

Castle Connect COVID-19 Risk assessment

Assessment carried out by: BEN ELLIS

Date assessment was carried out: 13/07/20

Date of next review: 24/08/20

What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of COVID-19	Customers Staff	PROMOTING GOOD HYGIENE: <ul style="list-style-type: none">Provide additional hand sanitisers throughout the centre. Customers to sanitize upon entry into the building and where possible entry to any room.Clearly direct people to where they can wash their hands.Ensure that all handwashing stations are in good working order and provide soap, water and/or hand sanitiser.Provide hygiene standards promotional poster and signage throughout the centre.Use disposable paper towels in handwashing facilities.	<ul style="list-style-type: none">60minute facility check (sanitiser, soap and paper towels and handwashing stations).Daily stock check (sanitiser, soap and paper towels).Daily check (promotion posters and signage).Train all workers on new protocols and the important of good hygiene.			

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		<p>KEEP FACILITIES AND EQUIPMENT CLEAN:</p> <ul style="list-style-type: none"> • Daily cleaning throughout the centre. • Identify high-contact touch points for more regular cleaning (e.g. door handles, grab rails). • Frequent cleaning of work areas and equipment between use. • Remove any non-essential items that may be difficult to clean. • None fire doors to remain open to reduce amount of touch points through reception and increase ventilation. • Follow Public Health England guidance if a COVID-19 case is reported at the facility. <p>MAINTAINING SOCIAL DISTANCING AND AVOIDING CONGESTION:</p> <ul style="list-style-type: none"> • Provide signage so people can find their destination quickly. • Review how people walk through the 	<p>A responsible person to check cleaning has taken place as planned.</p> <ul style="list-style-type: none"> • Weekly stock check (Replenish cleaning products). • Empty waste facilities regularly. • Train all workers on Public Health England guidance for reported COVID-19 cases. <ul style="list-style-type: none"> • Monitor effectiveness, especially at peak times. • Train workers to promote 			

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		<p>centre and adjust this to reduce congestion and contact between users.</p> <ul style="list-style-type: none"> Regulate the entry to the facility to avoid overcrowding. Apply 'one in, one out' system to the toilet facilities to avoid congestion in confined spaces. Changing facilities will be closed. Customers will be asked to arrive ready to play and shower/change at their own homes. One-way systems to help foot traffic flow management. Single-use doorways to avoid congestion i.e. one-way only entrances / exits. <p>SUPPORT TRACK & TRACE:</p> <ul style="list-style-type: none"> Each booking will need to record name and contact information on everyone that attends one of their sessions. Everyone to follow NHS Test and Trace guidance if anyone using the 	<p>compliance to facility users.</p> <ul style="list-style-type: none"> Train workers to report / deal with issues of noncompliance. Daily check (promotion posters and signage). <ul style="list-style-type: none"> Next team/group will be asked to wait outside until previous group has completely vacated the area via differing door. Whilst waiting, 2m distancing to be observed. <ul style="list-style-type: none"> There will be no unauthorised access to the facility. Entry for bookings only. No unregistered member of public just popping 			

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		sports centre facility develops symptoms.	in to use toilets.			

Please print, sign, cut along the line above and return this slip to the lettings office to confirm you and your club are happy with everything detailed in this Risk Assessment.

In summary, we need the following from you in return of your booking. By signing you agree to:

- Familiarise yourselves with governing bodies return to play guidance documents (The FA, Basketball England, UKActive etc).
- You will need to provide your own risk assessment detailing how you will safeguard anyone participating in your activity.
- Arrive ready to play. No changing facilities available.
- Keep a register of people attending every session.
- Wash/sanitise your hands on entry to the sports centre and where possible every room.
- Follow one-way systems put in place.
- Wait outside booked area (maintaining social distance) until the room is cleared to enter.
- Leave swiftly; no congregating or gathering.
- Inform Lettings Manager of any positive COVID test results ASAP.

Print & Sign Date.....