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|  **Woodchurch High School** | Sports Complex – Covid 19 Assessment Public Use. - Outdoor Facilities Only | **Risk Assessment****Recording Form** | **M34** |

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| **When complete this form must be added to your generic assessment library or site specific file** |

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| Location Woodchurch High School – Sports Complex | 14/10/20 - Updated - **Merseyside Tier 3 Restrictions** | Assessment undertaken By Mr C Hall  |
| Activity Sports Complex Opening for use by General Public.  | Review On going date | SignatureC Hall  |
| **(1) Hazard** | **(2) Who might be harmed and how?** | **(3) What controls exist to reduce risk?** | **Risk****H/M/L** | **(4) What action could you take to further reduce risk?** |
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| General Public Use of Sports Complex.Potential spread of Infection – Covid-19 Virus.  | Visitors / Staff members of Public Poor hygiene and close contact with individuals. Infection spread via unclean surfaces or equipment (contamination), and airborne droplets through respiration, coughing, and sneezing. Potential for serious health implications and infection of others.  |  * **All visitors and staff should not attend the centre if they have a high temperature, continuous cough, loss of taste or sense of smell, (Covid 19 Symptoms) They MUST not attend if they have tested positive for Covid 19 or are isolating due to contact with a positive case.**
* All visitors to report to reception advised of safety controls in place and provide personal contact details. For test and trace purposes if required.
* Coaches /Instructors taking classes will have responsibility to assess their participants and advise them of the control measures in place on site and to determine if any participant is unwell and should not participate in the activity.
* Signage is displayed regarding access by visitors, hygiene and social distancing measures in place.
* Visitors to wash hands before and after any activity use soap and water and hand sanitiser available.
* **Visitors to be advised Masks/Face coverings should be worn when entering the building and booking in at reception.**

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|  |  | * Limiting numbers of sports facility users to ensure social distancing and ensure no crowded areas.
* One way system within the building as far as is practicable – Entrance via Main door and exit via rear fire door .
* Exit from the Main Sports Hall also facilitated by using a side fire door.
* Pre- booked groups only to use facilities.
* Limited opening times or days may apply depending on demand and staff available. Staggered booking times for facilities.
* Access to Main Sports Hall to be controlled by staff, using a ‘one ‘team in one team out approach’. Team or persons leaving will do so via side fire door avoiding visitors in the reception area waiting to use the Sports Hall. **Indoor sports facilities are not currently available.**
* Changing facilities will **not** be open for general use. Visitors to be advised in advance to attend in sports kit ready to play.
* Changing facilities may be made available by prior arrangement for those with special needs or disabilities.
 | L | Limited / Reduced use of courts/pitches.  |

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|  |  | * Access to outside areas by designated route – visitors to be advised. (e.g side gate for AWP)
* Shared resources to be **provided by participants** e.g. racquets, balls etc.
* Regular cleaning of the whole site with focus on high touch areas during the opening period.
* Spectators to be discouraged from attending in order to prevent crowds. Social distancing to be maintained 2m where practicable. Parents advised to wait in their car or return after coaching lessons etc.
* Spectator numbers to be limited.
* Activities to use outdoor space only.

 * Sufficient space available for participants in areas being used, enough to allow social distancing.
* Ventilation of building as much as possible, opening of windows and doors.

 * Visitors not to share personal items such as water bottles.
* Toilet facilities will remain open
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|  |  | * Toilet facilities to remain open changing rooms will however be closed.

 * Use of lift strictly for disabled users only.

 * Catch It – Bin It – Kill it – to be followed for coughs and sneezes . Tissue /Paper towel to be available in all areas.

 * Bins to be emptied each day as per cleaning routine.
* Fitness suite NOT to be used at this time pending further assessment.
* Water vending machines to be available.

 * Sports Complex resources to be cleaned /sanitised where applicable and between staff use, eg. reception/computers/phone/till.
* Cash handling kept to a minimum. Visitors to pay in advance for activities as far as practicable.
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|  |  | * **Groups / Club users must provide details of the group leader who will be responsible for ensuring the group, follow the safety / control measures and abide by their respective sport associations guidance and risk assessment, eg 5 a side football team to follow National FA Guidance**.
* **Group leaders required to obtain and retain contact details suitable for track and trace procedures of all their participants. Must be retained for a minimum of 21 days**.
* External parking space allows for sufficient social distancing space.
* Visitors are to leave the site promptly at the end of their activity. Do not gather in the car park or outside of the Sports Complex.
* Visitors / Groups / Coaches that do not follow the safety measures in place may be prohibited from using the facilities in the future.
* Staff to follow social distance guidelines including office and reception area. Maintain 2m distance wherever practicable.
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| First Aid – Visitors requiring first aid in closer contact with staff / First Aider Evacuation Procedures – Staff/Visitors  | Easier transmission of infection via bodily fluids and respiratory droplets due to potential close contact with casualty. Staff / Visitors – maintaining social distancing whilst evacuating , potential delay and injury risk .  | * Shouting to be discouraged especially in indoor areas.
* Loud music to be lowered to avoid shouting, instructors/coaches facing classes to remain socially distanced . Consider the use of a microphone/speaker to avoid shouting .
* Spitting is NOT allowed – visitors to use tissue and follow the

Catch it – Bin It – Kill It guidance. * Additional PPE provided for First Aid useGloves / Masks / and Eye Protection.
* Trained First Aiders to follow training guidance on PPE and treatment.
* Injured person encouraged to treat themselves as far as practicable, e.g. applying their own plaster.
* Evacuation procedures remain the same. Visitors to follow staff guidance and instruction. There is NO need to socially distance or follow one way systems in an emergency. The priority then is to leave the building safely.

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|  **Risk Rating** |  **Action Required** |
|  **17 - 25** | **Unacceptable** – stop activity and make immediate improvements |
|  **10 – 16** | **Tolerable** – but look to improve within specified timescale |
|  **5 – 9** | **Adequate** – but look to improve at review |
|  **1 – 4**  | **Acceptable** – no further action but ensure controls are maintained |

**Likelihood: Consequence**:

 

5 – Very likely 5 – Catastrophic

4 – Likely 4 – Major

3 – Fairly likely 3 – Moderate

2 – Unlikely 2 – Minor

1 – Very unlikely 1 – Insignificant

**(5) ACTION PLAN**

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| Action required | Responsible person | Completion date |
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| **Signed on behalf of Woodchurch High Sports Complex**  C Hall, Health and Safety Officer  Date 17/7/20   **Signed on behalf of Hirer**  Name………………………………………………………………………………………………………………………….  Club/Organisation/Group Name……………………………………………………………………………………………  Date…………………………………… |  |  |
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|  C Hall 14/10/20 |  |  |
| Action plan agreed with (signature) Date |  |  |