TOWN CLOSE SCHOOL

Risk Assessment

Area: Covid-19 Reference: RA104 Hirers

Information resources:

- Health Organization (WHO) – COVID-19 Disease Outbreak - www.who.int/emergencies/diseases/novel-coronavirus-2019
- Public Health England COVID-19: cleaning in non-healthcare settings outside the home. Published 15 July 2020.
- COVID-19: infection prevention and control (IPC)
- Guidance for the public on the phased return of outdoor sport and recreation in England
- RLSS Guidance for Swimming Pools
- Swim England – Returning to the Pool. Guidance for Operators. Published 1 Sept 2020. Version 7.
- CIMPSA – Chartered Institute for the Management of Sport and Physical Activity 'Reopen' facility guidance
- The Pool Water Treatment Advisory Group (PWTAG) Code of Practice

People Hazards Section

Categories of people who are at greater risk.

Assessment completed: September-2020	Date of Review: Ongoing		

Premises and Utility Hazards Section

Premises hazards are related to the building itself where the design or structure creates a risk.

Tasks & Activities Hazards Section

Tasks & activities that could cause harm and present a risk.

Town Close School		
COVID-19 Hirers (Pool and Sportshall)	Assessed by: Anna Linsmith	Issue 1
Reference: RA104 COVID-19 Hirers	Reviewed by: Benita Ogg	Assessment Date: 03/09/20

Introduction:

This COVID risk assessment sets out the framework for reopening the Town Close swimming pool and sportshall facilities to external hirers during an anticipated period of "social distancing" following the full closure of the sport/leisure sector due to COVID-19. Town Close's priority will remain primarily to educate our pupils, however, we accept the facilities we manage offer an important part of many clubs and organisations. We wish to open these facilities back up in a safe and controlled manner, for staff, pupils and users alike.

The risk assessment provides the basis for individual hirers to develop their own required technical operating guidance for their customers and staff. We have devised this assessment using the latest guidance from a number of key governmental agencies and leading industrial experts. These Include:-

- UK Active
- CIMPSA - The Chartered Institute for the Management of Sport and Physical Activity
- Swim England
- GOV.UK
- HSE

This COVID-19 risk assessment provides guidance in identifying, assessing and describing methods of controlling hazards. It aims to prompt thought and decision-making processes but with the normal caveat: that it is only up to date at the moment it is published. Risk assessments must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed. The document is not intended to be exhaustive in covering every possible scenario but aims to provide a clear direction. Nor is it intended to cover all aspects of every operator: there will be special undertakings for those with specific offerings. Hirers can make their own decisions and can go above the standards within this document, but not lower. We are tailoring this as a two-stage opening approach – this document looks at the initial opening period and anticipated social distancing restrictions.

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COVID-19 Hirers (Pool and Sportshall)	Assessed by: Anna Linsmith	Issue 1
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Hazard	Hazardous event	Who is at risk	Risk Control Measures			
			What is to be done	Who is to do it	When is it to be done	Where is the supporting documentation located
A.1. Numbers of people	Overcrowding	Users	1.1. This risk assessment covers the provision of Town Close sports facilities to external users with specific regard to COVID-19. 1.2. The following changes have been made to capacity to at this stage of the Governments 'Guidance for the public on the phased return of outdoor sport and recreation in England'. Sportshall – Four court sportshall max 65 people Sportshall balcony – max 12 people Swimming Pool – Maximum bather load 28 swimmers (7 per lane) 1.3. All maximum capacities must remain in line with the sport specific NGB guidance and take into account social distancing measures. 1.4. All participants have been requested to arrive 'activity ready' to prevent congestion in changing spaces. 1.5. Spectators may only enter the premises where there is an essential need, such as child drop off or collection. This should be limited to a maximum of one adult per child wherever possible. 1.6. Spectators must adhere to social distancing at all times and limit their time on site to the minimum.	Assistant Bursar GOV.UK NGB Users Spectators Spectators	Regular review Regular review Regular review Daily Daily Daily	COVID-19 - A framework for the re-opening of gym, leisure centres and wider fitness industry during social distancing – uk Active Swim England - Returning to Pools Guidance Documents
A.2. Lack of cleanliness	COVID outbreak/ spread	Users	2.1. The swimming pool and sportshall were deep cleaned prior to reopening. 2.2. All frequently touched surfaces, equipment, door handles and toilets used during the day will need to be cleaned thoroughly each day. 2.3. TCH has robust cleaning systems in place to ensure a high standard of cleanliness across the school. 2.4. TCH ensures that the normal cleaning regime follows best practice infection control advice and includes regular cleaning and disinfection of hand contact points such as tables, handles, computer equipment, door push pads, stair rails, toys etc. 2.5. Coronavirus symptoms are similar to a flu-like illness and include cough, fever, shortness of breath or a loss of smell and/or taste.	Cleaning and Maintenance staff/ Assistant Bursar Assistant Bursar Assistant Bursar	August 2020 Daily Regular review Regular review	COVID-19 Full reopening: Autumn term COVID-19: cleaning in non-healthcare settings outside the home

			Once symptomatic, all surfaces that someone with a suspected case has come into contact with must be cleaned using detergents and disposable cloths, according to current recommended workplace legislation and practice. 2.6. See section A.5. COVID-19 Full reopening: Autumn term school risk assessment for details on cleaning. 2.7. All pool hirers, as part of their booking and compliance under Swim England, will be expected to conduct a touch point clean at the beginning and end of their session and between group changeovers. 2.8. All cleaning should be undertaken in line with COVID-19: cleaning in non-healthcare settings outside the home.	Assistant Bursar Pool hirers Pool hirers/ Support team	26 Aug 2020 Every booking/ When required When required	
A.3. Access	Possible infection due to contact	Users	3.1. Hirers must communicate with all users the information provided in the 'Town Close Hirers COVID Procedure'. This information includes:- • Entry to Town Close • New Working Practices • Swimmers/ Coaches • Spectators • Changing Rooms & Toilet facilities • PPE & Hygiene for hirers • Emergency Evacuation • Cleaning and Housekeeping • Those Attending with Covid-19 Symptoms 3.2. Swimming pool access, due to the volume of users will now be in through the small poolside door and out via the changing rooms and main double doors. 3.3. Sanitiser is provided on the entrance to both pool and sportshall. 3.4. Pool users and sportshall users will gain access to the site via separate entrances, this will reduce the crossover of group's onsite and ensure users are travelling the shortest possible distance between arrival and their destination. 3.5. None fire doors will be held open where necessary to remove the number of touch points.	Assistant Bursar/ Hirers Hirers Assistant Bursar Assistant Bursar Hirers	Before return to school and on a regular basis as a refresher Daily Daily Daily Daily	Town Close Hirers COVID Procedure – sportshall and Pool versions

A.4. Queuing	Lack of social distance	Users	4.1. Clubs must manage the arrival of groups and ensure social distance is maintained at all times. 4.2. Changing room capacities have been reduced visually to aid clubs in the management of changing post swim. 4.3. TCH has increased the timeslots between hirers to ensure touch point cleans can take place and reduce the capacity and potential for groups crossing. 4.4. Where possible, the sportshall has been allocated to a single 'whole hall' hirer. Where this is not possible, start times have been staggered.	Hirers Assistant Bursar Facilities Administrator Facilities Administrator	Daily Daily At point of booking At point of booking	
A.5. Emergency evacuation	Lack of social distance/ non adherence to normal safety measures	Users	5.1. Normal control measures remain in place for an emergency. 5.2. In the event of an emergency then evacuating the building safely over-rules all else, but social distancing should be maintained as much as possible during evacuation, and whilst waiting at evacuation points. 5.3. Drill and normal fire alarm testing will continue to take place in the autumn term.	Assistant Bursar Assistant Bursar Assistant Bursar	When required When required When required	
A.6. Changing areas and toilets	Cross contamination	Users	6.1. Users have been asked to minimise the use of all communal and changing facilities as far as possible. 6.2. All users should arrive 'beach ready' and to change/shower at home with time on site kept to a minimum. 6.3. When using the changing rooms:- • Use the changing areas marked, with pegs present • Clean clothing including shoes should also be recommended and enforced where necessary by group organisers. • Touch point cleans must take place prior to and at the end of each school day. • Hirers must complete touch point cleans if inviting multiple groups and ensure their equipment is cleaned between uses. This is to be managed by individual groups. • Showers will be available for a post swim shower but curtains have been removed. • Dry changing showers will not be open to hirers. • Water fountains have been changed to bottle feed only. All swimmers should be advised to bring a water battle.	Hirers Hirers Hirers	Daily Daily Daily	

A.7. Sportshall	High energy exercise creating vapour	Users	7.1. The sportshall is open to the sports whose NGBs have provided guidance as to how they can operate safely. 7.2. All hirers must follow the guidance issued by their NGB. 7.3. The sportshall capacity has been reduced to 65 people with social distancing in place. 7.4. All users must:- • Wash your hands often using soap and water for at least 20 seconds, and dry them thoroughly. • Keep your face and hands as clean as possible. • Ensure you clean equipment before and after use • Use hand sanitiser when entering the building and after you have had contact with surfaces. Sanitiser will be available for use by users. • All users are encouraged to clean clothes and shoes between visits. • Doors should be opened where possible to improve circulation of fresh air. • Face coverings will not be provided, however if users wish to wear them on arrival they are welcome to do so. • Follow their own risk assessments.	Assistant Bursar/ Facilities Administrator Hirer Assistant Bursar Hirers	At point of booking At all times September 2020 At all times	
A.8. Swimming pool	Lack of social distance	Users	8.1. The swimming pool is chlorinated in line with the PWTAG COVID guidance. 8.2. The maximum bather load has been reduced 28 swimmers in line with Swim England and UK Active guidance. 8.3. Users must maintain social distance in the water in accordance with their club plans. 8.4. Where a parent is entering the water with a child (parent and toddler sessions) both are counted as part of the bather load. 8.5. Accompanying adults in the water should be from the same household bubble if not able to maintain distance in the water. 8.6. Teachers/instructors/coaches on the poolside must follow social distancing guidelines between each other. 8.7. All equipment used will be cleaned after/between use. 8.8. Clubs must consider limiting the time is taken in changing areas, especially during the changeover of group activity to maintain social distancing.	Assistant Bursar Assistant Bursar Hirers Splash and Giggle Splash and Giggle Hirers Hirers Hirers	August 2020 August 2020 At all times At all times At all times At all times At all times At all times	

A.9. First Aid	Contact with injured party	Users	9.1. Although there may be heightened concerns around first aid, this must continue as normal, the below have been added to the school emergency first aid bags to be used if needed:- • Gloves. • Resus masks for emergency first aid 9.2. Resuscitation Council UK has provided specific guidance on CPR delivery, hirers should ensure they are aware of these changes prior attending.	Assistant Bursar Hirers	August 2020 Prior to return to school	
A.10. Handing/ use of equipment	Cross contamination	Users	10.1. All users should wash their hands regularly, on arrival and on leaving the school. 10.2. Soap and drying facilities will be provided and checked regularly to ensure there is a plentiful supply. 10.3. Sanitisation stations are available at the entrance to hirer facilities. 10.4. The movement and handling of equipment has been minimised by the booking of less hirers and keeping to specific sports where possible.	Hirers Support team Facilities Administrator Facilities Administrator	Regularly Throughout the day August 202 August 2020	
A.11. Untraceable access of visitors	Inability to for fill Test and Trace	Users/ TCH	11.1. All sportshall users encouraged to sign in using the iPad provided. 11.2. Swimming pool users will be registered by the club for all sessions. This information will be passed by clubs to Test and Trace on request. 11.3. All hirers informed they must contact the school if an attending member tests positive for COVID.	Hirers Hirers Hirers	On arrival On arrival When required	