

11) Activity Risk Assessment (Actions) Report example

Assessment Details								
Org Unit	Bassetlaw -> NW Leicestershire -> Chief Executives -> Strategic Director 1 -> Community Services -> Leisure Services -> Health and Wellbeing				Assessor Name	Jason Knight		
Reference					Assessment Team Members	Emma Knight		
Is This Confidential	No				Assessment Date	27/08/2020		
Publish To Portal	No				Activity Description	Allowing the return of face to face delivery for physical activity in sessions ran by the Health and Wellbeing Team.		
Risk Assessment Category					Number Of People Exposed	5+ per session		
Project Risk Assessment Reference					People Exposed	Participants Instructors Coaches Volunteers		
Description	Covid 19 – return of face to face delivery of physical activity sessions.				Is This An Acceptable Risk?	Yes		
Location	Various				Review Date	27/08/2021		
Date Record Created					Reviewed By			
Hazard Category	Hazard Phrases	Persons At Risk	How Is Person At Risk	Control Measures	Potential Risk Factor	Additional Control Measures	Residual Risk Factor	Actions
Corona Virus - Covid-19	Indoor and Outdoor Sessions General face to face delivery.	Instructor/coach/Volunteer Participants	Risk of contamination from number of participants attending sessions.	Booking system in place with normal capacity.	16 - High	Reduced capacity based on government and Fit Pro guidance taking into account likely movement of participants during a session and area available. All participants will be required to book in advance with appropriate maximum numbers adhered to in each given situation. Signage will be displayed showing maximum capacity of session. Participants contact details will be stored to support NHS test & trace.	4 - Low	Instructor/Coach to enforce control measures.

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						<p>Adequate time between sessions will be allowed for access and egress.</p> <p>Participant positioning during our indoor sessions will allow each participant a minimum of 2.3m².</p>		
Corona Virus - Covid-19	<p>Social Distancing</p> <p>General face to face delivery.</p>	Instructor/coach/ Volunteer Participants	Risk of contamination due to lack of social distancing	None	16 - High	<p>Participant positioning during our indoor sessions will allow each participant a minimum of 2.3m².</p> <p>Where possible one way systems will be in place.</p> <p>Where possible markings will be in place on the floor to indicate one way systems and session positions for participants.</p> <p>Participants issued with 'what to expect' guidance before attending and where they have the ability to view it, a video of the set up/access/egress.</p> <p>Participants to agree to adhere to measures in place to combat the spread of Covid-19. This includes controlling behaviours such as raising of the voice, spitting etc. This will be given to all participants and they will be required to sign their agreement.</p> <p>Instructors issues with 'what to expect' guidance before delivering the session.</p>	4 - Low	<p>Instructor/Coach to enforce control measures.</p> <p>Signage used to inform participants to keep 2m distance.</p>
Corona Virus - Covid-19	<p>Before/after sessions</p> <p>General face to face delivery.</p>	Instructor/coach/ Volunteer Participants Other facility users	Participants congregating before/after sessions increasing risk of transmission.	None	16 - High	<p>Participants are encouraged to arrive no earlier than 5 minutes before the start of their session.</p> <p>Where possible participants are advised to remain in their car until the start of the session.</p>	4 - Low	<p>Instructor/Coach to enforce control measures where present.</p> <p>Signage used to inform participants to keep 2m distance.</p>

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						<p>Participants are advised to not congregate in groups.</p> <p>Participants are advised to keep their 2m distance from one another.</p> <p>Participants are asked to leave the session immediately at the end of the session.</p> <p>Participants should attend sessions in their exercise clothes and leave without changing – unless a wet activity.</p>		Changing rooms not in use where possible.
Corona Virus - Covid-19	Surface Contact General face to face delivery.	Instructor/coach/ Volunteer Participants Other facility users	Risk of infection of Covid-19 through surface contact.	Basic/remedial cleaning	16 - High	<p>All staff/participants/instructors encouraged to thoroughly wash hands with soap and running water before and after attending the session.</p> <p>All staff/participants/instructors encouraged to frequently use hand sanitiser before, during and after the session.</p> <p>Participants encouraged to bring their own hand sanitiser to avoid touching the same surfaces and to minimise the chances of groups congregating around a communal sanitiser.</p> <p>Additional hand sanitiser will be provided during the session, as will antibacterial/disinfectant wipes.</p> <p>Participants encouraged not to touch their faces during the sessions.</p> <p>Surfaces to be wiped down or fogged at the start and end of session.</p> <p>Use of toilet facilities are discouraged where possible – hand sanitisation/washing</p>	4 - Low	Instructor/Coach to enforce control measures.

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						<p>encouraged if toilet facilities are used. Use of antibacterial/disinfectant wipes will also be encouraged to clean any touched surfaces if toilet facilities are used.</p> <p>There will be no sharing of equipment, where possible participants will be encouraged to bring their own (class environment e.g. mats/bands).</p> <p>Any shared equipment (e.g. a non-material chair) will be thoroughly cleaned in-between each use.</p> <p>PPE and cleaning supplies provided for instructor where required.</p> <p>Participants should only bring with them essential items.</p>		
Corona Virus - Covid-19	<p>Symptoms/positive test – participants.</p> <p>General face to face delivery.</p>	<p>Instructor/coach/Volunteer</p> <p>Participants</p> <p>Other facility users</p>	<p>Participant Attends Session After Testing Positive or showing Symptoms of Covid-19 increasing risk of transmission.</p>	None	16 - High	<p>Participants agree, at point of sign up, to symptom self-check before every session and agree not to attend if they feel unwell or show any Covid-19 symptoms or test positive or have been told to self-isolate.</p> <p>Participants should contact 111 online or Telephone Service for further advice if they are showing symptoms or to book a test visit https://www.gov.uk/get-coronavirus-test</p> <p>Specific physical activity session Test & Trace guidance to be followed.</p>	4 - Low	<p>Session coordinators to ensure agreement is sought at point of sign up.</p>
Corona Virus - Covid-19	<p>Long Term Symptoms</p> <p>General face to face delivery.</p>	Participants	<p>Participant has tested positive for Covid-19 in the past (no longer contagious) but are still presenting with long term symptoms such as breathlessness or chest pains.</p>	None	16 - High	<p>Through the screening/consultation process this should be picked up. Appropriate exercise sessions will be prescribed.</p>	4 - Low	<p>Session coordinators to ensure screening process followed at point of sign up.</p>

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Corona Virus - Covid-19	Indoor Sessions General face to face delivery.	Instructor/coach/ Volunteer Participants Other facility users	Risk of transmission of Covid-19 through poor ventilation	None	16 - High	<p>Indoor session where there is no ventilation system to ensure all doors/windows that can be opened are and remain opened during the session. Additional use of electric fans if possible running them on full power to help circulate used air out of the venue.</p> <p>Appropriate clothing is advised relevant to temperature.</p> <p>Where ventilation system is available it will be used to try and achieve a target ventilation rate of 20l/s/p.</p> <p>Follow government guidelines on cubic area per participant.</p> <p>Looking into the purchase of a fogger to use before and after sessions especially where there has been no ventilation prior to the session.</p> <p>Where fans are in use to improve air flow, they should not be directed at participants/instructor, instead where possible they should be directed towards the ceiling.</p>	4 - Low	Instructor/Coach to enforce control measures where present.
Corona Virus - Covid-19	Face coverings General face to face delivery.	Participants	Risk of ill-health due to wearing a face covering during physical exertion.	None	16 - High	<p>Use of face coverings are optional. If the participants chooses to where a face covering the instructor should recommend the participant to monitor their ability to breathe effectively and consider removing it if breathing becomes difficult.</p> <p>If face masks are to be removed at any point of the session we advise that</p>	4 - Low	Instructor/Coach to advise those choosing to wear a face covering.

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						<p>participants bring a clean one.</p> <p>Whilst moving around the facility whilst not in the exercise class/activity face coverings should be worn unless exempt on medical grounds.</p>		
Corona Virus - Covid-19	First Aid General face to face delivery.	Instructor/coach/ Volunteer Participants	Risk of infection due to administering/receiving First Aid	Gloves, sometime pocket mask available.	16 - High	<p>If emergency help is required ensure 999 is dialled straight way allowing the call handler to advice process with most up to date guidance.</p> <p>Additional PPE will be made available in provided first aid kits including.</p> <p>Participants are advised prior to attending to bring their own personal medications.</p> <p>The first aider is not required to give rescue breaths, however pocket masks will be provided.</p> <p>CPR Guidance from ETS First Aid</p> <p>Where it is possible for someone from the same household/support bubble should deliver first aid or they should deliver it themselves, e.g. applying a plaster.</p> <p>If emergency first aid is required the first aider should wear appropriate PPE including gloves and a face covering. If possible the casualty should also wear a face covering unless this is deemed detrimental to their condition.</p>	4 - Low	First aider to respond accordingly.
Corona Virus - Covid-19	Drinks bottles	Instructor/coach/ Volunteer	Risk of infection from refilling at a water station.	None		Participants/staff encouraged to bring enough water/fluid	4 - Low	If water stations are not physically

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	General face to face delivery.	Participants				with them to avoid having to re-fill at water stations.		restricted Instructor/Coach to enforce control measures.
Corona Virus - Covid-19	Government Guidelines General face to face delivery.	Instructor/coach/ Volunteer Participants Other facility users/public	Risk of Transmission of Covid-19 if latest government guidance, internal procedure is not followed and control measures not enforced.	None	16 - High	Health and Wellbeing Team to ensure they stay abreast of changes to government guidance and implement necessary measures and procedure. All staff to receive guidance and/or training.	4 - Low	Coordinators to check guidance weekly.
Corona Virus - Covid-19	Collection of monies. General face to face delivery.	Instructor/coach/ Volunteer Participants	Risk of Transmission of Covid-19 via surface of money.	None	16 - High	Participants advised to make contactless payments where possible. Where possible block payments will be encouraged. If contactless is not feasible, then instructor should collect monies without touching the coins, asking participants to play exact change in a sealed container that will be quarantined for 72 hours before being touched wearing protective gloves. Instructor to ensure that participants use hand sanitiser before and after touching money and that 2m social distancing is still enforced.	4 - Low	Coordinators to inform participants of payment method. Instructors to enforce control measures.
Corona Virus - Covid-19	Collection of monitoring and evaluation. General face to face delivery.	Instructor/coach/ Volunteer Participants	Risk of Transmission of Covid-19 via surface of pen/pencil/paper.	None	16 - High	A weekly register is to be kept by the instructor to support the NHS test & trace. Only the instructor is to touch the pen/pencil/paper used. Where possible collection of data will be completed online or verbally to minimise the transfer of paperwork. If verbally strict social distancing must be adhered to.	4 - Low	Coordinators to manage data collection processes. Instructors to enforce control measures.
Corona Virus - Covid-19	Higher risk participants.	Participants	Risk of severe Covid-19 symptoms to more vulnerable participants.	None	16 High	Risk Stratification criteria in place for instructor/coordinator use at	4 - Low	Instructor/ coordinator to asses

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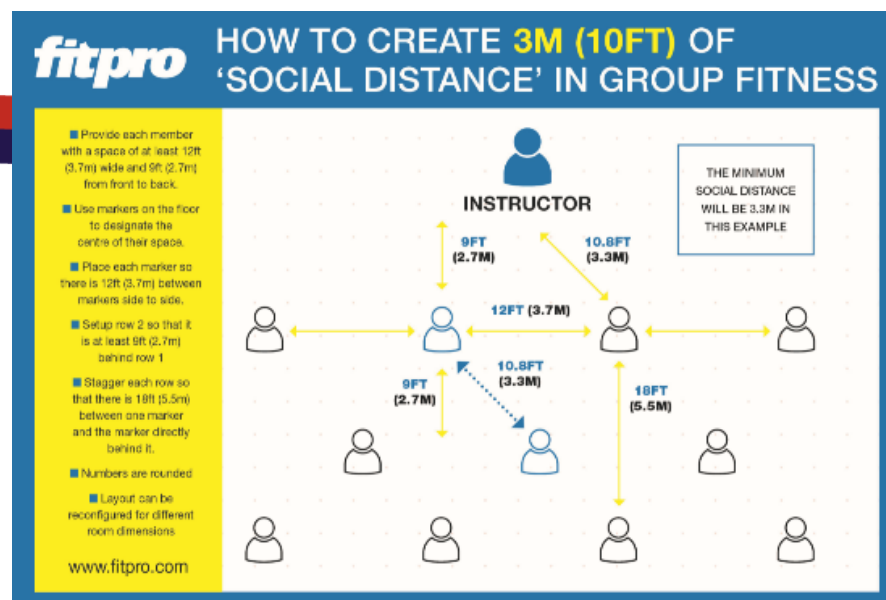
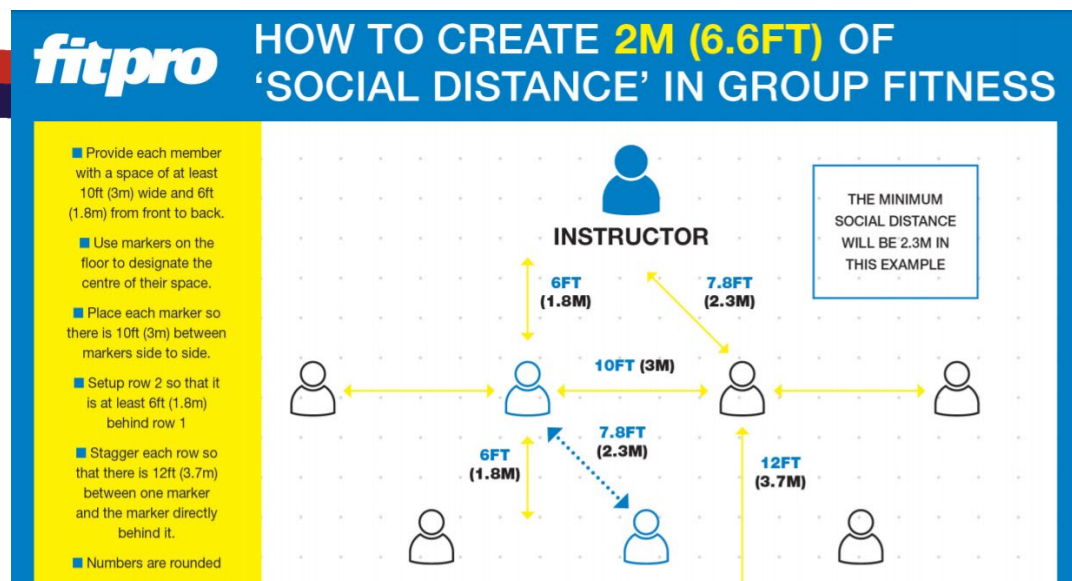
	General face to face delivery.					the point of sign up/screening to ensure that they are attending the most suitable session for them which may be virtual rather than face to face.		at time of sign up/screening.
Corona Virus - Covid-19	General face to face delivery.	Instructor/coach/ Volunteer Participants	Risk of Transmission of Covid-19 due to poor instructor enforcement.	None	16 High	<p>All instructors will receive training, be issued with guidance and will have a 'test run' prior to delivery. They will have a checklist for set up and session delivery – allowing them to report if any measures were not adhered to and participant register to complete each session.</p> <p>Instructors will also create, with the session coordinator the venue specific video so that participants know what to expect.</p> <p>Where we are purchasing the services of external organisations to deliver sessions programme coordinators will check that they are compliant and have a suitable risk assessment in place.</p> <p>Instructor to visit each venue before they are due to instruct to ensure that they are familiar with layout and procedures.</p>	4 - Low	Training and test run to be completed.
Assessment Conclusion								

The below are referenced in the above Risk Assessment.

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<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>



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