

Coronavirus (COVID SECURE) Risk Assessment – Pillgwenlly Millennium Centre

COMPLETED BY:	JULIE FISH	ASSESSMENT DATE:	02.10.20
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HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Outbreak and spread of COVID-19 Coronavirus</p> <p>Risk to:</p> <ul style="list-style-type: none"> • Staff • Customers • Visitors • Contractors • Vulnerable groups – elderly, pregnant persons and those with underlying health conditions 	High	<p>The coronavirus causes respiratory illness in humans, usually resulting in mild symptoms including runny nose, sore throat, cough and fever. Some individuals experience more severe symptoms and it can lead to pneumonia, breathing difficulties and in rare cases death.</p> <p>For further advice refer to the Public Health Wales website: https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/</p>	Medium	Review latest Government and Public Health Board guidance and update as required.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Communications / Educate staff</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>Educate staff via regular communications. Develop and communicate a Coronavirus COVID-19 management plan, display posters, perform team briefs outlining the current situation and any updated Government advice.</p> <p>Promote good hand and respiratory hygiene, promotion of infection control procedures.</p>	Medium	<p>Review latest Government and Public Health Board guidance and update as required.</p> <p>Display posters around the Centre which encourage frequent and adequate hand washing / sanitising and effective respiratory hygiene practises.</p>	Ongoing

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Good Personal Hygiene</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p><u>Catch It, Kill It, Bin It</u> Persons should cover their mouth and nose with a tissue (not your hands) when they cough or sneeze. The used tissue should then be placed in the bin immediately. Persons should then wash their hands with soap and hot water for a minimum of 20 seconds. Boxes of tissues to made available throughout the Centre.</p> <p><u>Hand Washing</u> Persons should wash their hands at least every hour using hot water and soap – use hand sanitiser gel if washing with soap and water is not possible at that time. Guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p><u>Hand Driers</u> The automatic hand driers will be disabled until further notice due to the risk of transmission of coronavirus through aerosols. Paper towel dispensers have been installed in all toilet areas within the Centre.</p> <p><u>Hand Sanitiser Stations</u> Hand sanitiser products to be made available throughout the Centre for occasions where hand washing may not be a viable option.</p> <p><u>Skin Care</u> Staff encouraged to protect the skin on their hands by applying emollient cream regularly. Hand cream to be made available for staff.</p>	Medium	<p>Review latest Government and Public Health Board guidance and update as required.</p> <p>Ensure that there is a ready supply of hot water, soap and tissues for hand drying.</p> <p>Provide hand sanitiser for when washing hands is not an option.</p> <p>Staff to be reminded to wash their hands on a regular basis. Also to catch coughs and sneezes in a tissue and to avoid touching their face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of coronavirus remind everyone of the public health advice: https://coronavirusresources.phe.gov.uk/hand-hygiene/resources??</p> <p>Ongoing monitoring by management.</p>	Ongoing

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Staff member with symptoms / close contact with persons with symptoms</p> <p>Risk of: Flu-like symptoms pneumonia, breathing difficulties, death</p>	High	<p>A staff member who is experiencing symptoms similar to those present with coronavirus (persistent cough, fever and/or loss or change of taste or smell), or who has had close contact with someone experiencing these symptoms, must not come to work.</p> <p>The staff member should follow current Government / Public Health advice.</p> <p>The staff member must then contact the manager and update them in relation to their condition and advice they have been given.</p> <p>If the staff member is advised to self-isolate they must do so and only return to work when the self-isolation period is over, and/or symptoms have gone.</p> <p>If a staff member becomes ill with coronavirus related symptoms whilst on site, they must let a member of management know straight away and must be taken to a confined area within the Centre.</p> <p>The person will be advised to liaise with their GP / Government / Public Health helpline to seek further advice before leaving site, to ensure they reduce the likelihood of infecting other persons i.e. may be advised not to use public transport etc.</p> <p>The working area and confinement area of any staff member who suspects they have contracted coronavirus will be subject to a “deep clean” in accordance with Government advice.</p> <p>All other staff will be advised of any persons within the workplace who have shown signs of the infection, and who are being tested for coronavirus. However, the individual’s identity will not be disclosed during any communication / updates to staff.</p>	Medium	<p>Review latest Government and Public Health Board guidance and update as required.</p> <p>Current Government advice requires person who have developed symptoms to self-isolate and to book and take a coronavirus test. The following guidance should be followed:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/</p> <p>Internal communication channels and cascading of messages will be carried out regularly to reassure and support employees in a fast changing situation. Management will offer support to staff that are affected by coronavirus or has a family member affected.</p> <p>Ensure procedure for cleaning and disinfecting the workstations are in place through use of disinfectant cleaning products, UV sanitising wand and sanitising mist sprays.</p>	Ongoing

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Centre customers and visitors with symptoms / close contact with persons with symptoms</p> <p>Risk of: Flu-like symptoms pneumonia, breathing difficulties, death</p>	High	<p>Posters to be displayed at the entrance to the Centre and in the windows to ask persons not to enter if they have symptoms: https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/coronavirus-resources/public-information-posters/healthcare-setting-english/</p> <p>If a customer or visitor becomes ill with coronavirus related symptoms whilst on site, they must let a member of staff know straight away and must be taken to a confined area within the Centre.</p> <p>The person will be advised to liaise with their GP / Government / Public Health helpline to seek further advice before leaving site, to ensure they reduce the likelihood of infecting other persons i.e. may be advised not to use public transport etc.</p> <p>The area of the Centre being used by the customer or visitor and the confinement area used will be subject to a “deep clean” in accordance with Government advice.</p> <p>All staff on duty will be advised of any persons within the workplace who have shown signs of the infection, and who are being tested for coronavirus. However, the individual’s identity will not be disclosed during any communication / updates to staff.</p>	Medium	<p>Review latest Government and Public Health Board guidance and update as required.</p> <p>Current Government advice requires person who have developed symptoms to self-isolate and to book and take a coronavirus test. The following guidance should be followed:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/</p>	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Dealing with the public	High	<p>The general public will not be allowed access to the Centre until further notice. Only customers and visitors with booked activities, appointments or future booking enquiries will be allowed to access to the Centre.</p> <p>Signage to be placed at the entrance to the Centre to let people know.</p>	Medium	<p>Review latest Government and Public Health Board guidance and update as required.</p> <p>Reinforce message via website and social media.</p>	Ongoing

		<p>Staff to manage entry using the intercom system and access should only be allowed if the staff member is sure that the person is a valid customer or visitor, or has a future booking enquiry.</p> <p>It will be mandatory for customers to use hand sanitiser as they enter the building, otherwise entry will not be allowed. A hand sanitiser station will be set up at the entrance. Non-alcohol based sanitiser will be available from reception for anyone who refuses the alcohol based product.</p>			
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Higher risk groups</p> <p>Risk of: Infection control</p> <p>Risk to: Elderly, pregnant women, pre-existing medical Conditions</p>	High	<p>The company will review the situation regarding localised cases on an on-going basis and ensure good communication with all high-risk individuals.</p> <p>Individual return to work discussions to be held with staff members who have declared a pre-existing health condition.</p>	Medium	<p>Review latest Government and Public Health Board guidance and update as required.</p> <p>Ongoing monitoring by management.</p>	Ongoing
<p>Internal cleaning</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>An existing strict cleaning regime is in place within the company to ensure that the workplace and all facilities are serviced and suitably cleaned on a regular basis. The recommendations within the following HSE guidance has been followed: https://www.hse.gov.uk/coronavirus/cleaning/index.htm</p> <p>Staff are encouraged to disinfect their workstations during the day, particularly after eating, returning from the toilet and changing shifts. Disinfectant spray mist devices have been supplied.</p> <p>Processes put in place to increase the frequency of cleaning of frequently-touched communal areas, including door handles, kitchens, toilets, showers, bin lids, light switches, handrails, hot-</p>	Medium	<p>Review latest Government / World Health Organisation guidance and update as required.</p> <p>Rigorous checks will be carried out by management to ensure that the necessary procedures are being followed.</p> <p>Ongoing monitoring by management.</p>	Ongoing

		<p>desk keyboards, phones and desks. Checklist to be signed off by staff members to confirm compliance with this crucial task. All rooms are cleaned and disinfected in between use including all tables, chairs, doors and other touch points such as light switches and socket switches.</p> <p>Disinfectant fogging machine may also be used to disinfect meeting rooms in between customer use to reduce any possible cross-contamination. The toilets will be disinfected using this process and this will also be used for sports equipment and banqueting furniture.</p>			
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Social distancing</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>All persons must undertake advice from the Government with regards to social distancing when out of work.</p> <p><u>Two Meter Distancing</u> Staff should ensure that they remain a distance of 2 metres from work colleagues and customers wherever possible. Where this is not possible additional control measures must be put in place, such as the use of a face visor and face mask.</p> <p><u>Reception Area</u> Only one member of staff will be allowed behind the reception desk at any time, with a further one person in the back office. Barriers to be installed in front of the reception desk to prevent customers coming within 2 metres if the staff member behind the desk.</p> <p><u>Entry / Exit Points and Building Flow</u> Redesign of processes to ensure social distancing is in place. Consideration to be given to a one-way system on pedestrian walkways and different entry/exit points. Staff should help to monitor the number of persons in one area to ensure compliance with the 2 metre gap recommended by the government.</p>	Medium	<p>Review latest Government / World Health Organisation guidance and update as required.</p> <p>Staff to be regularly reminded of the importance of social distancing both in work and outside of it.</p> <p>Management to consider the installation of a Perspex screen for the reception desk.</p> <p>Management to keep entry and exit to the building under review and if necessary consider the possibilities for implementing different entry and exit points, although this would be challenging.</p> <p>On-going monitoring by management.</p>	Ongoing

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<p>Personal protective equipment</p> <p>Risk of: Infection control -eyes, mouth and nose</p> <p>Risk to: Individuals dependent on tasks performed</p>	High	<p><u>Wearing of Gloves</u> Where the company has identified the 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. Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves should not be worn for a prolonged period of time.</p> <p><u>Respiratory Protective Equipment – Visors and Masks</u> 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. However, PPE such as visors and face masks will be made available for use by staff, especially where it may be difficult to maintain the 2 metre distance from others. Staff to be trained on the appropriate use of PPE.</p>	Medium	<p>Review latest Government / World Health Organisation guidance and update as required.</p> <p>On-going monitoring by management.</p>	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Mental health</p> <p>Risk of: Mental health issues</p> <p>Risk to: All persons</p>	High	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>For further advice on mental health refer to: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	Medium	<p>Managers will offer support to staff who are affected by Coronavirus or who have a family member affected.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	Ongoing

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Drinking water dispenser Risk of: Infection control Risk to: All persons	High	The drinking water dispenser has been reinstated and this is included in the checklist for the sanitising of high frequency touch points. Customers to refill their own sports bottle or use a single use disposable plastic cup (provided by the Centre). Bottled water is also available on sale at the reception.	Medium	Bottled water available for sale at £1 per bottle and new sports water bottles on sale for £2.50 each.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Equipment loan process Risk of: Infection control Risk to: All persons	High	The virus can be transmitted from person to person on the surface of items and so for the foreseeable future equipment will only be loaned to customers when strictly necessary, e.g. a TV remote is needed to operate the TV, or a football is needed as a customer has not brought one with them. The staff member who receives the returned piece of equipment must wear gloves to receive the item and then must sanitise it with disinfectant before storing the item away.	Medium	Customers who need to loan sports equipment must be advised to bring their own equipment for future bookings. On-going monitoring by management.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Handling payments Risk of: Infection control Risk to: All persons	High	Contactless payment methods will be strongly encouraged. Where cash payments are made staff should collect the cash in a receptacle and drop the cash straight into the till. Where change is required during the transaction the staff member should wear gloves during the transaction.	Medium	On-going monitoring by management.	Ongoing

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<p>Café and Seating Area</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>The café has reopened from Monday 28th September. Any customers will be served from the table as per the current legislations</p> <p>The seating area has been arranged so that tables are laid out according to social distancing. The café area is only for use by café customers who purchase food or drinks.</p>	Low	<p>On-going monitoring by management.</p> <p>Staff to ensure that café area is only used by café customers and not used as a waiting area by anybody else.</p>	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Toilets</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>When the Centre use allows (less than 20 people inside the building) the men's and ladies toilets will be closed and all customers will be directed to use the disabled toilet.</p> <p>When the main toilets are in use only two people will be allowed into the toilet area at any time. This will be managed by the use of clear signage at the toilet entrance.</p> <p>Staff to use the toilet in the male changing rooms.</p> <p>The toilet areas are to be included in the regular cleaning schedule and the doors, taps, flushes etc. will be disinfected regularly throughout the day.</p>	Medium	<p>On-going monitoring by management.</p> <p>When disabled toilet is in use staff to open shutter and turn on water heater at start of day and then close shutter and turn off heater at end of day.</p> <p>Staff to manage the relevant signage outside the toilet doors dependant on which toilets are being used.</p>	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Changing Rooms & Showers</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>The changing rooms and showers will remain closed for the foreseeable future.</p> <p>Staff to advise customers that they are unable to use the changing rooms and showers and to keep the doors locked when appropriate.</p>	Low	<p>On-going monitoring by management.</p>	Ongoing

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<p>Legionella Risk Assessment</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>Water flushing of all outlets has been completed at least once a week and sometimes twice a week during lockdown and Vector has continued the regular monthly temperature checks during this period.</p> <p>Vector has completed water sampling and Legionella sampling has come back as clear.</p>	Low	On-going monitoring by management.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Contractors On Site</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>Contractors are subject to the same rules and guidance as Centre customers and visitors as outlined already in this risk assessment.</p> <p>Staff to complete the sign in and out process on behalf of the contractor. Staff to enter details in the record to specify the details of the contractor and the time that they arrive and leave the Centre. The new Visitors Book should be used to record this information.</p>	Medium	On-going monitoring by management.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Customer Risk Assessments</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	All customers who operate clubs and run regular sessions from the centre should complete their own COVID risk assessment and a copy need to be shared with Centre management prior to the recommencement of sessions or classes.	Medium	<p>Term and conditions of booking to be updated to include the need for the risk assessment.</p> <p>On-going monitoring by management.</p>	Ongoing

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Sports Hall</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>The person who makes the booking is the person responsible for overseeing player conduct before, during and after the session and to ensure that players adhere to social distancing measures. Sports sessions are strictly limited to a maximum of 30 people.</p> <p>Invoiced customers will be provided with advance written notification of the guidelines that they need to adhere to. With pay on the day customers this information will be verbally provided at the point when they pay for the booking prior to the start of the session.</p> <p>During a changeover the arriving players should wait outside the building and not try to enter the sports hall until the current players have all left the facility. The arriving players should wait at least 2 metres away from the entrance and adhere to social distancing guideline. Centre staff will supervise the changeover using barrier fencing to separate income and outgoing.</p> <p>For back to back bookings any equipment changeover must be completed within the time booked by the customer using the equipment. Centre staff will manage the equipment changeover following safe procedures. Staff to wear disposable gloves when handling sports equipment such as goals and posts etc.</p> <p>No footballs or other sports equipment is available to loan. If a customer does not have a ball or equipment then they can have a loan on the first instance but they must be advised to bring their own equipment for the next session. The equipment needs to be cleaned and disinfected when it is returned. Strictly no bibs available to loan. Players must refrain from shouting during play.</p> <p>Players may use the Centre toilets following the guidance for use as outlined in this document. Players are not able to use the changing facilities or showers within the Centre and players should not bring or invite spectators.</p>	Medium	<p>Terms and conditions of booking to be updated to include the need for a responsible person to ensure that social distancing guidelines are adhered to.</p> <p>Centre staff to oversee changeovers and help to ensure social distancing is being followed.</p> <p>Centre staff to ensure that changing rooms and café area remain closed or out of bounds to players.</p> <p>Centre staff to ensure that spectators are not allowed access to the building.</p> <p>On-going monitoring by management.</p>	Ongoing

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>3G Facility</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>Signage to be situated at the gates of the facility to advise users not to enter if they are experiencing any signs of coronavirus. Also signage will be provided advising players to use hand sanitiser before they enter the pitch. Hand sanitiser will be made available at the start of each session.</p> <p>The person who makes the booking is the person responsible for overseeing player conduct before, during and after the game and to ensure that players adhere to social distancing measures. Sports sessions are strictly limited to a maximum of 30 people.</p> <p>Invoiced customers will be provided with advance written notification of the guidelines that they need to adhere to. Customers who pay on the day will be verbally advised when they pay for the booking prior to the start of the session.</p> <p>During a changeover the arriving players should wait outside the facility and not try to enter the pitch until the current players have all left the facility. The arriving players should wait at least 2 metres away from the entrance. Where possible Centre staff should supervise the changeover. This may not always be possible.</p> <p>The only spectators allowed are parents/carers of children attending a junior training session. Parents must social distance and the main gate should be closed.</p> <p>No footballs are available to loan. If a customer does not have a ball then one can be loaned on the first instance but they must be advised to bring their own ball for the next session. The ball needs to be cleaned and disinfected when it is returned. Strictly no bibs available to loan.</p> <p>Players may enter the Centre to use the toilets. Players are not able to use the changing facilities or showers within the Centre.</p>	Low	<p>Terms and conditions of booking to be updated to include the need for a responsible person to ensure that social distancing guidelines are adhered to.</p> <p>On-going monitoring by management.</p>	Ongoing

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<p>First Aid Procedures</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>Staff to wear full PPE if they are required to carry out first aid procedures. This includes face visor, face mask and gloves.</p> <p>Sports clubs and organised sports sessions are responsible for managing their own first aid requirements; however, details of any accidents requiring first aid need to be relayed to Centre staff so it can be recorded in the Centre accident book.</p>	Medium	On-going monitoring by management.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Reduced Room Capacity</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>To facilitate social distancing guidelines the new room capacity details are as follows:</p> <p>One to One Room – 2 persons Assembly Room – 4 persons Alex Suite – 25 square meters - 9 persons Ron Jones Suite – 121 square meters - 30 persons Learning Suite – 80 square meters - 25 persons</p> <p>Sports Hall – 512 square meters – the maximum number of people for an indoor sport session is 30.</p> <p>No parties, events or social gatherings are permitted until further notice and according the Welsh Government guidelines.</p>	Medium	On-going monitoring by management.	Ongoing

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<p>Test Trace Protect – Recording Customer Information</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>Under the Coronavirus regulations we have a duty to record the details of people who access the Centre:</p> <p>https://gov.wales/keeping-records-staff-customers-and-visitors-test-trace-protect#section-46231</p> <p>The following information needs to be recorded:</p> <ul style="list-style-type: none"> • The names of customers and visitors, or if it is a group of people, the name of one member of the group – the ‘lead member’. • A contact telephone number for each customer or visitor, or for the lead member of a group of people. • Date of visit and arrival and departure time. <p>This information will be available from the booking records and will be stored securely as per GDPR regulations. The information will be retained for 21 days.</p> <p>A new Visitors Book is to be created to record details of people who are not part of a booking or who do not have a prior appointment with Central Hub. Centre staff to enter details into the Visitors book to avoid cross-contamination.</p> <p>New NHS COVID-19 contact tracing app has been launched in England and Wales on 24th September 2020. A QR code has been set up for the Centre and posters have been displayed around the Centre and customers encouraged to scan the QR code with their smart phone on arrival.</p> <p>Central Hub are responsible for recording the details of all staff, customers and visitors who access the upstairs offices and this has been signed off with Jamie Witt who has agreed overall responsibility.</p>	Low	<p>On-going monitoring by management.</p> <p>Need confirmation of the process for recording the details of customers who come to the Centre to visit the Central Hub team.</p> <p>Staff must ensure that all contractors and workmen who visit the site are recorded in the new Visitors Book and that arrival and departure times are recorded.</p> <p>In general visitors will not be allowed access to the Centre unless they have a booking or a meeting and therefore we will have record of this information. If any other visitors are given access to the Centre then their details need to be recorded in the new Visitors Book.</p>	Ongoing

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<p>Indoor Room Use - Ventilation</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>Government advice is that rooms used indoors should be ventilated as much as possible during use. Therefore, make sure all windows are open when the following rooms are in use:</p> <p>Alex Suite / Ron Jones Suite / Assembly Room / One to One Room</p> <p>Unfortunately due to building security issues we are unable to allow customers to open the fire exit doors in the Alex and Ron Jones Suite. Staff to monitor this. (exception for Pheonix Dance) Whilst the Main Hall is being used please prop open both the fire exit doors and also prop open one of the main entrance doors to allow air to circulate. Staff should also switch on the hall fans when the sports hall is being used for larger team sports such as futsal, football and basketball.</p>	Medium	<p>On-going monitoring by management.</p> <p>Staff to ensure that fires exit doors in the Alex and Ron Jones Suite are kept closed. (exception for Pheonix Dance)</p> <p>Staff to ensure that Sports Hall fan is utilised and that it is always turned off after use.</p>	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Mandatory Use of Face Coverings in Public Places</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>From Monday 14th September the Welsh government have introduced regulations to make it mandatory for anyone aged 11 and over to wear face coverings in indoor public spaces, and this includes both customers and staff working in the public areas. The face covering must fully cover the nose and mouth area.</p> <p>There are a small number of reasonable excuses not to wear a face covering and that includes if you are not able to put on or to wear a face covering because of a physical or mental illness, or because of a disability or impairment.</p> <p>Centre staff will now need to wear face covering whilst on duty when the building is open and there are customers in the building. The face covering may be removed when the staff member needs to eat or drink. Management will supply disposable face masks.</p>	Medium	<p>On-going monitoring by management.</p> <p>Management to send an email notification to all existing customers.</p> <p>Information to be added the website.</p> <p>Information to be displayed at the entrance to Centre.</p> <p>Ensure that there is an ongoing ready supply of face coverings for use by Centre staff.</p> <p>Staff to review information about the correct way to wear and dispose of face coverings.</p>	Ongoing

		<p>Customers and Centre users must only be allowed access to the Centre if they are wearing a face covering. Signage will be placed at the entrance to the Centre which explains the legal requirement to those intending to enter.</p> <p>Customers attending the Centre for indoor sports must wear a face covering when they enter and exit the building through the reception area. They also need to wear one when they come into the general reception and corridor areas to use the toilets, vending machines or water dispenser. The face covering should remain in place whilst the customer is in the Sports Hall and may only be removed whilst the customer is undertaking any activity that is strenuous.</p> <p>The government advice states that people exempt due to illness or impairment should, if possible, carry information which demonstrates why they have a reasonable excuse, for example, a prescription or evidence such as a hospital appointment letter relating to a medical condition.</p> <p>The government advice also states that when asked, customers will be given an opportunity to wear a face covering or explain why they have a reasonable excuse not to wear a face covering. If they do not comply with the law the customers may be asked to leave the building.</p> <p>More information can be found at: https://gov.wales/face-coverings-guidance-public</p>			
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Local Lockdown Restrictions – Newport Risk of: Infection control	High	<p>Welsh government announced additional restrictions for Newport with effect from 6pm on Tuesday 22nd September.</p> <p>This includes not being to enter or leave the area of Newport without a reasonable excuse, which would include attending</p>	Medium	<p>On-going monitoring by management.</p> <p>Centre staff to be briefed on the new restrictions so that they can deal with customer enquiries.</p>	Ongoing

Risk to: All persons		sports sessions at the Centre. The guidelines regarding meeting people indoors does not affect indoor sports sessions, which are still allowed for a maximum of 30 people, where social distancing guidelines are being followed, and within a COVID Secure environment.			