

Coronavirus (COVID SECURE) Risk Assessment – Pillgwenlly Millennium Centre (Effective from 3rd May 2021)

COMPLETED BY:	JULIE FISH	ASSESSMENT DATE:	29.04.21
COVID OFFICER:	JULIE FISH/TOM CARROLL	REVIEW DATE:	31.05.21

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Outbreak and spread of COVID-19 Coronavirus Risk to: <ul style="list-style-type: none"> Staff Customers Visitors Contractors Vulnerable groups 	High	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. For further advice refer to the Public Health Wales website: https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/	Medium	Review latest Government and Public Health Board guidance and update as required.	Ongoing
Communications / Educate staff Risk of: Infection control Risk to: All persons	Medium	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. Promote good hand and respiratory hygiene, promotion of infection control procedures. Staff will be briefed regularly regarding changes to regulations and procedures. Staff training sessions will be scheduled at suitable intervals and when there are significant changes to the regulations.	Low	Review latest Government and Public Health Board guidance and update as required. Display posters around the Centre which encourage frequent and adequate hand washing / sanitising and effective respiratory hygiene practises. Organise staff briefings and training.	Ongoing
Good Personal Hygiene Risk of: Infection control	High	<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	Medium	Review latest Government and Public Health Board guidance and update as required. Ensure that there is a ready supply of	Ongoing

<p>Risk to: All persons</p>		<p>seconds. Boxes of tissues to be 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.</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>		<p>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>Ongoing monitoring by management.</p>	
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. 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. 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</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 and follow current advice.</p> <p>Internal communication channels and cascading of messages will be carried out regularly to reassure and support employees in a fast changing situation.</p>	Ongoing

		<p>straight away and must be taken to a confined area within the Centre.</p> <p>The staff member will be advised to leave the building and to go straight home. They will be advised not to use public transport, to ensure they reduce the likelihood of infecting other persons. The staff member should immediately book a test.</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>		<p>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, anti-bacterial wipes and sanitising mist sprays.</p>	
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.</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 leave the building and to go straight home. They will be advised not to use public transport, to ensure they reduce the likelihood of infecting other persons. The person should immediately book a test.</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 and follow current advice.</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. 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> <p>Contactless forehead thermometers will be used on a random basis to check customer and visitor temperatures as they enter the building. A temperature of 37.8 degrees or over will be classed as a high temperature and the person will be refused entry and will be advised to go home and arrange to book a test.</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
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 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
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Internal cleaning</p> <p>Risk of:</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</p>	Medium	<p>Review latest Government / World Health Organisation guidance and update as required.</p>	Ongoing

<p>Infection control</p> <p>Risk to: All persons</p>		<p>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 and anti-bacterial wipes 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-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. The hourly sanitising jobs and room changeover cleaning jobs must be completed and recorded on the Daily COVID Cleaning schedule.</p> <p>The disinfectant fogging machine may also be used to disinfect meeting rooms in between customer use to reduce any possible cross-contamination. This sanitising equipment will also be used for sports equipment and chairs.</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> <p>Staff to use disinfectant fogging machine to sanitise large areas and furniture such as chairs or sports equipment.</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 outside 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> Wherever possible only one member of staff should be 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</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>Staff to ensure that customers only approach the reception desk at the payment point which provides protection via the Perspex screen.</p>	Ongoing

		<p>behind the desk. Payment point Perspex screen installed to allow customers to make payments.</p> <p><u>Entry / Exit Points and Building Flow</u> Redesign of processes to ensure social distancing is in place. When the Centre is open both double front doors need to be open.</p> <p>Staff to use barriers and clear instruction and supervision to manage sports hall changeovers to avoid the groups coming into contact with each other.</p> <p>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> <p>Where prior manager consent has been given customers can use the fire exit door in the Ron Jones Suite as a point of entry and exit.</p> <p>Where more than one group or class are due to arrive or leave at the same time then staff should use clear instruction and supervision to utilise the changing room fire exit corridor as an additional entry and exit point.</p> <p>When visitors arrive for Central Hub they must be asked to wait outside the front doors whilst they wait for someone to come from the Central Hub team (not inside the foyer).</p>		On-going monitoring by management.	
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Personal protective equipment Risk of: Infection control -eyes, mouth and nose Risk to: Individuals dependent on tasks performed	High	<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.	Medium	Review latest Government / World Health Organisation guidance and update as required. Staff to use face visors when they are in a position that leads them to be within 2 metres of a customer or another staff member, for example, when collecting information for Test Trace & Protect as customer enter the	Ongoing

		<p><u>Respiratory Protective Equipment – Visors</u></p> <p>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.</p> <p>However, PPE such as face visors will be made available for use by staff, especially where it may be difficult to maintain the 2 metre distance from others.</p>		<p>building or MUGA.</p> <p>On-going monitoring by management.</p>	
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Mental health Risk of: Mental health issues Risk to: All persons	Medium	<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>	Low	<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
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Drinking water dispenser Risk of: Infection control Risk to: All persons	Medium	<p>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).</p> <p>Bottled water is also available on sale at the reception.</p>	Low	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	<p>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.</p> <p>The staff member who receives the returned piece of equipment</p>	Medium	<p>Customers who need to loan sports equipment must be advised to bring their own equipment for future bookings.</p> <p>On-going monitoring by management.</p>	Ongoing

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
		must wear gloves to receive the item and then must sanitise it with disinfectant before storing the item away.			
Handling payments	High	Contactless payment methods will be encouraged. Where cash payments are made staff should either: <ul style="list-style-type: none"> Collect the cash in a receptacle and drop the cash straight into the till. Wear a pair of disposable gloves to handle the money. Ensure they wash their hands directly after handing money. 	Medium	On-going monitoring by management.	Ongoing
Risk of: Infection control					
Risk to: All persons					
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Café and Seating Area	High	The café will remain closed for the foreseeable future and will resume once restrictions allow and once there is a level of custom within the Centre to support the operation. The seating area will remain closed for the time being and will be closed off using barriers and signage. If the café area is used by the Central Hub team they must ensure that they sanitise the tables and chairs after use.	Low	On-going monitoring by management. Staff to ensure that café area is not used by customers. Staff to ensure that central Hub team sanitise chairs and tables after use.	Ongoing
Risk of: Infection control					
Risk to: All persons					
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Toilets	High	<u>General Male and Female Toilet Areas</u> 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. Disabled toilets to remain locked as per normal process and if they are used by a customer they must be cleaned and sanitised after use. 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.	Medium	On-going monitoring by management.	Ongoing
Risk of: Infection control					
Risk to: All persons					

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 closed or locked when appropriate.</p>	Low	On-going monitoring by management.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<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 lockdowns and Vector has continued the regular monthly temperature checks during this period. This process is to continue throughout any future periods of business interruption.</p> <p>Following the extended 2020 lockdown Vector completed water sampling and Legionella sampling came 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 Visitors Book 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>	High	<p>All customers who operate clubs and run regular sessions (sports or non-sports) from the centre need to complete their own COVID risk assessment and a copy needs to be shared with Centre management prior to the commencement of sessions or classes.</p> <p>Customers need to review and update their Risk Assessment</p>	Medium	<p>Ensure that all customers are sent an updated copy of the Centre COVID Risk Assessment and that they share it with their group members.</p> <p>Customers to be asked to review and</p>	Ongoing

Risk to: All persons		<p>following any substantial changes to Government regulations.</p> <p>While the national restrictions specify that only 'organised' activities are allowed then we are unable to take bookings from individuals or groups of individuals as they need to be an organised group with a COVID risk assessment. To make a booking the group needs their own COVID Risk Assessment and they must specify the responsible person who attends the sessions and who is responsible for the group's compliance with the requirements of Centre and the groups COVID Risk Assessments. The group also needs to ensure that they have procedures in place for their own first aid requirements.</p>		<p>update their Risk Assessment when there are any significant changes to the Government advice and restrictions.</p> <p>Julie to deal with all booking enquiries to ensure that all criteria met and risk assessment received before booking accepted.</p> <p>On-going monitoring by management.</p>	
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
First Aid Procedures	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
Risk of: Infection control					
Risk to: All persons					
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Indoor Room Use - Ventilation	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 access to classes for Phoenix Dance).</p> <p>Whilst the Main Hall is being used staff need to prop open the fire exit doors to allow air to circulate.</p>	Medium	<p>On-going monitoring by management.</p> <p>Staff to ensure that fire exit doors in the Alex and Ron Jones Suite are kept closed. (exception for access to classes for Phoenix Dance).</p>	Ongoing
Risk of: Infection control					
Risk to: All persons					

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>	<p>High</p>	<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.</p> <p>Indoor sports sessions are strictly limited to a maximum of 15 people (this does not include coaches and/or volunteers helping to run the sessions nor does it apply to supervised children's activities). Centre staff must monitor numbers and highlight any concerns to a manager. Admittance should be stopped once the number reaches 15 people.</p> <p>All customers will be provided with a copy of the Centre COVID Secure risk assessment, either by email or a paper copy. Customers will be required to adhere to the control measures set out in the Centres and their own risk assessment.</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 customer. 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. The benches need to be wiped down with anti-bacterial wipes after and in between bookings.</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</p>	<p>Medium</p>	<p>Centre staff to oversee changeovers and help to ensure social distancing is being followed.</p> <p>Centre staff to monitor numbers and ensure that limit set by restrictions is not exceeded.</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>	<p>Ongoing</p>

		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.			
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 session and to ensure that players adhere to social distancing measures.</p> <p>All customers will be provided with a copy of the Centre COVID Secure risk assessment, either by email or a paper copy. Customers will be required to adhere to the control measures set out in the Centres and their own risk assessment.</p> <p>Outdoor sports sessions are strictly limited to a maximum of 30 people (this does not include coaches and/or volunteers helping to run the sessions nor does it apply to supervised children's activities). Centre staff must monitor numbers and highlight any concerns to a manager.</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</p>	Low	<p>Wherever possible 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 must to ensure that hand sanitiser is placed in the holder at the entrance prior to the start of any bookings.</p> <p>Centre staff to ensure that spectators are not allowed access to MUGA compound (except for parents when junior sessions are taking place).</p> <p>Centre staff to monitor numbers and ensure that limit set by restrictions is not exceeded.</p> <p>On-going monitoring by management.</p>	Ongoing

		<p>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>			
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 15 (except supervised children’s activities).</p> <p>3G Pitch – the maximum number of people for an outdoor sports session is 30 (except supervised children’s activities).</p> <p>No parties, events or larger social gatherings are permitted until further notice and according the Welsh Government guidelines.</p>	Medium	On-going monitoring by management.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Test Trace Protect – Recording Customer Information</p> <p>Risk of: Infection control</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</p> <p>The following information needs to be recorded:</p> <ul style="list-style-type: none"> The details of staff and day and times that they work. 	Low	<p>On-going monitoring by management.</p> <p>Staff must ensure that they record the names and contact details for all customers and visitors as they enter the Centre.</p>	Ongoing

<p>Risk to: All persons</p>		<ul style="list-style-type: none"> • The names of all customers and visitors to the Centre. • A contact telephone number for each customer or visitor. • Date of visit and arrival and departure time. <p>This information must be stored securely as per GDPR regulations. The information will be retained for 21 days. Staff must ensure that names and contact numbers are recorded for all customers and visitors who enter the Centre. If someone refuses to provide their details they should be refused entry to the Centre.</p> <p>A new Visitors Book has been provided 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. This book is also used for contractors.</p> <p>Centre staff no longer need to capture information for bookings that happen outside on the 3G, however, the organiser of the sports activity will be expected to keep their own register of attendees for Test Trace and Protect purposes. If any players need to enter the Centre for toilet facilities then Centre staff must record their names and contact number on the relevant Track and Trace sheet at reception.</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. This is not an alternative to customers being required to provide their details for Test Trace Protect purposes.</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. This information must be supplied to the Centre management upon request.</p> <p>Bridge Achievement has their own process in place and they are</p>		<p>To avoid cross contamination the registers need to be completed by the staff member and NOT by the customer. Where staff need to stand at the entrance to the Centre to capture information (within 2 metres of the customers) they staff member needs to wear a face visor.</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>Staff must record the names and contact details for any 3G customers who access the building to use the toilets.</p>	
---------------------------------	--	--	--	---	--

		<p>responsible for recording the details of all staff, students and visitors who attend their classes. This information must be supplied to the Centre management upon request.</p> <p>Kid Care 4 U has their own process in place and they are responsible for recording the details of all staff, children and visitors who attend their classes. This information must be supplied to the Centre management upon request.</p> <p>Empire Gymnastics and Pheonix Dance Academy have their own process in place and they are responsible for recording the details of all staff, children and visitors who attend their classes. This information must be supplied to the Centre management upon request.</p>			
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 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.</p> <p>The face covering must fully cover the nose and mouth area and must fit tightly at the sides of the face and under the chin, without any gaps. A face visor is not a replacement for a face covering.</p> <p>Centre staff will now need to wear face covering at all times whilst on duty. The only time a face covering can be removed is when:</p> <ul style="list-style-type: none"> • The centre is closed to the public and the staff member is working alone. • The staff member is working alone (cleaning or setting up) in a room. • To eat or drink. <p>Even if the building is not open to the public staff still need to wear their mask if they are working with another staff member. This is because it is not always possible to maintain 2m social distancing within the reception area.</p>	Medium	<p>On-going monitoring by management.</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>Centre staff to ensure that they wear an appropriate face covering at all times.</p> <p>Centre staff to supervise bookings and sessions to ensure that customers wear face coverings when appropriate.</p> <p>Staff to review information about the correct way to wear and dispose of face coverings.</p>	Ongoing

		<p>Management will supply disposable face masks. Staff can request a specific type of reusable face mask which will be purchased on their behalf.</p> <p>Customers and Centre users must only be allowed access to the Centre if they are wearing a suitable face covering. Signage will be placed at the entrance to the Centre. If a customer refuses to wear a face covering and does not specify an exemption they can be refused entry to the building.</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>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>https://gov.wales/face-coverings-guidance-public</p>			
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Organised Activities</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>Welsh government has announced that we are only able to accept bookings for 'organised activities' which are defined as:</p> <p><i>An 'organised activity' must be organised by a business, public body or a charitable, benevolent, educational or philanthropic institution, a club or political organisation, or the national governing body of a sport or other activity. The organiser of the activity must meet requirements in the regulations to take all reasonable measures to minimise the risk of exposure to coronavirus and must carry out a risk assessment.</i></p> <p>Indoor organised activities are limited to 15 people (excluding coaches and workers/volunteers running the sessions and</p>	Medium	<p>On-going monitoring by management.</p> <p>All booking requests to be referred to the Centre Manager for consideration.</p> <p>Centre staff to supervise bookings and sessions to ensure that the regulations are being followed at all times and that all of the control measures outlined within this risk assessment are adhered to at all times.</p>	Ongoing

		<p>excluding supervised activities for children).</p> <p>Outdoor organised activities are limited to 30 people (excluding coaches and workers/volunteers running the sessions and excluding supervised activities for children).</p> <p>During these activities people should remain physically distanced from others outside their own household or extended household.</p> <p>Church services are not limited to 15 people and so these can continue with a maximum of 30 people (which is the reduced capacity for the Ron Jones Suite). Please note that the regulation states that face coverings must be worn during church services except the speaker who may remove the face covering but must maintain distance from the people attending the service. In addition the congregation should not sing.</p>			
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE