



LWCC RISK ASSESSMENT – COVID-19 SECURE 2021

Risk Assessment Number: C2	Date of Assessment: 8 th July 2021	Additional Information check sheet/risk assessments required.		
Task / Work Activity / Work Area Assessed: COVID-19 SECURE	Assessment carried out by: Abigail O'Neill	Substances Hazardous to Health: <input type="checkbox"/> Manual Handling: <input type="checkbox"/> Display Screen Equipment: <input type="checkbox"/> New and Expectant Mothers: <input type="checkbox"/> Young Persons: <input type="checkbox"/> Covid-19 <input type="checkbox"/>		

Worst Case Outcome					Likelihood					Risk Rating (Outcome x Likelihood)		
5	4	3	2	1	5	4	3	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	Likely	Unlikely	Remote	13-25	5-12	1-4



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Keeping staff, volunteers, gymnasts and their families and any users of LWGC safe						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Staff, members, parents and Guardians	Contact with others:	<ul style="list-style-type: none"> - Increasing the frequency of handwashing and surface cleaning. – see cleaning policy/schedule - Social Distancing: Ensuring the layout of the gym and communal areas allows for social distancing at all times. - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible - Reducing the number of people each person has contact with by limiting capacity and keeping same children together in their group of 8 - Informing all staff, members and other visitors about requirements of visiting the premises prior to and at the point of arrival. - New entrance door used to create one way system - Guidance on visiting the premises and how we will be operating is to be 	5	1	5	N



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		<p>sent out via email, published on our website and upon any new bookings being made.</p> <ul style="list-style-type: none">- Gymnasts will carry their own gymnastics bag provided by LWGC to all current members. They can keep their slip on shoes and any other training aids inside. They will keep this with them throughout the session so that over crowding at pinch points is mitigated and the use of storage units are not needed- LWGC have considered the number of gymnasts (and their families where applicable) and staff that can reasonably follow social distancing within the facility, taking into account total space, equipment as well as likely constraints such as toilets and hand sanitiser stations. Class sizes have been reduced accordingly.- Limiting the number of staff, volunteers, gymnasts and their families in the facility overall, within the gym itself and any particular congestion areas.- LWGC have reduced the total number of groups that will be able to access the premises at any one time.				
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		<ul style="list-style-type: none">- LWGC have imposed a stagger start and finish time so that one group/team only will be either arriving or leaving at any one time.- These two groups will be arriving and leaving at separate entrance and exit points- Due to the staggered start/finish times coaches and gymnasts will rotate around the gym at different times, reducing any congestion around pinch points and walkways- A member of staff, either a coach or a COVID safe officer will be present to all members upon arrival giving verbal instructions on how to follow our COVID-19 secure guidelines.- Signage clearly displaying our guidelines will be visible upon entering and placed around the premises and as members exit.- Signage to ensure staff, volunteers, gymnasts and their families are aware of the need to avoid contact throughout the premises- British Gymnastics and LWGC signage in place throughout				
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		<p>displaying but not exhaustive of the following:</p> <ul style="list-style-type: none"> ○ UK Gov guidelines on social distancing ○ One-way systems in place and how to move around the premises safely ○ Regular hand washing 				
Staff, members, parents and Guardians	Getting or spreading Coronavirus	<ul style="list-style-type: none"> - New hand sanitiser stations have been installed around the premises. - Staff and volunteers will be encouraged to wash or sanitise their hands regularly throughout the day. - During gymnastics sessions staff will hand sanitise at the start of a new session, before moving with their group to a new set of apparatus and at the end of the session and when leaving the premises - Gymnasts (and their families where applicable) will be instructed to sanitise their hands upon arrival, before moving with their group to a new set of apparatus, at the end of 				



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		the session and when leaving the premises.				
Staff, members, parents and Guardians	Taking payments:	<ul style="list-style-type: none"> - Contactless payments taken only - All membership fees are taken contactless through our database. - Any merchandise sold is to be paid for by contactless payment – through our database app or bank transfer. 	5	1	5	Y
Staff, members, parents and Guardians	Ventilation in a building Please also see ventilation actions	<ul style="list-style-type: none"> - New ventilation running throughout classes. - Fixing doors/windows open that can be safely left open – please also see ventilation actions - New entrance door to be used to create one way system - Windows will be left open to encourage air flow 	5	1	5	Y Continued



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		<ul style="list-style-type: none"> - Please note: the doors directly into the gym are fire doors and are not permitted to be kept open 				
Staff, members, parents and Guardians	<p>Using and sharing equipment</p> <p>Getting or spreading Coronavirus</p>	<ul style="list-style-type: none"> - Designated, socially distanced working spaces/equipment for gymnasts - Where possible LWGC will be reducing the need to open other objects such as lockers, storage compartments, trunks and drawers and will make equipment that is permitted to be used readily accessible. - Sharing of lockers is now not permitted unless you share with a member from your own household. If there are not enough lockers to go around you will be given your own storage box to securely place your belongings in - Apparatus in the gym will be set up and ready to use where possible. Staff may have to adjust the height of apparatus such as bars to ensure the safety of gymnasts and their ability access them. 	5	1	5	Y Continued



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		<ul style="list-style-type: none"> - Storage units have been moved out of the gym and are to be used as little as possible and by staff only. - Where applicable gymnast will bring their own training aids with them (handguards/chalk/elastics), will keep them in their gymnastics bag and take them with them at all times. - The toy chest has been removed and will not be used - For administrative tasks, staff are required to bring their own laptop and stationary and are not permitted to share. 				
Staff, members, parents and Guardians	Sharing paper-work and planning Getting or spreading Coronavirus	<ul style="list-style-type: none"> - Avoid paperwork being transferred. - All registers to be taken online - Online lesson planning when sharing - Gymnast only to write in their learning journals - Gymnasts only to stamp new skill achievements in their learning journals upon strict approval of their coach 	5	1	5	Y Continued



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Manage capacity and overcrowding						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
	Unable to maintain social distancing Getting or spreading Coronavirus	<ul style="list-style-type: none"> - Maximum capacity will be based on the government requirement for social distancing, nature of activities (i.e. if the activity is static vs. requiring a range of movement) and equipment layout and the configuration of facilities. - Particular attention will be given to ventilation and sufficient circulation space specially around equipment and between groups and classes and coaches 	5	1	5	Y Continued
Staff, members, parents and Guardians	Unable to maintain social distancing Getting or spreading Coronavirus	<ul style="list-style-type: none"> - LWGC have considered the number of gymnasts (and their families where applicable) and staff that can reasonably follow social distancing within the facility, taking into account total space, equipment as well as likely constraints such as toilets and hand sanitiser stations. Class sizes have been reduced accordingly. 	5	1	5	Y Continued



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	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<ul style="list-style-type: none"> - All gymnasts are to arrive at the facility ready in their gymnastics kit with slip on shoes. 	5	1	5	Y Continued
	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<ul style="list-style-type: none"> - Gymnasts will carry their own gymnastics bag provided by LWGC to all current members. They can keep their slip on shoes and any other training aids inside. They will keep this with them throughout the session so that over crowding at pinch points is mitigated and the use of storage units are not needed 	5	1	5	Y Continued
	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<ul style="list-style-type: none"> - Limiting the number of staff, volunteers, gymnasts and their families in the facility overall, within the gym itself and any particular congestion areas. - LWGC have reduced the total number of groups that will be able to access the premises at any one time. - LWGC have imposed a stagger start and finish time so that one group/team only will be either arriving or leaving at any one time. 	5	1	5	Y Continued



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		<ul style="list-style-type: none"> - These two groups will be arriving and leaving at separate entrance and exit points - Due to the staggered start/finish times coaches and gymnasts will rotate around the gym at different times, reducing any congestion around pinch points and walkways 				
	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<ul style="list-style-type: none"> - Continuing with our booking system to manage demand so that no more than the desired number of members and staff are in the building at any one time. - LWGC staff book members into classes - Limited booking for members booking a new programme - Limited booking for new members - Reducing overall class size - Family members of our gymnasts in our Reception + classes are not permitted to enter the building – Viewing gallery is closed at this time 	5	1	5	Y Continued



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		<ul style="list-style-type: none"> - Preschool gymnasts may have 1 parent/guardian with them and are permitted in the building. We have accommodated for this in our planning and have reduced and limited our preschool class sizes to allow. Please see our programme specific risk assessment for more details. - Designated, socially distanced working spaces/equipment for gymnasts 				
	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<ul style="list-style-type: none"> - Preschool sessions: LWGC have appointed all coaches of our preschool programme as COVID-19 secure officers - Recreational and Squad Sessions: LWGC have appointed 2 non coaching staff to become Covid-19 secure officers who will, between them cover all sessions for General Gymnastics and Squad training. Please see our programme specific risk assessment for more details 	5	1	5	Y Continued



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	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<ul style="list-style-type: none"> - Managing occupancy levels and changeover by reducing class sizes and amending timetabling - LWGC have reduced the total number of groups that will be able to access the premises at any one time. - LWGC have imposed a stagger start and finish time so that one group/team only will be either arriving or leaving at any one time. - These two groups will be arriving and leaving at separate entrance and exit points - Sunday training has now been added to our timetable. Sunday training has allowed for the reduction in class numbers throughout the usual Monday – Saturday training days while still being able to offer ALL current members the opportunity to continue to train. 	5	1	5	Y Continued
	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<ul style="list-style-type: none"> - Allowing sufficient break time between classes in order to appropriately clean areas and 				



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		<p>apparatus and to prevent waiting in groups.</p> <ul style="list-style-type: none"> - LWGC have ensured a 15minute break between all preschool sessions - LWGC Covid-19 secure officers will be cleaning between apparatus change overs to help reduce any waiting times. - LWGC Covid-19 secure officers and coaching staff will ensure safe and efficient dispersal of gymnasts in order to reduce group waiting time. 				
	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<ul style="list-style-type: none"> - LWGC will continue to operate a book in advance system for any new members. - Our current booking system allows for advance booking for new members and can be done online or over the phone. - Current members are booked into appropriate classes for the academic year. - Any class changes are made only if gymnasts parent/guardian requires. 	5	1	5	Y Continued



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		This will only be accepted if ratios permit and will be in done in advance either by phone or online.				
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Moving in, out and through the facility (please see risk assessment for Operation/Moving around the facility)						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Staff, members, parents and Guardians	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<p>Using signage such as ground markings or being creative with other objects to mark out required social distance to allow controlled flow of people</p> <ul style="list-style-type: none"> - British Gymnastics and LWGC signage/apparatus or objects will mark out clear walkways, waiting areas to allow for safe and controlled flow of when moving within and through the facility - British Gymnastics and LWGC signage/apparatus or objects will mark out required social distancing and working areas. 	5	1	5	Y Continued
	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<p>Using markings to guide staff/gymnasts/their families and any other users coming into or leaving the building.</p> <ul style="list-style-type: none"> - New entrance being built to allow for one way system 	5	1	5	Y Continued



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		<ul style="list-style-type: none"> - Clear signage upon arrival directing users to the new entrance - Markers on the floor to guide all users ensuring flow and social distancing - LWGC will be providing members with a video to see how to enter and exit the facility. 				
	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<p>Defining process alternatives for entry/exit points</p> <ul style="list-style-type: none"> - Gymnasts in our General Gym and Squad programs and their families will no longer be permitted into any waiting areas within the facility. - Upon arrival gymnasts will meet their coach at the new entrance, leave their parent or guardian, take off their slip on shoes, place them in their gymnastics bag and go straight to their first piece of apparatus as indicated by their coach - Exiting the gym, gymnasts will exit through the main gym doors out into the foyer where their parents will meet in them in socially distanced, designated collection points. This is 	5	1	5	Y Continued



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		<p>the only time parents/guardians may enter the facility. A clear pathway will also be marked out to ensure parents/guardians can safely collect their children.</p> <ul style="list-style-type: none"> - A COVID-19 secure officer will be on hand where possible to alleviate the coach during exit times, allowing them to go to the entrance to meet the next group. 				
	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<p>1. Reducing congestion, for example, by having more entry points to the facility. If you have than one door, consider having one for entering the building and one for exiting.</p> <p>Building works are taking place over the summer to create a new entrance, allowing for users to enter and exit and separate points therefore reducing congestion</p>	5	1	5	Y Continued
	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<p>Managing outside queues to ensure they do not cause a risk to individuals, other businesses or additional security risks, for example by introducing queuing systems, having staff direct customers and protecting queues from traffic by routing them behind permanent physical structures such as street</p>	5	1	5	Y Continued



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		<p>furniture, bike racks, bollards or putting up barriers.</p> <ul style="list-style-type: none"> - By putting in place a staggered timetable outside queues will be minimal. - Queuing systems and walkways will be clearly marked out considering social distancing. All will feature safely around marked areas keeping away from traffic or other hazards. 				
	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<p>Ensuring any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled customers. For example, maintaining pedestrian and parking access for disabled customers.</p> <ul style="list-style-type: none"> - LWGC is predominantly reached by car or taxi but will ensure that pedestrian access is still available for those arriving by bus and walking from the nearest stop - LWGC will be using outside carpark to the side of the building for queuing and only removing ??? car parking 	5	1	5	Y Continued



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		<p>spaces which will not be used due to the staggered and reduced timetable</p> <ul style="list-style-type: none"> - The accessible car parking spaces for disabled users will not be removed. 				
	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<p>Looking at how members walk through the facility and how LWGC will adjust this to reduce congestion and contact between users.</p> <ul style="list-style-type: none"> - Staggered timetable - Queue management - Introducing one-way flow routes through the building using signage that clearly indicates the direction of flow - Clearly marked out walkways around the rest of the facility - Separate entrance and exit - Introducing one-way flow routes through the building using signage that clearly indicates the direction of flow 	5	1	5	Y Continued



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	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<p>Organising numbers, routes, timetables to maintain social distancing.</p> <ul style="list-style-type: none"> - A comprehensive class timetable has been created to ensure for safe gymnastics sessions for all, taking into account age and level. - The class timetable shows staggered start and finish times to ensure social distancing - A comprehensive apparatus timetable has also been created so that each coach knows in advance which 2 pieces of apparatus they are going to be working on - This timetable ensures that only the permitted number of gymnasts are in one apparatus area/zone at any one time - All apparatus areas/zones have socially distanced apparatus that are cleaned between user and readily available and accessible. 	5	1	5	Y Continued



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	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<ol style="list-style-type: none"> 1. Suspend or modify activities that are not permitted or cannot be undertaken without contravening social distancing guidelines within LWGC - Huge modifications to all of our gymnastics programs have been made to ensure social distancing while maintaining safety and enjoyment: Please see our programme specific risk assessment for more details. 2. Reduction of groups in at any one time 3. Encouraging where possible and/or necessary the use of outdoor/home or distance participation - LWGC coaches will be setting homework or using zoom calls where necessary, especially considering those gymnasts who have had their training hours reduced. - Online content that was added during LWGC's closure will remain available on our website and accessible by 	5	1	5	Y Continued



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		LWGC members, this may be added to.				
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GYM: Adapting and enabling spaces to facilitate appropriate social distancing						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
	<p>Unable to maintain social distancing</p> <p>Getting or spreading Coronavirus</p>	<p>- Apparatus will be positioned carefully around the gym to be an appropriate distance apart so as to comply with social distancing guidelines and with a suitable margin for adequate circulation or one-way routes. This will be achieved by moving equipment, purchasing new equipment such as floor beams and mats, and taking some larger pieces of equipment out of use for the time being.</p> <p>- If apparatus are smaller than the working area, clear lines will mark out each gymnasts space to ensure social distancing measure are visible and easily adhered to.</p>	5	1	5	Y Continued



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Foyer and mezzanine:						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Staff, members, parents and Guardians	Unable to maintain social distancing Getting or spreading Coronavirus	<ul style="list-style-type: none"> - Temporary floor markings defining required spacing per individual will be provided - Walkways will be made clear to allow for safe movement around the facilities. - Coaches will instruct withing the parameters of the walkways and are not to step into a gymnast working area once it is occupied. - Staff/Covid-19 secure officers or coaches will have clearly marked positions from which they greet and dismiss gymnasts. - Staff taking administrative duties will have clearly marked areas from which to work - Using back-to-back or side-to-side working (rather than face-to-face) 	5	1	5	Y



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		whenever possible				
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Sharing equipment/apparatus						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Staff, members, parents and Guardians	Cross contamination, getting or spreading coronavirus	<p>Avoiding use of shared equipment unless they can be cleaned or sanitised between users.</p> <ul style="list-style-type: none"> - Gymnasts will be allocated their own working area and apparatus to work on for a session. - New wipeable apparatus or wipeable coverings have been purchased - All apparatus used will be wipeable and therefore can be easily cleaned - All apparatus that is not wipeable and therefore not able to be cleaned will be removed from use at this time. - All apparatus used will be cleaned after the session and before another gymnast uses it. - LWGC will ensure that any water fountains have signage which prohibits face-to-tap drinking (no receptacle) and that these facilities 	5	1	5	Y Continued



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		are used only to refill personal bottles or containers.				
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Supporting Test and Trace						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Staff, members, parents and Guardians	Breach of GDPR	<p>We have worked with industry and relevant bodies to design a system in line with data protection legislation, details of which can be found on the UK GOV website</p> <p>Transparent information should be provided to staff, members and volunteers about how the club will use their personal data for COVID-19 related purposes</p> <p>Further information on data protection and what data will need to be collected can be seen in our data protection policy</p> <p>Information collected will be stored securely</p>	5	1	5	Y Continued



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Spectators & children						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Staff, members, parents and Guardians	Unable to maintain social distancing Getting or spreading Coronavirus	Generally, attendance by spectators and non-participating children should be avoided and minimised especially within indoor facilities. Steps that have been taken: 1. Allowing spectators would present challenges to maintaining decided capacity levels, consider prohibiting spectators until further notice. Chaperones to children may wait outside premises/activity area in a socially distant manner or in their car. If allowing spectators - LWGC will be closing our viewing gallery to all General Gymnastics and Squad groups until further notice. - Parents/Guardians are welcome to view through our new entrance doors to allow us to continue to have open viewing. - The area around the new entrance will have clearly marked out areas to	5	1	5	Y Continued



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		<p>allow for social distancing while viewing and will have signage encouraging to limit viewing time to make it fair for all. This area will also be distanced far enough away from the glass so that contamination of the glass does not occur because of viewing.</p> <ul style="list-style-type: none"> - LWGC will encourage parents/guardians to drop off their gymnasts and leave the premises or wait outside in a socially distanced manner or in their car which will - Parents/Guardians accompanying Preschool gymnasts that attend our Gymstars independent programme will follow government guidance and maintain social distancing with marked viewing spaces - Parents/Guardians accompanying Preschool gymnasts that attend our little stars – parent assisted programme will be reminded that they are responsible for supervising them at all times and should follow social distancing guidelines. - Gymnasts in the LWGC little stars programme are only permitted one parent/carer per child to supervise 				
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		their child while following social distancing.				
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Selling food, drink or merchandise						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Members/parents/Guardian	Vending machine: High touch area Increasing risk of contamination	<p style="color: red;">Regular cleaning – see cleaning schedule Move vending machine/not in use at this time</p> <p>Vending machine</p> <ul style="list-style-type: none"> - LWGC will place the vending machine in the foyer (now exit point) for the limited users to use. - A hand sanitising station will be positioned next the vending machine with signage instructing users to sanitise before use - This area will be cleaned on a regular and scheduled basis - Markers will clearly show where 1 user (or more from the same household) will stand when using/waiting to use the vending machine 	5	1	5	Y
Members/parents/Guardian	High touch area Increasing risk of contamination	<p>Coffee machine</p> <ul style="list-style-type: none"> - LWGC will place the coffee machine, cups, tea bags, sugars and stirrers in the foyer (now exit point) for the limited users to use and will be referred to as the coffee station - A hand sanitising station will be positioned next the coffee station with signage instructing users to sanitise before use 	5	1	5	Y Continued



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		<ul style="list-style-type: none">- This area will be cleaned on a regular and scheduled basis- Markers will clearly show where 1 user (or more from the same household) will stand when using/waiting to use the coffee station				
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Protecting Staff and members						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Members/parents/Guardian/staff	Risk of transmission	<ol style="list-style-type: none"> 1. Consideration of the maximum number of people who can be safely accommodated on site. <ul style="list-style-type: none"> - LWGC will run with smaller overall capacity using the facility at any one time and therefore on a reduced staff force at any one time 2. Planning for a phased return to work for people safely and effectively <ul style="list-style-type: none"> - LWGC has started to re-introduce staff to their duties and will increase responsibilities gradually. - Staff training will be provided before duties take place in the facility. 3. Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. 	5	1	5	Y Continued



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Workplaces and workstations						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Staff	High touch area Increasing risk of contamination	Increased cleaning and wiping down of equipment – considering all safety aspect if using electrical equipment	5	1	5	Y Continued
Staff	Cross contamination and transmission	Staff are not to share equipment or stationary Staff will be provided with equipment to work with or will bring their own in from home but this will not be shared	5	1	5	Y Continued
Staff	Unable to socially distance Risk of spreading or getting coronavirus	<ul style="list-style-type: none"> - Reviewing layouts to allow workers/volunteers to work further apart from each other - Using floor tape or paint to mark areas to help people keep the government recommended social distance from each other - Avoiding people working face-to-face. For example, by working side-by-side or facing away from each other. 	5	1	5	Y Continued



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Accidents & first Aid administration, security and other incidents						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Staff and Members	<p>Cross contamination and transmission</p> <p>Unable to socially distance</p> <p>Risk of spreading or getting coronavirus</p>	<p>Objective: To prioritise safety during incidents.</p> <p>If a qualified member of staff is needing to administer first aid they must wear PPE stated in the First Aid policy – please see policy</p> <p>In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay appropriately distanced if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	5	1	5	Y Continued



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Air extraction and ventilation						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Staff and Members	Transmission of coronavirus due to poor ventilation	<ul style="list-style-type: none"> - The maximum occupancy of each indoor facility should be limited by providing a minimum of 100sqft per person. - the area is the net useable indoor facility space available to members to use, including changing rooms, toilet and wash facilities. Reducing capacity in this way whilst sustaining ventilation flows, will increase the typical current 10l/s/p flow rate of ventilation to at least 20l/s/p, as fewer people are being served by the ventilation system. - Installing new extraction fan - Increasing the existing ventilation rate by fully opening dampers and running fans 	5	1	5	Y Continued



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Cleaning the workplace/facility						
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Staff/members and their families	Cross transmission of coronavirus Risk of spreading or getting coronavirus	Before reopening: - Deep clean	5	1	5	Y Continued
Staff and Members	Risk of spreading or getting coronavirus	Keeping the facility clean - Share Cleaning policy with all staff - Share cleaning schedule with all staff - Place cleaning registers on all stated areas - Share who is responsible of what	5	1	5	Y Continued
Staff and Members		Hygiene – handwashing, sanitation facilities and toilets - Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into your arm - Frequent cleaning of work areas and equipment between use, using the cleaning products, as advised. - Following all schedules - Providing hand sanitiser in multiple locations	5	1	5	Y Continued



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		<ul style="list-style-type: none">- Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved. Putting up a visible cleaning schedule can keep it up to date and visible Following daily schedule for waste disposal				
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