

# COVID-19 Facility Risk Assessment

Company name: Enjoy East Lothian Limited (enjoyLeisure)

Assessment carried out by: Brian Bogie

Date of next review: 16-September-2020 (to be reviewed weekly)

Date assessment was carried out: 09-September-2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Inadequate personal hygiene</b>	Staff, Customers and Contractors through exposure to a substance hazardous to health (COVID-19 virus) and/or resultant stress and anxiety.	Hand sanitiser stations located at strategic points. Face coverings to be worn by all (staff, customers, contractors) in public areas. Regular staff checks throughout building including stocking hand-sanitiser, soap and paper-towel dispensers.	Continual review of Government Regulations, Industry Guidelines and Sporting Governing Body Requirements. Supervision of staff to ensure procedures are followed. Managers ensure new staff are trained in	Senior Management Service Managers Assistant Service Managers Development Officers	Ongoing	N/A

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		<p>Signs to remind and encourage hand washing and/or use of hand sanitiser.</p> <p>New procedures in place for staff (and mandatory training prior to return to work).</p> <p>New procedures in place for contractors (staff trained on procedures).</p> <p>Track and Protect procedures.</p> <p>Physical distancing measures.</p> <p>Procedures and COVID-19 safety measures communicated to customers on web, social media, by video and using leaflets.</p> <p>Continual review of Government Regulations, Industry Guidelines and Sporting Governing Body Requirements.</p> <p>Available toilets in/near reception areas available for contractors and drivers to wash their hands in line with Government Regulations.</p>	<p>covid-19 processes as part of their induction</p>			

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<p><b>Spread of Corona Virus through contact with contaminated surfaces</b></p>	<p>Staff, Customers and Contractors through exposure to a substance hazardous to health (COVID-19 virus) and/or resultant stress and anxiety.</p>	<p>New cleaning regimes in place for all areas and equipment within facilities. Regular staff checks throughout building including cleaning and/or disinfection of high-traffic/frequently touched surfaces and areas. Signs to remind and encourage hand washing and/or use of hand sanitiser. Hand sanitising stations at all entrances. New procedures in place for staff (and training prior to return to work). Non-fire-doors wedged open to remove meet to use handles or push-plates. Desks, reception areas, counters and work areas decluttered. Staff to retain own cutlery; and new staff room cleaning processes put in place. Procedures in place for contractors (staff trained on procedures).</p>	<p>Continual review of Government Regulations, Industry Guidelines and Sporting Governing Body Requirements. Supervision of staff to ensure procedures are followed. Managers ensure new staff are trained in covid-19 processes as part of their induction.</p>	<p>Senior Management Service Managers Assistant Service Managers Development Officers</p>	<p>Ongoing</p>	<p>N/A</p>

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		<p>Procedures and COVID-19 safety measures communicated to customers on web, social media, by video and using leaflets.</p> <p>Continual review of Government Regulations, Industry Guidelines and Sporting Governing Body Requirements.</p>				
<p><b>Spread of Coronavirus through contact/close proximity with others</b></p>	<p>Staff, Customers and Contractors through exposure to a substance hazardous to health (COVID-19 virus) and/or resultant stress and anxiety.</p>	<p>2m physical distancing requirements met where ever possible.</p> <p>Face-coverings provided for all employees.</p> <p>Face-covers to be worn by staff and customers in all public areas (excluding when exercising) as per Sport Scotland rules.</p> <p>Signs to remind staff about reporting of COVID-19 symptoms and any confirmed illness</p> <p>Signs asking customers to avoid using or visiting facilities if they have</p>	<p>Continual review of Government Regulations, Industry Guidelines and Sporting Governing Body Requirements.</p> <p>Supervision of staff to ensure procedures are followed.</p> <p>Managers ensure new staff are trained in covid-19 processes as part of their induction</p>	<p>Senior Management Service Managers Assistant Service Managers Development Officers</p>	<p>Ongoing</p>	<p>N/A</p>

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		<p>or suspect they might have COVID-19</p> <p>New procedures in place for staff (and training prior to return to work)</p> <p>One-way systems, and 2 m markings on floors to keep people as separated as much as possible.</p> <p>Capacities of all areas reduced to allow better physical distancing, and meet guidelines.</p> <p>Facilities only available in bookable blocks to allow comprehensive cleaning between sessions when areas are vacated.</p> <p>Screens put up at receptions to protect staff and customers where physical distancing is not possible.</p> <p>NHS Test and Protect scheme in operation at sites.</p> <p>Staff expected to follow Government rules on travel, and wear face-coverings where required.</p>				

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		<p>Clubs and activities to comply with Governing Body and Sport Scotland Guidelines.</p> <p>Clubs submit a COVID019 risk assessment to outline how they will comply with their Governing Body's Guidelines.</p> <p>EnjoyLeisure (and all other Facility Operators) to ensure RAs are adhered to, on behalf of Sport Scotland.</p> <p>Procedures and COVID-19 safety measures communicated to customers on web, social media, by video and using leaflets.</p> <p>Continual review of Government Regulations, Industry Guidelines and Sporting Governing Body Requirements.</p>				

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<p><b>Inadequate Ventilation</b></p>	<p>Staff and Customers through exposure to a substance hazardous to health (COVID-19 virus) and/or resultant stress and anxiety.</p>	<p>Swimming pools use 100% fresh air and do not recirculate the supply. Other parts of the facilities have separate supply and extract and do not draw air through multiple rooms. In some rooms windows can be safely opened to provide fresh air. Capacity of gyms, pool and dance-studios will be at 50% (or lower) of previous maxima to double available ventilation per person. Air-handling systems controlled by East Lothian Council and only approved contractors used.</p>	<p>Continual review of Government Regulations, Industry Guidelines and Sporting Governing Body Requirements. Continual Monitoring of air-handling systems by ELC/Property Maintenance</p>	<p>Senior Management Service Managers Assistant Service Managers Development Officers East Lothian Council</p>	<p>Ongoing</p>	<p>N/A</p>

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<p><b>Stress</b></p>	<p>Staff and Customers become stressed/anxious affecting their mental health &amp; wellbeing.</p>	<p>New procedures in place for staff (and mandatory training prior to return to work).            New procedures in place for contractors and customers.            No Adherence to Government Guidance and Regulations is promoted to staff and customers to promote reassurance.            COVID safe processes in place prior to opening with staff trained, and on going monitoring.            Employee Assistance Programme in place for all employees and their family members.            Procedures and COVID-19 safety measures communicated to customers on web, social media, by video and using leaflets.            Continual review of Government Regulations, Industry Guidelines and Sporting Governing Body Requirements.</p>	<p>Continual review of Government Regulations, Industry Guidelines and Sporting Governing Body Requirements.            Supervision of staff to ensure procedures are followed.            Managers ensure new staff are trained in covid-19 processes as part of their induction.            Employee Assistance Programme promoted to staff regularly.</p>	<p>Senior Management            Service Managers            Assistant Service Managers            Development Officers</p>	<p>Ongoing</p>	<p>N/A</p>



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<p><b>Changes to guidance</b></p>	<p>Staff and Customers through exposure to a substance hazardous to health (COVID-19 virus) and/or resultant stress and anxiety</p>	<p>Continual review of Government Regulations, Industry Guidelines and Sporting Governing Body Requirements.</p>	<p>Review this Risk Assessment on a weekly basis; and set a new review date.</p>	<p>Ian Sills (Head of Operations) Brian Bogie (Compliance)</p>	<p>Wed 16-Sept</p>	<p>ongoing</p>