are required to be closed and cleaned by the UEA estates team</li> </ul>	
<p>2.</p> <p><b>Activities</b> that cause individuals to be exposed to / come into contact</p>	<p>Current / Existing Controls have been implemented by the University. You must read and understand the <a href="#">University Covid-19 Risk Assessment</a>, and University <a href="#">requirements</a> / University <a href="#">guidance</a> on Face Coverings.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

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with others who may be carrying SARS-CoV-2.	<ul style="list-style-type: none"> <li>In addition to University guidance of face coverings, the Sportspark have decided that face coverings will be mandatory for all staff (unless exempt) in the following situations: when moving in outdoor areas in groups of 2 people or more and when carrying out essential work tasks that require groups of 2 or more people and cannot maintain social distancing. Face coverings are not a substitute for social distancing, which must be maintained at all times.</li> <li>If it is deemed that the nature of a work activity means that the wearing of a face covering impacts on either the ability to undertake the task in a safe manner or places the staff member at further medical risk (e.g. of fainting) the Head of Department must complete a specific task-related risk assessment for review by the Quality, Health and Safety Manager or the Head of Sports Operations before the task is considered exempt. Current exempt tasks include coaching within Gymnastics Centre, lifeguard duties on poolside (other than when performing position change overs where coverings should again be worn due to closer proximity of staff.)</li> <li>All staff and users are asked for everyone to please keep left while moving around Sportspark whenever possible.</li> <li>If a department is carrying out activities that deviate from the controls of this Risk Assessment then the Head of Department must produce a detailed work instruction specific to those activities with the additional controls they will put in place. The work instruction must follow the guidance within this risk assessment as closely as possible and include any additional control measures specific to their individual activities. Copies of the supporting guidance by the National Governing Body must be provided.</li> <li>Sneeze screens are in place in heavily used customer facing areas (reception and café counter)</li> <li>Timetabling of activities to be adjusted whenever possible to increase time between sessions and reduce risk of overcrowding</li> <li>Capacities of activities to be reduced whenever possible in order to facilitate greater social distancing</li> <li>All users must adhere to the specific guidance of UEA catering when using the sports café</li> <li>All guidance documents for using the facilities safely, and copies of the governing body guidance, will be made available to users via the Sportspark website and throughout signage in the building</li> <li>All NPLQ trained first aiders to follow the guidance set out by the Sportspark's training provider during monthly lifeguard training sessions, in regard to how to conduct first aid and lifeguarding duties</li> <li>All FAW and paediatric first aiders are required to follow the guidance set out by the Sportspark's training provider during periodic two-hour refresher sessions, in regard to how to conduct first aid</li> </ul>	

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Hazard	Controls and Safe System of Work	Additional Controls Required?
<p>3.</p> <p><b>Instruments or equipment</b> that may be contaminated with SARS-CoV-2 that individuals can be exposed to / come into contact with.</p>	<p>Current / Existing Controls have been implemented by the University. You must read and understand the <a href="#">University Covid-19 Risk Assessment</a>, and <a href="#">requirements</a> / University <a href="#">guidance</a> on Face Coverings</p> <ul style="list-style-type: none"> <li>• Signage in place to reduce maximum capacity of certain rooms or activity space to enable social distancing</li> <li>• Signage in place to restrict lift usage to single household occupancy, and only to be used by those who are physically unable to use the stairs, or for goods that cannot be moved safely using stairs</li> <li>• Sanitation stations throughout the building in higher risk activity areas, with wipes, sprays and / or sanitiser provided</li> <li>• Regular checks in place to ensure hand soap, sanitiser and wipes are available for use</li> <li>• When collecting lost property, the following items must be disposed of immediately: Bottles, towels, clothing worn next to the body. All other items being logged as lost property must be placed in individual plastic bags</li> <li>• Card/contactless payments at reception are encouraged. When handling cash staff must wash or sanitise hands after the handling is complete</li> <li>• Individual work-stations to be used by one designated person only (no hot desking) with the exception of; reception, the Duty Manager desk, the Senior Sports Assistant desk</li> <li>• The use of shared equipment should be eliminated where possible. When shared equipment is essential then it must be thoroughly sanitised between uses</li> <li>• Desk layouts to be adjusted so that face to face working is avoided, and social distancing can be maintained. Where not possible then screen dividers must be used between work stations</li> <li>• Where UEA vehicles are used then single occupancy measures must be adhered to</li> </ul>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>4.</p> <p><b>Environment</b> that promotes the spreading of SARS-CoV-2 such that individuals may get infected.</p>	<p>Current / Existing Controls have been implemented by the University. You must read and understand the <a href="#">University Covid-19 Risk Assessment</a>, and University <a href="#">requirements</a> / University <a href="#">guidance</a> on Face Coverings.</p> <ul style="list-style-type: none"> <li>• Building checks to take place two weeks prior to opening, after any period of closure, and then maintained in line with normal operating procedures thereafter</li> <li>• Estates to provide their own risk assessment for recommissioning equipment that they deem as 'high risk'</li> <li>• Additional tap flushing to be agreed with Estates if required, and recorded during any period of closure</li> <li>• Increased cleaning of touchpoints, in line with national governing body guidance, in all areas, which will be recorded on the departmental cleaning schedules</li> <li>• Utilisation of electrostatic cleaning in gymnastics and the fitness suite (daily)</li> </ul>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

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Evaluate the risks and decide on **Additional Controls** – What is required to mitigate this risk further?

Hazard	Additional Controls Required	Implemented by whom & by when?	Control(s) in place and effective?
<p>1.</p> <p><b>People</b> that are infected with SARS-CoV-2 (knowingly or unknowingly) who can pass it on to others.</p> <p><b>People</b> that are exposed to / come into contact with other individuals who may be carrying SARS-CoV-2.</p>	<p><b><i>Restricting Access of People</i></b></p> <ul style="list-style-type: none"> <li>★ Staff and students who are at <a href="#">high risk</a> (clinically extremely vulnerable) must not be asked to come to work on campus, and they should continue to work from home where they are able to do so, in line with <a href="#">Government guidance</a>.</li> <li>★ Staff and students who are at <a href="#">moderate risk</a> (clinically vulnerable), over 60, or living with individuals at high risk, are advised by the <a href="#">Government</a> to take particular care and to follow the outputs of risk assessments. In particular exercising social distancing, and good hand hygiene.</li> <li>★ Any individual showing any <a href="#">symptoms</a> of the virus (a recent onset of a persistent cough and / or a high temperature and / or a loss of taste / smell), must not come onto campus and must self-isolate at home.                         <ul style="list-style-type: none"> <li>○ The individual must inform their Line Manager immediately at the onset of any symptoms.</li> <li>○ The Line Manager must immediately follow the University's reporting procedure for individuals who are or suspected of being infected with SARS-CoV-2</li> </ul> </li> <li>★ All non-essential staff should continue to work from home where they can, the less people there are on campus the lower the likelihood of virus transmission.</li> </ul> <p><b><i>Substituting the People</i></b></p> <ul style="list-style-type: none"> <li>★ Where an individual is essential for completion of a task, however it is not appropriate for them to be on campus (they have been identified as clinically extremely vulnerable), consider remotely training other individuals to safely carry out the tasks where possible;</li> </ul> <p><b><i>Engineering Controls for People</i></b></p> <ul style="list-style-type: none"> <li>★ None.</li> </ul> <p><b><i>Administrative Controls for People</i></b></p> <ul style="list-style-type: none"> <li>★ Line Managers should host regular meetings where individuals can discuss the success or failure of controls and any concerns they have about the working environment. Time should be allocated to discuss the mental health and wellbeing of individuals. Line Managers must address any causes</li> </ul>		

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	<p>where possible, or signpost individuals to resources and support mechanisms provided by the University.</p> <ul style="list-style-type: none"> <li>✦ A general video induction on the new way of working will be provided by Safety Services, which all staff and students must undertake.</li> <li>✦ Line Managers must provide training and information to their staff and students in the specifics of the risk assessment and any other procedures or measures, such as the below:</li> <li>✦ Reinforcement of social distancing measures at all times, including travel through the building and breaks. Consider staggering breaks and using safe outdoor areas.</li> <li>✦ Reinforce frequent handwashing requirements (use soap and water for 20 seconds).</li> <li>✦ All staff must read relevant risk assessments and must be aware of new control measures.</li> <li>✦ Where there is a greater number of individuals that can safely work in the area at any one time, you should assess working patterns / create a rota / booking system so that individuals work at different times throughout a day or a week.</li> <li>✦ Line Managers must ensure that the number of individuals each person has contact with is minimised by using 'fixed teams or partnering' (so each person works with only a few others).                         <ul style="list-style-type: none"> <li>○ Individuals are not to meet, socialise or otherwise congregate with others outside of their 'fixed team', nor move about the building other than for essential work.</li> <li>○ Where possible contact with others should be made remotely using phones and / or videoconferencing.</li> </ul> </li> <li>✦ Line Managers to ensure that arrival and departure times of individuals working in an area are staggered to prevent crowding and gatherings.</li> <li>✦ Increase supervision of tasks and enforce safety rules.</li> <li>✦ Include unsafe acts or breaches of social distancing in disciplinary procedures.</li> <li>✦ Publicise the Employee Assistance program.</li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>✦ People must continue to use PPE for existing work activities where a risk assessment has identified PPE is required to control residual risk within the individual department work instructions. No additional PPE is required to mitigate the risk of SARS-CoV-2 infection in these circumstances.</li> </ul>		

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<p>2.</p> <p><b>Activities</b> that cause individuals to be exposed to / come into contact with others who may be carrying SARS-CoV-2.</p>	<p><b><i>Eliminating the Activity</i></b></p> <ul style="list-style-type: none"> <li>Where a task or process presents a significant risk such as a manual handling tasks where individuals must work in close proximity, consideration should be given to cancelling the process or task.</li> </ul> <p><b><i>Substituting the Activity</i></b></p> <ul style="list-style-type: none"> <li>Where a task or process presents a significant risk such as a manual handling tasks where individuals must work in close proximity, consideration shall be given to using equipment to allow social distancing such as a larger trolley or other manual handling aids.</li> <li>Certain pieces of equipment will also require individuals to work closer than social distancing allows. Consideration should be given to using alternative methods / processes to achieve the same outcome.</li> </ul> <p><b><i>Engineering Controls for the Activity</i></b></p> <ul style="list-style-type: none"> <li>Set up tape barriers, rope off or mark out areas to allow 2 meters of space from others where a particular task is conducted frequently or routinely to enforce social distancing, e.g. at photocopiers.</li> </ul> <p><b><i>Administrative Controls for the Activity</i></b></p> <ul style="list-style-type: none"> <li>Restrict the length of time individuals are working on campus, limit this to essential tasks only. Work that can be done from home, must be done from home.</li> <li>Wash hands with soap and water for 20 seconds before and after conducting a process.</li> <li>When receiving goods (deliveries): <ul style="list-style-type: none"> <li>Isolate the goods for 72 hours before unpacking to increase the likelihood of the virus becoming inactive, where this is not possible: <ul style="list-style-type: none"> <li>Sanitise the contents, and wash your hands with soap and water for 20 seconds after handling.</li> </ul> </li> </ul> </li> <li>When conducting tasks or processes that involve the handling and transfer of items from one individual to another, social distancing must be maintained. <ul style="list-style-type: none"> <li>Use a put down and walk away procedure, so the other person can safely pick up the item.</li> </ul> </li> </ul> <p><b><i>PPE</i></b></p> <p>PPE must continue to be used for existing work activities where a risk assessment has identified PPE is required to control residual risk within the specific department work instruction. No additional PPE is required to mitigate the risk of SARS-CoV-2 infection in these circumstances.</p>		



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<p>3.</p> <p><b>Instruments or equipment</b> that may be contaminated with SARS-CoV-2 that individuals can be exposed to / come into contact with.</p>	<p><b><i>Eliminating the Equipment</i></b></p> <ul style="list-style-type: none"> <li>★ Certain pieces of equipment will also require individuals to work closer than social distancing allows. Consideration should be given to removing / temporarily decommissioning this equipment.</li> </ul> <p><b><i>Substituting the Equipment</i></b></p> <ul style="list-style-type: none"> <li>★ If communal equipment or equipment that could increase the likelihood of exposure to SARS-CoV-2 cannot be eliminated, consideration should be given to substituting the equipment, i.e. something that can be operated remotely.</li> </ul> <p><b><i>Engineering Controls for the Equipment</i></b></p> <ul style="list-style-type: none"> <li>★ Set up tape barriers / rope off areas / mark out areas to allow 2 meters of space where a piece of equipment is used frequently or routinely to enforce social distancing.</li> <li>★ Water fountains will be temporarily decommissioned by Estates to eliminate the possibility of cross-contamination and infection when drinking directly from a fountain, unless the fountain has a 'no touch' fill option.</li> <li>★ Move equipment to allow 2 meters of space from others.</li> </ul> <p><b><i>Administrative Controls for the Equipment</i></b></p> <ul style="list-style-type: none"> <li>★ Wipe down all equipment before and after use with an effective detergent / disinfectant that is suitable for the equipment / area it is being used in.</li> <li>★ Wash hands with soap and water for 20 seconds before and after use.</li> <li>★ Line Mangers shall ensure that hand washing facilities are maintained and that soap and paper hand towels are always available.</li> <li>★ Ensure bottle or mains fed chilled water outlets are thoroughly cleaned and serviced by the contractor that maintains the equipment. Line Mangers must make contact with the relevant service providers prior to reoccupation of a building or area. Taps on water coolers will be subject to enhanced touch point cleaning. Staff shall: <ul style="list-style-type: none"> <li>○ Fill their own water bottle or flask with water before leaving the house to avoid the need to fill up as often in the workplace.</li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>○ Only use their own personal mug or water container and ensure it is washed between uses.</li> <li>○ Ensure no part of the refillable bottle touches the water outlet, hold it low enough.</li> <li>✦ Report any concerns to their Line Manager.</li> <li>✦ Consider limiting the use of communal equipment to individuals or groups where possible.</li> </ul> <p><b>PPE</b></p> <p>PPE must continue to be used for existing work with instruments / equipment where a risk assessment has identified PPE is required to control residual risk, within the specific departmental work instruction. No additional PPE is required to mitigate the risk of SARS-CoV-2 infection in these circumstances.</p>		
<p>4.</p> <p><b>Environment</b> that promotes the spreading of SARS-CoV-2 such that individuals may get infected.</p>	<p><b><i>Eliminating the Environment</i></b></p> <ul style="list-style-type: none"> <li>✦ This is not possible, it should be assumed that the SARS-CoV-2 may be present in all areas.</li> </ul> <p><b><i>Substituting the Environment</i></b></p> <ul style="list-style-type: none"> <li>✦ Where an area is too small to allow for safe working with social distancing a different area could be used for critical work. Also consider the use of offices, laboratories, kitchen areas, photocopy / printing rooms and other communal / shared areas.</li> </ul> <p><b><i>Engineering Controls for the Environment</i></b></p> <ul style="list-style-type: none"> <li>✦ Lock doors when workplaces are at safe capacity to allow social distancing (do not do this when lone working or a risk assessment has identified access / egress must be maintained).</li> <li>✦ Set up a physical barrier (tape, rope, barrier) to enforce social distancing of 2 meters.</li> <li>✦ Where possible open all doors and windows to enhance ventilation. Engage with Estates to ensure that ventilation systems are switched to maximum incoming fresh air.</li> </ul> <p><b><i>Administrative Controls for the Environment</i></b></p> <ul style="list-style-type: none"> <li>✦ Assess the maximum number of individuals that can be in the area at any one time to ensure that social distancing measures are continuously met. When carrying out this assessment you should consider: <ul style="list-style-type: none"> <li>○ Where people are likely to work in the area</li> <li>○ Transit routes through the area</li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>○ Obstacles</li> <li>○ Entrances / exits / side rooms etc.</li> <li>○ Access to frequently used equipment / sinks / stationary / other resources etc.</li> </ul> <ul style="list-style-type: none"> <li>✦ Clear areas of all clutter / unnecessary items before you leave.</li> <li>✦ Wipe down all surfaces before and after use with an effective detergent / disinfectant that is suitable for the surface / area it is being used in.</li> <li>✦ Wash hands regularly throughout the day with soap and water for 20 seconds.</li> <li>✦ Where required, individuals must change into work clothing and equipment on-site using appropriate facilities / changing areas, where social distancing and hygiene guidelines can be met.</li> </ul> <p><b>PPE</b></p> <p>PPE must continue to be used for existing work with instruments / equipment where a risk assessment has identified PPE is required to control residual risk, within the specific departmental work instruction. No additional PPE is required to mitigate the risk of SARS-CoV-2 infection in these circumstances.</p>		

## Details of the person assessing the risk

Risk assessor's name:

Hannah Gook

Risk assessor's position:

Head of Health and Safety