



General Details

Assessor	Barry Squires
Assessment Date	20/08/2020

Associated with specific area

Registrar and Secretary > Student Operations and Support > Sport Brighton

Assessment Title	Return to Campus COVID Secure Falmer Sports Facility Risk Assessment
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Assessment Description

This is a COVID secure risk assessment to aid in the identification of relevant risk controls for the hazards associated with coronavirus and operation of Falmer Sports facilities due to reopen Thursday 3rd September. It will be modified by persons responsible for a specific activity or location to take account of the variables affecting the assessment (place, people, processes, equipment etc). The control measures listed will be edited to be very specific to the activity within Falmer Sports Centre. Full return to work adaptations, reopening action list, adapted cleaning regimes, member communications plan, user flow management floor plans and facility social distancing charts have been developed and all align to the measures within with overarching risk assessment.

Medium



Overall Current Risk


Medium





Likelihood	Severity				
	Minor	Moderate	Significant	Serious	Major
	Rare 1	2	3	4	5
	Unlikely 2	4	6	8	10
	Possible 3	6	9	12	15
	Likely 4	8	12	16	20
	Almost Certain 5	10	15	20	25


Persons Affected

 Children (<16)


 Contractors

 Others


 Persons with disabilities

 Pregnant people





 Staff

 Students

 Visitors

 Young persons (16-17)

Hazards

Hazard Details	Likelihood	Severity	Risk Rating	Measures Currently in place to prevent risk of injury
 Other Staff Awareness of COVID-19 facility adaptations	Rare	Minor	Low 	Before reopening, a walk around with Head of Sport and Deputy Head of Sport, Facility and Operations and Health & Safety Advisor will be held to discuss and review all return to work adaptations and guidance being put in place. In the first instance, all documentation as well as this RA will be shared to all Sport Brighton staff for awareness.
 Biological The transmission of coronavirus between individuals on campus.	Possible	Serious	Medium 	Only activities sanctioned by senior management are allowed to take place on campus, and where people are able to work from home, they are required to do so. Information for people: 1. Returning to work - Individuals are instructed not to come to work if they have symptoms of COVID-19 or if they are self-isolating due to COVID-19 illness in their home environment.

Medium


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				<ul style="list-style-type: none"> - Individuals are encouraged to walk, cycle or drive to work and avoid public transport. - Meetings should only be held if absolutely necessary, and should be held as on-line meetings, even if some or all of the participants are on campus. Where this is not possible meetings must be held where 2 metre distancing can be maintained and preferably in a well ventilated space or outdoors. - Individuals are instructed (via an appropriate means, posters, electronic and/or verbally) on the importance of good hygiene i.e. washing hands with soap and water for 20 seconds on arrival at work and frequently during the day, using tissues to catch coughs and sneezes, and on the need to keep 2m from others where possible. - Individuals are encouraged to bring their own food and drinks to work. - Any staff required to work in shared office space must get approval from their line manager and select pre set shift from central online document to manage numbers in open office space alongside organisations with licence to occupy. <p>2. Operational Staff</p> <ul style="list-style-type: none"> - as above and additionally; - All F/T operational staff will be split into two bubble groups; one for Eastbourne and one for Falmer working forwards to reduce transmission and contact. - Any casual staff supplement will follow same split bubble groups. - Line managers to control specific rooms for staff to utilise if required to be on campus; JH reception office, CS-training room, JH first aid room. <p>Social Distancing:</p> <p>1. Office areas</p> <ul style="list-style-type: none"> - Work areas are laid out and demarcated to accommodate a distance of 2m between people where possible. - Large gatherings of staff are avoided and electronic meetings should take place where possible. - People are encouraged to take breaks outside in well ventilated areas. - reception areas will have clearly identified maximum capacity numbers as marked by signage on doors. <p>2. Communal Kitchens</p> <ul style="list-style-type: none"> - Office kitchen is limited to single capacity at any one time. All equipment must be wiped down after each use before leaving. - People should bring their own food, as there will potentially be limited access to kitchen or catering facilities. - Staff will be asked to bring their own crockery/cutlery and this must be taken with them and not stored onsite. - Cleaning station will be provided in kitchen area which should be used after every use to clean all touch points. - Tea towels to be removed and not used. Blue roll will be provided. <p>3. Member areas:</p> <ul style="list-style-type: none"> - Capacity levels automated for all spaces. All other areas only via bookable











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				<p>instructor/hirer led sessions should mean numbers on site pre-planned in all areas and will follow all approved NOP.</p> <ul style="list-style-type: none"> - Signage will be displayed on all office/storage doors to note maximum capacities. - Markings on studio floor or by placement of gym equipment will be placed to clearly mark spaces available for users. <p>4. Corridors</p> <ul style="list-style-type: none"> - Corridors and staircases are designated one-way where appropriate with signage, or split (walk on the left) to enable passing of individuals. <p>5. Reception/Foyer areas</p> <ul style="list-style-type: none"> - where queues may develop we will have queue management systems in place with clear signage. - Seating in foyer areas managed to ensure 2m gaps between people. All other seating will be removed. <p>6. Gyms</p> <ul style="list-style-type: none"> - Specific fixed and free weights items removed or restricted to ensure safe training environment - Available gym equipment split into red and blue alternating sessions to allow continuous cleaning and social distancing to be maintained. - all access managed online via pre determined bookable slots to manage reduced capacities <p>7. Studios</p> <ul style="list-style-type: none"> - Marking on floor or placement of bikes/equipment will indicate user capacity and space requirements <p>8. Meeting Room</p> <ul style="list-style-type: none"> - closed for general hire access. Can be used for staff to support office distancing. <p>9. Outdoor facilities</p> <ul style="list-style-type: none"> - Will operate as normal. Numbering of pitches/courts clearly marked. In/outs controlled and activities approved for use based against relevant NGB guidelines. <p>10. Sports Halls</p> <ul style="list-style-type: none"> - Will operate as normal based on restricted capacities per activity. Academic equipment controlled and cleaned by schools not Sport Brighton. <p>11. Treatment/First Aid Room</p> <ul style="list-style-type: none"> - closed for general use, only used in first aid emergency. <p>12. Toilets</p> <ul style="list-style-type: none"> - Maximum capacities for toilets to be clearly marked on toilet doors for all users to see before entering <p>13. Changing Rooms/Showers</p> <ul style="list-style-type: none"> - Maximum capacity has been set for the changing areas that will allow for members to socially distance 2 metres from one another. Sanitiser stations fitted by the entrance to the shower areas to allow members to sanitise their hands prior to entering. All showers are in cubicles, isolating members from one another.







Medium


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				<p>Workplace hygiene:</p> <p>1. General Areas</p> <ul style="list-style-type: none"> - Additional visible cleaning in general areas will be carried out by EFM cleaners. - Hand sanitiser stations are provided at key locations in the workplace, as determined by a local risk assessment taking account of the layout of the building. - All Sport Brighton staff and those with licence to occupy will be asked to clean their areas before and after use. <p>2. Gym/Studios/Sports Halls</p> <ul style="list-style-type: none"> - Cleaning stations will be available for all people to use during and after activity to support department and EFM general cleaning regimes. If session involves children, cleaning materials will need to be requested from staff by group leader. - DO's will be undertaking additional cleaning of equipment between activity sessions on key touch points on equipment. - External hirers will be responsible for cleaning of equipment and this reflected in their risk assessments. <p>3. Offices</p> <ul style="list-style-type: none"> - Ventilation in the workplace is maximised, e.g. by the opening of windows and doors, and by checks that mechanical ventilation systems are functioning as expected.(under EFM control) - Kitchen is in use and all white goods are expected to be cleaned by users before and after use. <p>4. Reception</p> <ul style="list-style-type: none"> - Clear screens are in place where static face-to-face activities need to take place - Where possible cashless tills will initially operate to reduce risk of transmission <p>Infectious waste management:</p> <p>1. Bins</p> <ul style="list-style-type: none"> - Sufficient bins are provided at suitable locations in the workplace for disposal of tissues.The contents of waste bins used to collect personal tissues must be double bagged. - Disinfection procedures are in place for waste generated from people e.g. tissues etc in bins. <p>2. Workplace equipment:</p> <ul style="list-style-type: none"> - Where reasonably practicable, equipment should be designated for use by a named single individual e.g. pens, phones, keyboards, headsets. - Any equipment used/touched by multiple people during a work period must be sanitised at regular intervals with supplied specified wipes or spray/cloth. <p>COVID-19 Break out emergency response protocol:</p> <ul style="list-style-type: none"> - If any individual tests positive for Coronavirus we shall immediately follow university

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				<p>protocol with regards to facility closure.</p> <p>Licence to occupy organisations:</p> <ul style="list-style-type: none"> - All should be encouraged to follow the same hygiene rules as staff - Those with licence to occupy included on facility walk around pre opening. - Reopening videos and RA's will be sent to all user groups ahead of reopening so all staff are aware of expectations upon returning. - HoD will review all licence to occupy organisations risk assessments and Covid Return to Work policies to ensure they do not contradict those of UoB.
 Biological Transmission of coronavirus to individuals with health conditions, including BAME, which put them at higher risk from the effects of the COVID-19 illness.	Possible	Serious	Medium 	Processes supporting individuals classed as vulnerable from a health perspective will follow the government advice. Further support and advice available from HR.
 Human factors Potential increase in anxiety and similar conditions as a result of being asked to come onto campus to work following a period of lockdown.	Possible	Serious	Medium 	<ul style="list-style-type: none"> - Return to work questionnaires completed by all staff ahead of return to campus required. - Workplaces have been made 'COVID Secure' in line with government guidance. - Information provided to individuals in advance of attendance on campus as part of online staff training sessions outlining what they can expect to see and be asked to do. - Frequent and open conversations with line managers take place which is then fed back into weekly management meetings. - Individuals to be referred to Occupational Health for support and resolution if needed. - Individuals to regularly self assess their health status in relation to COVID-19. - The HR Stress Management Policy may be implemented if required.
 Human factors Potential discomfort, humiliation and/or abuse at work as a result of individuals feeling that the 2m social distancing arrangements are not being respected.	Possible	Serious	Medium 	<ul style="list-style-type: none"> - Markings and signage are provided to remind everyone within sports facilities what minimum social distancing measure looks like. - A 'Welcome, If.. ' comms campaign will be delivered to all user groups and staff before opening to clearly outline expectations. - Individuals at work will be provided with information prior to working on campus post-lock down regarding the requirement for social distancing, and the need to raise any concerns about this early with their manager. - Duty Officers will monitor activities and locations to ensure that individuals are complying with the social distancing requirements, and will take action as appropriate to remind people thereby reducing the risk of escalation. - Any violence at work will be reported as an Incident using Assessnet. - The Bullying, Harassment and Victimisation At Work Policy may be implemented.
 Biological Transmission of coronavirus to UoB staff or students whilst working off campus.	Possible	Serious	Medium 	<ul style="list-style-type: none"> - Off site activity only permitted subject to approved risk assessment and approval by HoD.

Medium


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 Biological Transmission of droplets via orally used water fountains	Possible	Serious	Medium 	All centre water fountains will have signage next to water fountains indicating that fountains can only be used a bottle fill only.
 Biological PPE requirements for individuals using sports facility	Possible	Serious	Medium 	<ul style="list-style-type: none"> - Falmer facility has a operationally controlled one way system in place for all users once they enter and transition to their activity location. - Sports hall and Studio users will exit via newly provisioned fire exit doors out of each activity area so will not require to transition back against flows of people to the central foyer and entrance doors - Gym users will ext via new door closest to stairwell and exit via front doors. - Gym and studio bookings have also been staggered to reduce numbers in corridors and when queuing. <p>UPDATE: As of 28/9/20 users will be required to wear face coverings whilst transiting through the facility to their activity and also when exiting, unless they choose to do so for personal reasons. This includes staff when in all accessible public areas.</p>
 Biological - COVID-19 Exposure to the new B117 strain of COVID-19 which has a higher transmission rate	Possible	Serious	Medium 	Only support towards critical course teaching and NGB approved elite athlete training is continuing during lockdown.