

## The Moray Council, Risk Assessment Template

**Job / Area Assessed:** Covid-19 - Moray Council Sport and Leisure Facilities

**Date:** 31/10/2021

**Ref:** 2.0

Reviewed:

### Background:

TASK	HAZARD PRESENT	DETAILS OF HAZARD.	EXISTING CONTROL MEASURES	ADDITIONAL MEASURES REQUIRED TO MINIMISE RISK	ACTION TAKEN (Initial/ Date)
	PERSONS AT RISK				
	All	<p>1. <b>General</b> Risk of infection from staff in close direct or indirect contact with one another, public/users, contractors and suppliers</p>	<ul style="list-style-type: none"> <li>Staff must self-isolate if they, have been informed by test and trace, have a confirmed PCR test of Covid (or awaiting results of one)</li> <li>Information on this has been made available on the Council interchange site, e.g., staff guidance, Q&amp;As, links to HPS guidance</li> <li>All S&amp;L staff split into crews to reduce risk of cross contamination and loss of whole teams</li> <li>Signage</li> <li>Staff working from home where possible</li> <li>All facilities to have a cleaning plan in place daily</li> <li>Ensure all internal doors are wedged open (unless internal fire doors) to remove risk of touching non-essential surfaces</li> <li>Legionnaire management practices completed to satisfactory level</li> <li>Pre-organised visits by contractors only. Maintenance should be out-of-hours where possible.</li> <li>Where building public speaking system available regular announcements are made to remind staff and customers to follow social distancing advice and wash their hands regularly</li> </ul>	<ul style="list-style-type: none"> <li>Increase cleaning frequency of facilities</li> <li>Staff and public training – to stay away from facilities if showing symptoms</li> <li>Improve/ increase hygiene &amp; social distance posters, wipe down after use</li> <li>Relevant signage placed throughout facility</li> <li>House rules have been produced for all staff and users.</li> <li>Staff briefings/updates circulated to all staff</li> <li>Safe working guidelines document created and circulated to all staff and part of return to work training</li> <li>All rooms/areas to be clearly marked with new capacity levels for each area that need to be adhered to.</li> <li>Any non essential equipment, seating etc removed and stored away where possible.</li> <li>All rooms/areas to have supply of hand sanitiser and wipes available.</li> <li>Staff training on new procedures from lifeguarding, first aid and Council perspective</li> <li>Short video produced highlighting new house rules for staff and all users to adhere to</li> <li>Pre-opening maintenance on all equipment and systems to be completed, for example fire detection and alarm systems, emergency lighting systems, smoke control systems, automatic doors etc.</li> <li>Encourage service users when not using the facility equipment to wear appropriate face coverings</li> <li>Use windows for ventilation where possible</li> </ul>	

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		2. <u>General (continued)</u>	<ul style="list-style-type: none"> <li>Adhering to Scottish Government and National Governing Body Association guidelines on permissible capacities and operations.</li> <li>Increased patrols of facilities by leisure attendant staff (replicate toilet check sheet)</li> <li>Weekly meetings with Supervisors and Managers to monitor facility operations.</li> <li>Face masks to be worn by everyone during movement through facilities unless exempt from wearing.</li> </ul>	<ul style="list-style-type: none"> <li>All club / organisations groups to supply their new operating procedures before gaining access to our facilities</li> <li>Online booking system to be fully ready before re-opening to eliminate the risk of overcrowding and implement a track and trace system.</li> <li>No Business Reps permitted on site at this current time – any dialogue to be undertaken virtually</li> <li>All staff and users encouraged to attend any community testing stations available in Moray to mitigate unknowingly transmitting the virus</li> <li>Encourage and support staff to access their vaccine once offered.</li> </ul>	
	All	3. <u>Reception Areas</u> Staff, public/users, contractors and suppliers	<ul style="list-style-type: none"> <li>Erection of screens at reception desks</li> <li>Card payment/usage requested rather than cash payments</li> <li>House rules poster</li> <li>Reception area capacity determined by H&amp;S and Supervisors</li> <li>Wipe down mail, delivery items or sanitise hands after contact</li> <li>Reception staff to sanitise hands after dealing with cash</li> <li>Discourage clutter and unnecessary items in and around workspace</li> </ul>	<ul style="list-style-type: none"> <li>Increase cleaning frequency of area</li> <li>Improve/increase hygiene</li> <li>Reduce paper/hard copy documents – use till system/computer where possible for all tasks</li> <li>No loitering in reception area</li> <li>Clear signage</li> <li>Only one member of staff permitted at reception area and all surfaces wiped down before changeover of staff</li> <li>Move swipe machine to front desk and customers swipe own card</li> <li>Encourage contactless payment where payment</li> </ul>	

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	Staff	<p><b>4. <u>Staff Offices</u></b> Sport and Leisure staff and also other Council Dept. staff</p>	<ul style="list-style-type: none"> <li>Office capacities determined by H&amp;S and Supervisors</li> <li>Work stations well-spaced</li> <li>Only staff unable to work from home permitted to access these offices (staff have been identified therefore restricted staff accessing these offices) – not permitted during lockdown phase.</li> <li>Clean desk policy</li> </ul>	<ul style="list-style-type: none"> <li>Discourage visits to offices</li> <li>Increase cleaning frequency of area</li> <li>Improve/increase hygiene</li> <li>Staff advised to wipe down workstation before and after use and not to share equipment etc</li> <li>Allocated work stations – no hot desking</li> <li>Staff encouraged to eat at desk or leave the building during breaks</li> </ul>	
	All	<p><b>5. <u>Swimming Pool Areas</u></b> Staff and public/users</p>	<ul style="list-style-type: none"> <li>Swimming Pool capacities determined by H&amp;S, Supervisors and National Pool Association standards</li> <li>Armbands/floats to be immersed in chlorinated pool water before and after every use</li> <li>Entry and exit systems identified for pool if required</li> <li>Health suite – out of use for the foreseeable future (will risk assess once permitted to use these facilities in future), areas all locked.</li> </ul>	<ul style="list-style-type: none"> <li>After each swimming pool session slot, pool closed for cleaning procedure</li> <li>House rules poster displayed</li> <li>Social distancing requirements whilst in pool</li> <li>Bookings required for all users for test and trace purposes</li> <li>Pool Hoist/Panda Pod to be wiped down after each use e.g. seat, hand rest, controls</li> <li>When swimming lanes are in place they must be double width and only 8 to a lane. Users to keep distance of 2 metres at all times. No overtaking allowed.</li> <li>Diving blocks to be removed</li> </ul>	

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	All	<p><b>6. <u>Fitness Rooms &amp; Weights Areas</u></b> Staff, public/users and contractors</p>	<ul style="list-style-type: none"> <li>• Fitness Rooms &amp; Weights Area capacities determined by H&amp;S, Supervisors and National Leisure Bodies</li> <li>• Users requested to wipe down equipment before and after use</li> <li>• House rules poster</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity levels lower than the 2m social distancing capacity ruling due to type of exercise and also floor space covered by fitness equipment</li> <li>• After each fitness room session slot, room closed for cleaning procedure</li> <li>• Staff regular checking to ensure users are adhering to 'house rules'</li> <li>• House rules poster displayed</li> <li>• Signage and markings displayed as appropriate</li> <li>• Bookings required for all users for test and trace purposes</li> <li>• Certain machines will be switched off and out of use to ensure the minimum social distancing ruling – these will be taped off as well</li> </ul>	
	All	<p><b>7. <u>Sports Halls &amp; Gymnasiums</u></b> Staff and public/users and contractors</p>	<ul style="list-style-type: none"> <li>• Sports Hall capacities determined by H&amp;S, Supervisors and National Leisure Bodies</li> <li>• User groups requested to bring own equipment, first aid, hygiene products.</li> <li>• If using site equipment users requested to clean before and after use</li> <li>• House rules poster displayed</li> </ul>	<ul style="list-style-type: none"> <li>• User groups only permitted back into facilities once they have provided documentation evidence on their new Covid procedures and agreement to abide by facility procedures.</li> <li>• Staff regular checking to ensure users are adhering to 'house rules'</li> </ul>	
	All	<p><b>8. <u>Grass &amp; Synthetic Turf Pitches and Pavilions</u></b></p>	<ul style="list-style-type: none"> <li>• Grass and Synthetic Turf Pitch capacities determined by National Governing Bodies of Sport and adopted by Council</li> <li>• Users requested to bring own equipment, first aid, hygiene products.</li> <li>• If using site equipment users requested to clean before and after use</li> <li>• House rules poster displayed</li> </ul>	<ul style="list-style-type: none"> <li>• User groups only permitted back into facilities once they have provided documentation evidence on their new Covid procedures and agreement to abide by facility procedures.</li> <li>• Staff regular checking to ensure users are adhering to 'house rules'</li> <li>• Increased cleaning of pavilions</li> <li>• Provision of hand sanitiser</li> <li>• Users requested to wipe down all surfaces in pavilions before and after use</li> </ul>	

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	All	<b>9. <u>Meeting Rooms</u></b>	<ul style="list-style-type: none"> <li>Capacity levels marked on the door and identified by H&amp;S and Supervisors</li> <li>Regular cleaning and room check by staff</li> <li>House rules posters displayed</li> <li>Users requested to wipe down surfaces before and after use</li> <li>Encourage VC meetings where possible</li> </ul>	<ul style="list-style-type: none"> <li>Provision of hand sanitiser and wipes</li> <li>Tables and chairs removed and/or spaced out to adhere to social distancing</li> <li>Users informed not to move tables/chairs as will be separated for social distancing reasons.</li> <li>Time allocated between user group bookings to avoid multiple groups arriving and departing at same time and to enable a clean and check of room by staff</li> </ul>	
	All	<b>10. <u>Exercise Areas/Rooms</u></b>	<ul style="list-style-type: none"> <li>Capacity levels marked on the door/area and identified by H&amp;S and Supervisors and National Leisure Bodies</li> <li>Users requested to wipe down equipment before and after use</li> <li>House rules poster displayed</li> <li>Equipment re-arranged to adhere to social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Capacity levels lower than the 2m social distancing ruling due to type of exercise and also floor space covered by fitness equipment</li> <li>After each exercise session slot, room closed for cleaning procedure</li> <li>Staff regular checking to ensure users are adhering to 'house rules'</li> <li>Signage and markings displayed as appropriate</li> <li>Bookings required for all users for test and trace purposes</li> </ul>	
	All	<b>11. <u>Changing areas</u></b>	<ul style="list-style-type: none"> <li>Cubicle and locker restrictions to adhere to social distancing</li> <li>Showers permitted but no shower curtains in operation</li> <li>Only 1 person per cubicle unless a family or a disabled user requiring a carer's assistance</li> <li>Changing room door will only be wedged in if there are sufficient cubicles for people to change in to ensure privacy</li> <li>Changing areas only to be used for pool users where possible (all other facility users to come gym/activity ready).</li> </ul>	<ul style="list-style-type: none"> <li>Capacity levels for changing areas determined and will be monitored by leisure attendant staff</li> <li>After each swimming or fitness room slot then the changing rooms will also be cleaned before next group of users</li> <li>House rules poster displayed</li> <li>Staff regularly monitoring and cleaning changing area</li> <li>If no cubicles then clearly marked areas for changing to ensure social distancing</li> <li>Users encouraged to come beach ready and bring no valuables or large bags for swift entry/exit as limited lockers available (for cleaning efficiency reasons)</li> </ul>	

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	All	<b>12. <u>Toilets</u></b> Shared by staff and public	<ul style="list-style-type: none"> <li>Capacity levels marked on the door</li> <li>Regular cleaning and area check by staff</li> <li>House rules posters displayed</li> <li>Adequate soap and hand sanitiser available and regularly checked</li> </ul>	<ul style="list-style-type: none"> <li>Increase cleaning frequency of area</li> <li>Improve/increase hygiene</li> <li>Users requested to wipe down areas before and after usage</li> <li>Available toilets and wash hand basins clearly marked</li> </ul>	
	Staff/ Franchise	<b>13. <u>Kitchens (both staff only and franchises)</u></b> Shared access to kitchen items (fridge/microwave)	<ul style="list-style-type: none"> <li>Break times for staff set to permit only 1 member of staff in kitchen.</li> <li>Franchise provided with risk assessment and safe working guidelines documents by Council that they need to adhere to</li> <li>Capacity levels marked on the door</li> <li>Staff use own cutlery/plates</li> <li>Wipe down all surfaces after use</li> <li>Clear away all utensils, plates etc. after use</li> </ul>	<ul style="list-style-type: none"> <li>Franchise to undertake own risk assessment over and above Council risk assessment and share all new regulations with their staff members.</li> <li>Increase cleaning frequency of area</li> <li>Improve/increase hygiene</li> </ul>	
	All	<b>14. <u>Café areas</u></b>	<ul style="list-style-type: none"> <li>Capacity levels determined by H&amp;S and Supervisors and clearly marked in area</li> <li>Franchise required to maintain correct capacity levels throughout day</li> <li>Clear signage in place</li> </ul>	<ul style="list-style-type: none"> <li>Increase cleaning frequency of area</li> <li>Improve/increase hygiene</li> <li>House rules poster displayed in area</li> <li>Reduction in tables/chairs to adhere to new capacity levels and social distanced spacing</li> <li>Sharing of tables not permitted unless from same household</li> </ul>	
	All	<b>15. <u>Communal/ Spectator Areas</u></b>	<ul style="list-style-type: none"> <li>We are not encouraging spectators within our facilities initially as this will impact on capacity levels of those being active in a room/area. Spectators only permitted if caring responsibilities</li> <li>Capacity levels of areas clearly marked</li> <li>Spectators are encouraged to wipe down surfaces before and after use</li> </ul>	<ul style="list-style-type: none"> <li>Increase cleaning frequency of area</li> <li>Improve/increase hygiene</li> <li>House Rules poster displayed</li> <li>Hand sanitiser available</li> <li>Social distancing markers</li> <li>Seats marked unavailable to ensure social distancing</li> </ul>	

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	All	<p><b>16. <u>Corridors</u></b> Most corridors less than 2m wide and will be shared by staff and public</p>	<ul style="list-style-type: none"> <li>• Signage and social distancing markers</li> <li>• Room doors will be left open for people to step into doorway to enable social distancing if two-way traffic</li> <li>• Restricted access in facilities therefore restricted movement through corridors</li> </ul>	<ul style="list-style-type: none"> <li>• No stopping to speak in corridors</li> <li>• House rules posters displayed in corridors</li> <li>• Reception staff to encourage users to be courteous when moving through the building</li> </ul>	
	All	<p><b>17. <u>Lifts</u></b></p>	<ul style="list-style-type: none"> <li>• Only 1 person permitted in lift at a time unless requirement for caring responsibility</li> <li>• Staff to clean buttons on a regular basis throughout day</li> </ul>	<ul style="list-style-type: none"> <li>• Increase cleaning frequency of area</li> <li>• Improve/increase hygiene</li> </ul>	
	All	<p><b>18. <u>Store Cupboards and Pool Plant/Maintenance Rooms/Areas</u></b> Store cupboards can be used by staff and public. Some areas staff only permitted (locked)</p>	<ul style="list-style-type: none"> <li>• Only 1 member of staff permitted in a store/maintenance area unless new capacity level clearly marked on entrance/door</li> <li>• User groups encouraged to bring own equipment where possible, if using facility equipment groups required to wipe down equipment after usage</li> </ul>	<ul style="list-style-type: none"> <li>• Staff that require to undertake work in pool plant room will advise colleague of work to be undertaken and anticipated time</li> </ul>	
	All	<p><b>19. <u>Entrance and exit areas</u></b> Used by both staff, public, contractors and suppliers</p>	<ul style="list-style-type: none"> <li>• Ensure lights are working and in good condition</li> <li>• Ensure ramps and entrance ways are clear of obstacles</li> <li>• Ground markings if required for social distancing</li> <li>• House rules poster at entrance area</li> </ul>	<ul style="list-style-type: none"> <li>• Clear signage</li> <li>• Hand sanitiser available on entry/exit points</li> </ul>	

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	All	<b>20. <u>Isolation Area</u></b>	<ul style="list-style-type: none"> <li>Every facility to have identified an isolation area for any staff or member of public that shows Covid-19 symptoms and is unable to immediately make their way home and requires collection.</li> <li>Clearly marked isolation area (could be indoors or outdoors) – indoor alternative if weather poor</li> </ul>	<ul style="list-style-type: none"> <li>Only isolated person permitted in room, staff monitor from a distance</li> <li>Room securely locked after each isolation case for a deep clean – following Council protocol.</li> <li>Liaison with Environmental Protection/Cleaning Dept re the guidance for cleaning the isolation room.</li> </ul>	
	All	<b>21. <u>First Aid and Emergency Response Provision</u></b>	<ul style="list-style-type: none"> <li>Staff are aware and trained in resuscitation in the current Covid -19 climate.</li> <li>Additional PPE will be required by staff performing first aid to service users including disposable aprons / gloves, face mask and eye covering in keeping with current HPS guidelines.</li> <li>The majority of staff are either first aid trained or RLSS qualified and aware of the risk of contamination from bodily fluids. Also aware of the new CPR guidelines due to Covid.</li> <li>A first aider is on duty across all sites throughout operating times</li> </ul>	<ul style="list-style-type: none"> <li>Training provided on adherence to all amended RLSS first aid regulations</li> <li>All staff receiving training on changes/updates to first aid and emergency response provision.</li> <li>Staff currently attending swim fitness training sessions and are required to pass ongoing competency test.</li> <li>Purchase of additional face masks and first aid equipment that complies with RLSS guidelines</li> </ul>	
		<b>22. <u>Climbing Wall (Speyside CC)</u></b>	<ul style="list-style-type: none"> <li>Adhering to guidance from national governing body</li> <li>Speyside Sport and Leisure Supervisor in regular contact with National Adviser</li> </ul>	<ul style="list-style-type: none"> <li>72hrs between usage of climbing wall to be administered</li> <li>Booking process only</li> <li>Research has shown that coronavirus is killed almost immediately on contact with climbing chalk dust (magnesium carbonate) – so ensure dust is used by all users</li> <li>Initially only people with own equipment permitted to use climbing wall (ropes, harnesses etc)</li> </ul>	

**GENERIC ASSESSMENTS:** When all of the above controls are in place the activity is considered **LOW** or **MEDIUM RISK**. If some controls are not in place a suitable and sufficient specific risk assessment must be carried out, to determine the level of risk, before the task commences.



Assessor: \*\*\*

.(PRINT NAME); Signature:.....; Date: 31/10/2021

## **General Hazard Listing.**

**TSFH**--Falls from a height. (No safe access.)

**TSFS**--Falls from Stairs or Ladders. (Too steep or slippery, no handrails.)

**TSFL**--Falls on the level. (Housekeeping, floor conditions, running.)

**SBMO**--Struck by a moving, flying or falling object. (Ejection from machines, stacking, overhead work, suspended loads.)

**SASF**--Striking against something fixed. (Limited access, Protrusions into passageways.)

**MACH**--Machinery. (Trapping, cutting, friction, crushing, impact, piercing, entanglement.)

**TRAN**--Transport.(Cars , fork lifts, excavators, dumpers, lorries etc)

**CHEM**--Substances Hazardous to Health (Contact with hazardous substances by inhalation, ingestion, absorption or injection.)

**INFE**--Infection or infestation. (Aids , Hepatitis , Weils (rats) , Legionellosis , Fleas , Scabies etc)

**HARA**--Harassment of any kind. (Physical, verbal or psychological).

**ANIM**--Dangers from animal. (Wild or domestic.)

**HAND**--Manual Handling of loads(Lifting , carrying , pushing , pulling or putting down an object)

**ELEC**--Electricity. (Condition of system, environmental conditions, isolation of live parts.)

**CRAN**--Cranes / Lifting Equipment.

**PRESS**--Pressure Systems. (Hydraulics, pneumatics, steam.)

**TOOL**--Hand or Power Tools

**TEMP**--Temperature.(Hot or cold)

**FIRE**-- Fire / Explosion.

**DROW**--Drowning.

**RADN**--Ionising or Non-ionising Radiation.

**NOISE**--High noise levels in the area.

**VIBRA**--Sources of hand, arm or whole body vibration.

**SHARP**--Contact with sharp objects.

**LIGHT**--Poor lighting in area.

**LONE**--Lone Working.

**CONF**--Confined Spaces

**WRUL**--Work related upper limb disorders. Awkward, repetitive or strenuous movements.

**STRE**--Stress. Job related. (Unreasonable levels.)

**ANOT**--Any other hazards not already mentioned.

**Assessment Ref:**

**ACTION PLAN**

Item	Action	By Whom	Priority	Completion Date

**ASSESSOR**

**Name:**

**Signature:**

**Date:**

**REVIEW**

Date Due	Date C/out	Name	Signature