**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

To keep up to date with HSE advice to workplaces in this fast changing situation visit <https://www.hse.gov.uk/coronavirus/index.htm>

This Risk Assessment covers Pole 4 Fitness, AOF Champions Gym and AOF Air

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| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | Action by whom? | Action by when? | Done |
| Spread of Covid-19 Coronavirus | * **Staff** * **Visitors to your premises** * **Vulnerable groups – Elderly, Pregnant workers & guest those with existing underlying health conditions** * **Anyone else who physically comes in contact with you in relation to the business** | **Hand Washing**  Hand washing facilities with soap and water in place.  Stringent hand washing taking place.  See hand washing guidance.   * <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>   Drying of hands with disposable paper towels.   * <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>   Staff encouraged to protect the skin by applying emollient cream regularly  Gel sanitisers are available around the club where washing facilities not readily available or may cause congestion in the changing area  **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. All areas have a specific procedure to follow for cleaning.  **Signing in**  Only gym members to sign in at reception and class participants to sign in on the class register in the studio.  **Lockers**  Available to members they will be asked to wipe down the locker and key will be cleaned by receptionist with an antibacterial wipe  **Social Distancing**  Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>    Redesigning processes to ensure social distancing in place such as  Only 1 person behind reception at a time and computer cleaned after each shift so only 1 person to be using it.  **One way system**  The entrance way is signed posted ‘keep right’ to ensure social distancing between people walking down the stairs  The stairs between the gym and reception are ’keep right’ to maintain the flow at reception  Pole and Aerial students to leave via the back fire escape so stop the congregation in reception.  **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.  **PPE**  *Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours*  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. If they think they may be unwell be are not showing any signs and symptoms stated here then the management will make a decision based on the symptoms and situation.  Managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.  <https://www.gov.uk/government/organisations/public-health-england>  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  <https://www.hse.gov.uk/stress/> | Employees & visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.  Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <https://www.hse.gov.uk/skin/professional/health-surveillance.htm>  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice  <https://www.hse.gov.uk/coronavirus/index.htm>  Posters, leaflets and other materials are to be displayed around the club.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Rigorous checks will be carried out by management to ensure that the necessary procedures are being followed.  An anti-bacterial wipe to keep the pen clean after each use  Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to.  Staff to be reminded that wearing of gloves is not a substitute for good hand washing.  Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.  Managers will offer supports to staff that are affected by Coronavirus or has a family member affected.  Regular communication of mental health information and open door policy for those who need additional support. | Clare Bennett | Re-Opening of club |  |
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