

Risk Assessment For: Working During the Corona Virus Pandemic – SportBU, Talbot Campus		Risk Assessment No.:
Site: All BU Sites & Buildings	Person completing assessment : Josh Harris	Date Produced: July 2020
Area: SportBU, Talbot Campus	Persons contributing to assessment:	Date last reviewed:
	Person approving the assessment:	Date Approved:
	Activity being undertaken: Operations at SportBU, Talbot Campus	Date for Review:
Examples of Potential Persons Exposed / at Risk: <i>BU staff, Visitors, Members of Public, Vulnerable groups.</i>		

Risk Rating: Likelihood x Severity 6 to 9 High Risk = H 3 to 4 Medium Risk = M 1 to 2 Low Risk = L	Likelihood: Harm is certain or near certain to occur = High 3 Harm will often occur = Medium 2 Harm will seldom occur = Low 1	Severity: Death or Major Injury (as defined by RIDDOR) = Major 3 7 – Day Injury or illness (as defined by RIDDOR) = Serious 2 All other injuries or illness = Slight 1
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HAZARD	RISK	PERSONS EXPOSED or at risk	Risk Rating			Mitigation / Control Measures	Residual Risk Rating		
			H	M	L		H	M	L
Lone Working	Safety of staff, Medical emergency: <ul style="list-style-type: none"> An individual's ability to carry out their activities safely on their own. The potential for the individual to be subject to violence or allegations of inappropriate behaviour. The individual's ability to request assistance or to withdraw safely from a volatile situation. The individual's fitness 	<ul style="list-style-type: none"> Staff 		x		Personal Safety <ul style="list-style-type: none"> Prevention of lone working where possible BU Security at PH reception out of hours. Suitable training on the operation of SportBU Suitable emergency equipment and emergency arrangements Defined work activities and working processes, including written safe systems of work Keep doors locked when practicable All staff to ensure they have their mobile phone on their persons Opening hours initially set at 715am-7pm. More information is available from the BU Intranet at the		x	

	<p>or ability to work alone.</p> <ul style="list-style-type: none"> • Sudden illness or emergency (e.g. accidents, ability to raise the alarm). • Effects of social isolation • Fire safety and/or access to fire protection • Any existing precautionary measures and emergency arrangements. 				<p>following link.</p>		
<p>Spread of the Coronavirus</p> <p>Serious illness resulting from Covid 19 affecting the respiratory system.</p>	<p>Transmission from the hands</p>	<ul style="list-style-type: none"> • Staff • Visitors to site • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who persons on site physically come into contact with. 	<p>x</p>		<p>Hand Washing</p> <p>Well maintained hand washing facilities with soap and hot water. Suitable stocks to be maintained and checked so that supplies can be maintained.</p> <p>Where possible consideration should be given to the provision of paper towels for drying of hands.</p> <p>Where possible consideration should be given to encouraging staff to provide their own hand towels. To reduce the waste produced from disposable hand towels.</p> <p>Stringent hand washing regime taking place upon entering site and then on a frequent basis throughout the day. Signs erected to remind those arriving on site. Wash hands immediately on returning home.</p> <p>Good handwashing techniques to be communicated and employed by all. Employees to be reminded on a regular basis to wash their hands for 20 seconds with</p>	<p>x</p>	

				<p>warm water and soap and the importance of proper drying.</p> <p>Hand washing posters displayed on site.</p> <p>See hand washing guidance.</p> <ul style="list-style-type: none"> • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Wash hands for 20 seconds following the below routine:</p> <ul style="list-style-type: none"> • Wet your hands with water. • Apply enough soap to cover your hands. • Rub your hands together. • Use 1 hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand. • Rub your hands together and clean in between your fingers. • Rub the back of your fingers against your palms. • Rub your thumb using your other hand. Do the same with the other thumb. • Rub the tips of your fingers on the palm of your other hand. Do the same with other hand. • Rinse your hands with water. • Dry your hands completely with a disposable towel. • Use the disposable towel to turn off the tap. <p>Gel sanitisers provided where washing facilities not readily available. These must be a minimum of 60% alcohol content. At main reception is essential for incoming and outgoing traffic as well as in the main staff office.</p> <p>Hand wipes to be made available wherever possible in</p>	
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					<p>the works area.</p> <p>Staff to be reminded regarding the need to cover their mouths catch coughs and sneezes in crook of elbow or tissues – Follow Catch it, Bin it, Kill it advice. Where possible consideration should be made to provide tissues.</p> <p>Avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Cleaning sprays provided by all gym equipment with signage encouraging cleaning touch points before and after use.</p> <p>Facility bookings Hand sanitiser dispensers will be place at the entrance of each bookable area.</p>		
<p>Spread of the Coronavirus</p> <p>Serious illness resulting from Covid 19 affecting the respiratory system.</p>	<p>Transmission from surfaces and contact points</p>	<ul style="list-style-type: none"> • Staff • Visitors 	x		<p>Cleaning Frequently cleaning and disinfecting of objects (including desks) and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, kettles, microwaves, taps, and office areas. Any surface that has come into contact with hands or clothing especially in the welfare facilities.</p> <p>Clean areas and items using appropriate cleaning products and methods. For example, using anti-bacterial wipes or sanitising spray.</p> <p>Shared phone and card machines to be cleaned prior to and after a working shift.</p> <p>No sharing of equipment between staff where possible, if this is not possible, it must be cleaned when one user finishes and again when the next user starts. Reception keyboard is an example of this.</p>		x

				<p>Rigorous cleaning regimes to be followed. Checks / register to be created and maintained by staff working detailing areas to be cleaned. Managers / staff working to ensure all facilities are cleaned in line with the guidance below.</p> <p>Managers to ensure staff undertake and record cleaning regimes.</p> <p>Cleaning Regime</p> <p>The existing cleaning provision across BU is being adapted in response to the increased requirements in response to the Coronavirus threat. Cleaning in higher risk areas, notably toilets, circulation areas, Receptions and high touchpoints surfaces including the gym machinery. Additional janitorial services are being provided to each building, and a SportBU janitor is being provided to cover the facilities higher risk areas as mentioned above. This janitor will be on site from 0900 to 1700 from 20th July 2020 onwards.</p> <p>As detailed below, spray bottles are designated for each user.</p> <p>A full deep clean of all areas will be undertaken prior to commencement of activities.</p> <p>SportBU staff to clean touch points around the main gym at the start and end of each day. These are marked off on a job sheet.</p> <p>Sanitising and Cleaning Station Provision</p>		
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					<p>Hand sanitising dispensers are being provided at building entrances and in high circulation points. Sanitising Stations are also being provided in external sports compounds.</p> <p>Cleaning stations, consisting of alcohol wipes and hand sanitiser are provided in each building at points to serve communal use and office areas. A cleaning station will be provided immediately outside of the Sports Hall and one in each studio.</p> <p>Centre feed stations are being provided in the gym areas for users wishing to use them instead of towels.</p> <p>Alcohol spray is provided as part of the sanitisation of sports equipment before and after use.</p> <p>Toilets/changing rooms/lockers</p> <p>Users should arrive at the facility dressed for their activity as no changing areas or lockers will be available.</p> <p>The gender neutral/accessible toilet opposite the male changing room will be available.</p> <p>All changing areas and showers will be cordoned off with the toilets inside having the two side cubicles available for use. The middle cubicle will be unavailable. Applies in both the male and female changing facility.</p> <p>Facility bookings/Gym/Class users</p> <p>All users will be required to bring their own equipment and this should not be shared amongst users as well as</p>		
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				<p>encouraging them only to bring the minimum needed to participate in the activity.</p> <p>Cleaning and hand sanitising stations to be installed at the entrance to each sport facility</p> <p>All personal equipment to be taken home at the end of each booking</p> <p>Any items left accidentally will be collected by staff, ensuring they are wearing disposable gloves and placed in a suitable bag and labelled for collection. Hands must be washed after touching any equipment.</p> <p>Access gates to be cleaned at the start of each day and when possible throughout the day.</p> <p>Entry via a member of staff with every user having to be booked on and marked as attending to comply with capacity numbers and in the event of NHS Track and Trace being used.</p> <p>Equipment removed that is difficult to clean such as yoga mats, badminton rackets and medicine balls.</p> <p>Essential equipment for bookings such as badminton posts and table tennis tables will be cleaned after each slot is completed.</p> <p>Water fountains to be looked at with motion sensor operated as a potential. Otherwise bottle filling only resources will be made available.</p> <p>Doors will be held open using magnetic mechanisms linked to the fire safety system to avoid touching where possible. Other non-fire doors will be propped open.</p>		
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					<p>Group Fitness Classes</p> <p>Solely classes with no equipment running on the timetable. Exception of yoga or Pilates which will be to bring your own mat.</p> <p>Multiple anti-viral spray bottles in Sports Hall.</p> <p>Spin bikes will be wiped down before and after classes by participants and by staff at end of each day.</p> <p>Instructor microphones will be wiped down before and after each class, with each instructor having their own microphone muff covering.</p> <p>Sound system touch points to be wiped down before and after classes.</p>		
<p>Spread of the Coronavirus</p> <p>Serious illness resulting from Covid 19 affecting the respiratory system.</p>	<p>Transmission from person to person</p>	<ul style="list-style-type: none"> • Staff • Visitors • Anyone else who persons physically come into contact with. 	x		<p>Social Distancing</p> <p>Staff to be reminded on a <u>daily basis</u> of the importance of social distancing both in the workplace and outside of it. Management checks to be established to ensure this is adhered to.</p> <p>Reduce the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Government and Public Health England wherever possible. If not possible additional risk assessments will need to be undertaken.</p> <p>Take steps to review work schedules including start & finish times / break times / shift patterns, working from home etc. to reduce number of workers on site or using facilities at any one time.</p> <p>Close work is to be avoided wherever possible and safe to do so. Alternate and non-opposite desks to be</p>		x

					<p>utilized as well as privacy screens. Redesign processes to ensure social distancing is maintained wherever possible. Plan work to maximise distances between staff and between working teams.</p> <p>Conference calls and Microsoft Teams software to be used instead of face to face meetings where suitable.</p> <p>Ensure rest breaks for staff are staggered as required to reduce risk of loss of social distancing in the welfare facilities.</p> <p>Encourage staff to take lunch and breaks outside while adhering to social distancing guidelines</p> <p>Essential Close Working – avoid if possible</p> <p>There may be tasks and work requirements where it is not possible, or safe, for workers to distance themselves from each other by 2 meters. Where this is the case, the following rules are to be observed:</p> <ul style="list-style-type: none"> • Plan the work to minimise contact between workers, maximising working distances. • Plan the work to minimise the number of workers involved in the work. • Maintain high levels of hygiene and wash hands often. • Staff are to avoid touching their face if hands are not clean. • When working indoors, increase ventilation in enclosed spaces wherever possible. 		
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				<ul style="list-style-type: none"> Any work requiring skin to skin contact between workers <u>should not</u> be undertaken. <p>Access, egress and moving around site</p> <p>Where one-way systems and marked floor areas are indicated these should be followed.</p> <p>The use of stairs should be used as directed by the procedures introduced.</p> <p>Where barriers are in place to prevent people coming into close contact e.g. reception areas these should be observed.</p> <p>Any queuing arrangements in place should be have clear signage and be observed.</p> <p>Always observe social distancing rules (2 meters) when moving around site.</p> <p>Bookable sessions including classes and the gym slots can be used in conjunction with the NHS Track and Trace system if needed.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> <p>Facility bookings</p> <p>Users will be encouraged to attend site in a timely matter, with one individual booking in at reception if an ad-hoc booking. Users will then wait in their car until their area becomes vacant.</p>		
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					<p>Clear communication of arrival procedures will be shared with users.</p> <p>Users will be encouraged to leave site once their booking has finished and not cross over with previous booking.</p> <p>Any ad-hoc bookings will be advised that the booking lead will need to have a record of all users present in case of the need for NHS Track and Trace before the booking can begin.</p> <p>Gym usage</p> <p>Booking will be required to use the gym, with XN's front desk for on the spot bookings and horizons providing bookable slots online.</p> <p>Slots of an hour will be available and multiple slots can be booked with hourly checks by staff to ensure numbers have not surpassed 27 spaces.</p> <p>Alternative machines put out of action to main distance when using equipment.</p> <p>One-way systems around gym area to encourage no cross over.</p> <p>Signage on matting area to allocate space per person.</p> <p>Music playing from the SportBU sound system will be kept to a low volume to negate any need to raise your voice or congregate.</p>		
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				<p>Group Fitness Classes</p> <p>Space will be marked out for each participant to remain inside during the class’s duration including spin bikes.</p> <p>A one-way system around the sports hall will be marked out so users follow social distancing guidelines.</p> <p>Instructor to remain outside of participant spaces at all times.</p> <p>No attendance tickets for the class. Signing in at reception and numbers taken in class to match.</p> <p>Classes to be scheduled to allow additional minutes changeover time to avoid cross over of participants.</p> <p>Air Flow</p> <p>Guidance taken from REHVA (the federation of European heating, ventilation and air conditioning) , CIBSE (the chartered institute of building service engineers) and BESA (The building engineering services association) to re programme the building management systems which will increase fresh air into buildings over the course of 24hrs and stop any recirculation. The sports hall has a large Air Handling Unit (AHU) designed to provide fresh air to meet the demands of the activities within this space. Depending on external the temperatures, the AHU will normally recirculate some of the air, recovering heat to put back into the space as an efficiency measure. However, during the summer months, the AHU will be providing 100% fresh air with no recirculation. The AHU has recently been serviced and filters changed.</p>		
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					<p>There is minimal risk from standard A/C systems which recirculate air by either heating or cooling the space as required. The guidance is to keep A/C switched off where possible reducing air movement but increase fresh air by opening doors and windows.</p> <p>First Aid</p> <p>Any minor first aid should be maintaining social distancing guidelines and a 'hands-off' approach (e.g. talking someone through applying a plaster).</p> <p>For any major first aid incidents where these measures cannot be adhered to, the first aider will be supplied with an apron, gloves and a visor. These supplies are solely for that individual and will not be shared.</p>		
<p>Spread of the Coronavirus</p> <p>Serious illness resulting from Covid 19 affecting the respiratory system.</p>	Working with symptoms of Covid 19	<ul style="list-style-type: none"> • Staff • Visitors • Anyone else who persons physically come into contact with. 	x		<p>Symptoms of Covid-19</p> <p>Do not leave your home if you have either:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) 		X

				<p>If anyone becomes unwell with a new continuous cough or a high temperature in the work place they will be sent home and advised to follow the stay at home guidance.</p> <ul style="list-style-type: none"> • If you develop the above symptoms you should self-isolate at home for 7 days. • If, at the end of 7 days you are fit and no longer have a high temperature you can return to work. • If you live with others and another member of your household develops these symptoms you should self-isolate for 14 days before returning to work. • If during this period you develop symptoms yourself, you should self-isolate for 7 days from when the symptoms began. If, at the end of these 7 days you are fit and no longer have a high temperature you can return to work. • If you have had symptoms, you may end your self-isolation 7 days from the day you were first ill. The cough may persist in some people, despite the coronavirus infection having cleared. A persistent cough alone does not mean someone must continue to self-isolate for more than 7 days. • All household members who remain well can end household-isolation after 14 days. • Should a household member develop coronavirus symptoms late in the 14 day household-isolation period (eg on day 13 or day 14) the isolation period does not need to be extended, but the person with the new symptoms has to stay at home and self-isolate for 7 days. <p>Managers will maintain regular contact with staff members during this time.</p>		
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The below explanation is to be displayed on site:



Source: Public Health England advice

Records of absence are to be maintained as per the BU HR guidance to ensure that the isolation guidelines are being followed.

If anyone has worked with, or helped someone who was taken unwell with a new, continuous cough or a high temperature at work, they do not need to go home unless they develop symptoms themselves.

All staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell

					with symptoms consistent with coronavirus infection. It is not necessary to close the site / building, or offices, or to send further staff home, unless current government policy changes.		
<p>Spread of the Coronavirus</p> <p>Serious illness resulting from Covid 19 affecting the respiratory system.</p>	Transmission from PPE	<ul style="list-style-type: none"> • Staff • Visitors to site • Anyone else who persons physically come into contact with. 	x		<p>Wearing of Gloves</p> <p>Where additional Risk Assessments identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <p>Disposable gloves are to be used for all cleaning activities.</p> <p>Staff are to be briefed on how to remove gloves carefully to reduce risk of transmission and how to dispose of them safely. (See guidance and process below).</p> <p>Step 1 - Do Not Snap Gloves</p> <p>While removing gloves, the material may be pulled taught - be careful not to let it snap back. This could spray contaminated substances into the environment and increase the risk of cross contamination and infection.</p> <p>Step 2 - Grasp The Palm Of The Gloves On One Hand</p>		x



Using one of your gloved hands, use this to grasp the glove material on the palm of the other hand. Ensure the material does not turn over and touch your skin, grasp it and pull away from your wrist.

Step 3 - Pull The Material Away From Your Wrist



As you pull the glove material towards your fingers, ensure it is turning inside out on itself. This will keep any substances inside the gloves and away from your skin.

Step 4 - Carefully Scrunch The Material Into A Ball, Using Your Gloved Hand

Gently scrunch the now removed glove and hold this in your gloved hand. Be careful not to drop this or place it on a work surface. Ensure it is still inside out to avoid any substances dripping onto the work surface or floor.

Operatives to be reminded that wearing of gloves is not a substitute for good hand washing as protection against Corona Virus.

Step 5 - Use Your Index Finger to Remove The Second Glove



Take your index finger, then push this under the cuff of the second glove, careful not to touch the outside and only the skin inside the glove. Gently push the glove material towards your fingers, turning it inside out and over the balled up glove in your hand. Your fingers should only be touching the inside of the second glove.

Step 6 - Dispose Of The Gloves



Immediately dispose of the gloves in the **general** waste bin to ensure the correct procedure for the disposal of PPE. Do not place them down anywhere on the way or take too long to remove them.

Step 7 - Wash Your Hands



It's very important that you now wash your hands thoroughly. Follow [this guide](#) and ensure they are clean and the risk of cross

					<p>contamination or infection is reduced.</p> <p>Tips For Removing Disposable gloves Here are some top tips for when you have to remove your disposable gloves:</p> <ul style="list-style-type: none"> • Always remove disposable gloves slowly - this removes the risk of splatter and dispersion of contaminating substances. • Never reuse disposable gloves - always throw them away immediately. • Remove gloves close to a bin - to avoid cross contamination of the environment, remove your gloves as close to the general waste bin as possible. • Do not pull the material of gloves too tightly - this may cause the gloves to rip or tear, increasing the risk of coming into contact with hazardous substances. • Don't touch your face or clothes with contaminated gloves or until you have washed your hands after removing your gloves. • Change your gloves if you are working on something new, to avoid cross contamination. <p>General</p> <p>Any PPE that is to be placed on the face is to be done with clean hands.</p> <p>No sharing of PPE.</p> <p>The virus can be transmitted via fabrics. Wash clothes and PPE regularly at the highest recommended temperature for the fabric and thoroughly dry.</p>		
<p>Spread of the Coronavirus</p> <p>Serious illness resulting from Covid 19 affecting the respiratory</p>	Transmission from RPE - Facemasks	• Staff	x		<p>RPE</p> <p>Public Health guidance on the use of facemasks RPE (respiratory protective equipment) to protect against COVID-19 relates to health care settings only. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene and social distancing behavior.</p>		x

system.								
Mental health issues as a result of Corona Virus	Deterioration of physical and mental state of individuals	<ul style="list-style-type: none"> • All Staff 	x			<p>Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>An open door policy to be operated for all staff so they can raise their concerns and worries. BU specific information can be found here.</p> <p>Operatives with fears to be guided towards their own GP or other available support such as NHS Every Mind Matters website and www.mind.org.uk</p>		x
Poor communication	<p>Failure to adhere to guidelines and rules.</p> <p>Increased risk of transmission of the virus.</p>	<ul style="list-style-type: none"> • Staff • Visitors to site 	x			<p>General Awareness</p> <p>Posters, leaflets and other materials should be displayed and communicated on all site accesses, noticeboards and welfare areas.</p> <p>BU guidance to be delivered to all staff before starting back on site.</p> <p>Latest Government and industry body advice to be followed and all information displayed to be current.</p> <p>Bookings fulfilled by sporting bodies/clubs will require a separate and full risk assessment highlighting the risk of the use and what control measures are in place.</p> <p>Private bookings will require an online disclaimer being completed signaling that they understand and accept the restrictions put in place to ensure the safe operation of SportBU.</p>		x

					Videos to be designed and distributed to all attendees are aware of the process that they will follow when they attend site. All public communication to be shared on social media platforms and on the SportBU website.		
Lack of site staff	Risk of loss of key personnel and affect upon the safety of the activities.	<ul style="list-style-type: none"> • Staff • Visitors to site 	x		<p>Monitor staffing levels and keep to minimum to ensure safety.</p> <p>Key personnel such as first aider and supervision to be provided where appropriate.</p> <p>Tasks with insufficient trained and competent persons to carry out safely should not be attempted. Staff should only carry out the tasks they are trained to do.</p> <p>Security staff at Poole House can be used to support if needed out of hours.</p>		x

I can confirm that the information contained in the attached Risk Assessment has been briefed verbally or sent out to all relevant staff and personnel within my team. I confirm that they have electronically confirmed via e-mail that they have received / read and understand the contents of this risk assessment.

A list of electronic receipts is also being held for this assessment as per Appendix A.

Signed on behalf of BU:..... **Date:**.....

Position:..... **Print Name:**.....

Appendix A

When completed and signed a copy of this form is to be placed in the relevant Faculty/Professional Services 'Working Safety File' / Collaborative 'Health and Safety folder along with the electronic confirmation e-mails. A copy is to be sent to the 'HealthandSafetyMailbox@bournemouth.ac.uk' so that it can also be stored within the central BU 'Health and Safety Folder'.

Risk Assessment signature sheet :			
Working During the Corona Virus Pandemic. – Generic advice for all BU staff			
Activity being undertaken:			
<i>(complete the activity to be undertaken)</i>		Risk Assessment No.:	Dated
Full name	Organisation	Area working	Electronic confirmation date / signature