

RISK ASSESSMENT (RA)

Organisation:	YMCA THAMES GATEWAY				RA Reference Number:	YMCA Romford Health & Wellbeing	Date:	22/07/2020		
RA Type:	Location	x	Equipment	x	Details of RA type:	COVID-19 & Re-building of YMCATG Services: Health and Wellbeing				
	Substance	x	Activities	x						
RA Part 2 - Personal Protective Equipment Assessment Sheet required and attached:				Yes		No	x	Task Specific Training Required:	Yes	
Persons Affected (consider this in your assessment)										
YMCA Staff or Volunteer		x	Service User		x	Child or YP Under 18		x		
Agency workers		x	General Public		x	Expectant Worker				
Contractors		x	Visitors		x	Disabled Person		x		
Other (Please specify):										
		IMPACT								
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	Factor			
LIKELIHOOD	1 Remote	1	2	3	4	5	Low Risk	No Further Action/Control's required		
	2 Unlikely	2	4	6	8	10				
	3 Possible	3	6	9	12	15	Medium Risk	Consider further precautions to reduce risk to low factor. Proceed with extra caution if unable to reduce risk level		
	4 Probable	4	8	12	16	20				
	5 Highly Probable	5	10	15	20	25	High Risk	Unacceptable Risk, Re-Assess to eliminate / reduce risk to low / med		

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
Staff members working at the venue	<ul style="list-style-type: none"> Staff showing signs of COVID-19 symptoms. High number of staff in the venue at any one time. Staff socially interacting outside of venue hours and not following national guidelines. Gym and group ex instructors not being aware of and/or not following venue safe operating procedure and all measures being taken to ensure the safety of the service users and themselves. 	4	5	20	H/R	<ul style="list-style-type: none"> Consideration should be given to limiting the number of staff in the venue at any one time to only those required deliver activities or gym supervision for the expected occupancy levels on any given day. All staff outside of venue should minimise social interactions, as per the latest Government/national guidelines. Instructors should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the service users and themselves. Staff to complete available virtual college relating to COVI-19. Certificates to be presented / emailed before returning to work. Staff may need to self isolate for 14 days if contacted by a NHS Clinical Contact Caseworker (Test and trace) 	1	5	4	L/R	<p>Staff to enter and exit building using the appropriate doors.</p> <p>Staff to ensure service users are following guidance.</p>

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
Staff members working at the venue	<p>Staff members understanding on infection control and COVID-19, as well as the standard operation procedure and risk assessments within which they will be operate.</p> <p>Storage of personal items during sessions.</p> <p>Use of Microphones</p>	4	5	20	H/R	<ul style="list-style-type: none"> Staff to be vigilant on health and stay away if unwell and current Government/national guidance to be followed. Information on Coronavirus testing can be found at https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested All staff will have access to a test if they display symptoms of coronavirus and are to be encouraged to get tested. Staff to receive a copy of H&S COVID-19 Policy Adjustments' and risk assessment documents before return. All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate. Office space- will be cleaned between use/ only one in the office at a time; instructors will advised not to use office spaces and encouraged not to congregate in the building. Staff are encouraged to use their own microphones for classes. YMCA microphone are available for staff to use, which must be sanitised before and after use. 	1	5	5	L/R	<p>Staff to complete online training on Prevent COVID-19 and infection control.</p> <p>Encouraging staff to limit the personal items brought into the building to those that are essential or to be used during the activity. And a control around cleaning of the provided storage boxes following use will also be needed.</p>

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
Service users (fitness / gym users) within the venue	<ul style="list-style-type: none"> Fitness users showing signs or symptoms of COVID-19. Fitness users may not be truthful about household health First Aid Provision 	4	5	20	H/R	<ul style="list-style-type: none"> Only service users who are symptom free or have completed the required isolation period should attend the venue. On arrival at the venue, it is reasonable to ask service users if they or any member of their household have any of the symptoms of COVID-19 (high temperature, a persistent cough, or change/loss to normal taste and/or smell). We are relying on the honesty of all service users. If the answer is yes, they should not be allowed to enter the venue. The service user cannot return until after the 7-14 day isolation period has finished or a negative test result has been confirmed. Staff and instructors All duty managers hold current FA at Work certificate, and are responsible for emergency first aid. 	1	5	5	L/R	Additional information is provided in the Welcome Back pack to service users.

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
Service users within the venue	<ul style="list-style-type: none"> Washing hands thoroughly whilst at the venue. Service users touching their face, eyes, nose and mouth. Service users not understanding the steps they can take to keep themselves safe. Service users' well-being. Service users' attending if unwell. Storage of personal items during sessions 	4	5	20	H/R	<ul style="list-style-type: none"> Service users should wear clean clothes daily and be encouraged to attend in their workout wear in order to avoid using the changing rooms. Service users should be supported to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. Encourage service users to bring personal equipment from home to use during their activity i.e. mat and hand weights. Service users should not attend if unwell, even if not COVID-19 related. Welcome Back pack developed for all returning gym and fitness users. Guidance including COVID-19 new policies and procedures. Staff will receive updated COVID-19 policies and procedures to review and take part in training online and in the venue. 	2	5	10	M/R	<p>Signage will be in place for service users around the building.</p> <p>Encouraging users to limit the personal items brought into the building to those that are essential or to be used during the activity. And a control around cleaning of the provided storage boxes following use.</p>

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
Physical/Social distancing	<ul style="list-style-type: none"> Service users mixing with others and larger groups. Communal internal spaces. Outdoor spaces. Staff mixing with different groups of service users. Physical distancing during group exercise classes and in the gym. 	5	4	20	H/R	<ul style="list-style-type: none"> A cap on total numbers of service users attending venue to ensure social / physical distancing can be maintained. Limits in place for the number of service users and staff in the gym, sports hall and dance studio at any one time. The use of communal internal spaces should be restricted as much as possible. Introduction of a one-way system in the fitness corridor to avoid too much physical contact with others. 	1	3	3	L/R	Limits have been put in place for Gym (plus free weights room) – 16 users plus staff (max 20) Sports Hall – 16 users plus instructor and staff (max 28) Dance Studio – 10 users and one instructor (max 11)
Physical/Social distancing (Continued)	<ul style="list-style-type: none"> Staff break times Training and meetings amongst staff Ventilation Fire / evacuation procedures 	3	4	12	M/R	<ul style="list-style-type: none"> Social distancing must be maintained during breaks. Staggered break times for instructors Staff members should avoid physical contact with each other including handshakes, hugs etc. Where possible, meetings and training sessions will be conducted through phone or video conferencing, or smaller meetings where at least a 2-metre distance can be maintained. Staff to be mindful of having limited occupancy within the activity areas. Appropriate signage to be used to 	2	2	4	L/R	

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
						act as a reminder to staff and instructors <ul style="list-style-type: none"> Adequate ventilation should be maintained by ensuring windows are open where possible Addendum to Fire evacuation Procedures to ensure physical/social distance is maintained during drill/emergency situation. 					
Service users arrival and departure	<ul style="list-style-type: none"> Service users gathering in social groups and/or chatting outside the venue premises. Lack of social/physical distancing maintained Service users having symptoms of COVID-19 	4	3	12	M/R	<ul style="list-style-type: none"> Ask service users to arrive no more than 10 minutes in advance of their activity and encourage departure immediately after it's their sessions has finished to avoid congestion at entrance and reduce 'pinch points'. The toilets and changing rooms will be open for H&WB members however they are encouraged to arrive wearing their work out clothes and leave directly following their activity and not to use the changing rooms and showers where possible. Defined and mark clear 'routes' around the venue that promote physical/social distancing. Appropriate signage, markings and/or barriers to be used to act as a reminder for service users. 	2	2	4	L/R	If a H&WB member needs to use the changing room or showers, cleaning materials will be provided to allow cleaning of the area.

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
						<ul style="list-style-type: none"> Information on arrival and departure provided to service users in welcome back pack and by video. 					
Visits from Contractors (Maintenance)	Internal and External Contractor attending venue for the purpose of carrying out maintenance works	3	4	12	M/R	<ul style="list-style-type: none"> Where possible all maintenance activities to take place out of hours. Only essential maintenance activities to be permitted to take place when venue is open. Contractors to clean working area/surfaces touched once work completed'. 	2	2	4	L/R	
Travel method to the venue.	Staff, instructors and service users coming to the venue using public transport travel	4	4	16	H/R	<ul style="list-style-type: none"> Where staff, instructors and service users are travelling by public transport ensure they understand and are following the appropriate Government guidance 	3	3	9	M/R	Service users and staff to ensure the follow the 2 metre rule.
Venues located within 'shared premises or buildings'	<ul style="list-style-type: none"> Other users within shared building/premises implementing different standards of risk management Conflicting control measures 	4	4	12	M/R	<ul style="list-style-type: none"> Encourage joint working relationship to ensure that alignment across approaches to Risk Management standards and planned control measures are in place particularly for locations with communal spaces what can't be physically or operationally segregated. 	1	3	3	L/R	
Other visits to the venue: Including new members; tours and introduction to	<ul style="list-style-type: none"> Visitors to the venue for the purposes of joining the gym New/prospective member show arounds. 	3	3	9	M/R	<ul style="list-style-type: none"> Consideration will be given to allowing new prospective members to be shown around the gym with a trained member of staff. 	2	2	4	L/R	

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
the health and wellbeing services						<ul style="list-style-type: none"> • Visits and tours to venue will be by prior appointment only. • All measures should be taken to minimise contact between the staff and visitor. • Video of virtual walk around of venue to be used for new/prospective members rather than physical visit to venue where possible • A limit will also be place on number of individuals attending at same time. 					
Communication with service users	Poor communication between venue and staff, instructors and service users leading to noncompliance with control measures	4	4	16	H/R	<ul style="list-style-type: none"> • Communication to be provided to service users around the venues approach to Risk Management and the control measures implemented, which will be regularly updated as required. • sharing of a video to demonstrate how H&S measures will be implemented at the venue • All service users to be provided with 'Coronavirus (COVID-19) User Agreement' outlining the specific arrangements and expectations placed upon them to ensure safety and reduce risk – in particular around conduct and behaviour in regards to: 	2	2	4	L/R	

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
						<ul style="list-style-type: none"> - Social/physical distancing during activities and whilst in the venue - Truthful reporting to the venue of potential symptoms and/or family's exposure to individuals who have subsequently had positive test results. - Compliance on minimising social interactions outside of the venue environment as per the latest Governmental/national guidelines. • Rather than ask each member to sign a user agreement which would be hard to control we have included a statement in the Welcome Back Pack that states; by booking an activity and attending the venue service users agree to act in line with our new procedures. 					
Service user and/or staff members displaying symptoms of Coronavirus (COVID-19)	An individual displaying/reporting the following whilst at the venue: <ul style="list-style-type: none"> - a continuous cough - a high temperature - a change in, or loss of taste or smell 	3	4	12	M/R	<ul style="list-style-type: none"> • If an individual begins displaying a continuous cough or a high temperature, they should be sent home immediately to isolate following Government guidelines. • They should be encouraged to arrange a test immediately. • A negative test means they can return to the venue without isolation • A positive test result means they 	3	2	6	M/R	

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
						should isolate and follow NHS guidelines; others in their household should isolate too. <ul style="list-style-type: none"> • If the service user needs to be collected they should be moved if possible and appropriate, to a room where they can be isolated behind a closed door. Staff caring for a service user in isolation should wear recommended PPE**. • In the unlikely event that it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation. If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected before being used by anyone else. • If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. 					

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
Service users and/or staff members displaying symptoms of Coronavirus (COVID-19) (Continued)	<ul style="list-style-type: none"> Service user not able or willing to leave the building and return home immediately. Individual's condition rapidly deteriorates or experiences trouble breathing 	4	4	15	H/R	<ul style="list-style-type: none"> Service users must agree to prompt departure within the new contract, before returning to the venue. The member of staff or service cannot return until after the 7-14 day isolation period has finished or a negative test result has been confirmed as per current Government/national guidance If clinical advice is needed, the venue staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access) In an emergency, call 999. Do not visit the GP, pharmacy, urgent care centre or a hospital. 	2	2	4	L/R	Remove the staff member or service user from the area and to remain in the medical room until collected if unable to travel home alone.
**PPE – When interacting with a service user displaying symptoms of Coronavirus (COVID-19)	Staff interactions with a service user displaying a continuous cough or a high temperature whilst at the venue	3	3	9	M/R	<ul style="list-style-type: none"> Recommended PPE to be used when interacting with a service user with a suspected case of Coronavirus (COVID19) are contained within the 'Covid-19 PPE kits' and include: <ul style="list-style-type: none"> Fluid Resistant surgical face mask (Type IRR) Disposable gloves 	3	2	6	M/R	All used PPE should be disposed of in the appropriate clinical waste container.

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
						<ul style="list-style-type: none"> - Disposable apron - Eye Protection • All PPE should be donned/doffed using the guidance in the Covid-19 PPE kits. 					
Confirmed case of COVID-19 within venue	A positive case of COVID-19 (confirmed by formal testing)	3	4	12	M/R	<ul style="list-style-type: none"> • Any staff member or service user attending the venue that subsequently tests positive for COVID-19 must be notified to the Exec Team and Q&C immediately. • If the service user or staff member tests positive, they must comply with NHS Test and Trace to ensure those they have been in contact with are advised to isolate. • Information regarding this requirement is included in the Welcome Back Pack 	2	3	6	M/R	<ul style="list-style-type: none"> • If other cases are detected within the in the wider venue, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases, a larger number of other staff and service users may be asked to self-isolate at home, where venues are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole venue will not generally be necessary.
General provision of First Aid	<ul style="list-style-type: none"> • Providing first aid to service users and staff at the venue that is not related specifically to symptoms of COVID-19 	3	2	6	M/R	<ul style="list-style-type: none"> • All duty managers should hold a current FA at Work certificate. • All existing control measures including effective hand hygiene and use of appropriate PPE should be followed. • No additional PPE is required unless the person requiring first aid is displaying symptoms of COVID- 	3	1	3	L/R	

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
					H/R	19.				M/R	
Cleaning and Hygiene	<ul style="list-style-type: none"> Handwashing Hygiene 'Bad habits' e.g. Sneezing, coughing etc. Cleaning not completed thoroughly Cleaning within staff only areas (Office Spaces) 	4	4	16	H/R	<ul style="list-style-type: none"> Ensure service users and staff wash their hands regularly with soap and water for 20 seconds, throughout the day, as well as before eating, after coughing or sneezing. Staff to promote 'catch it, bin it, kill it' approach and other positive reinforcement and praise for 'good hygiene habits' with service users Clean and disinfect frequently touched surfaces throughout the day, including tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. 'Clean as you go' to be implemented where possible to ensure cleaning takes place throughout the time the venue is open. Office space- will it be cleaned between use/ only one in the office at a time. Staff and members to ensure equipment is appropriately cleaned between sessions and equipment is not shared between service 	3	2	6	M/R	

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
					H/R	users during a session i.e. circuits class will have to remain stationary and only use their own allocated equipment.				L/R	
Cleaning and Hygiene (continued)	<ul style="list-style-type: none"> Gym equipment Waste disposal Small equipment –e.g. mats and hand weights 	4	4	16	H/R	<ul style="list-style-type: none"> Consideration will be given to removing unnecessary furnishings, that are hard to clean. Regularly clean electronics, such as music system, touch screens, keyboards, telephones and remote controls throughout the day. Clean/sanitize debit card machine used for fee payments following all transactions. Toilets - should be cleaned following each use throughout the day using appropriate cleaning material and PPE All staff to follow bodily fluids procedures, including removal of vomit, urine, and faeces, from a service user and surfaces using appropriate PPE Any disposable gloves or other PPE used for cleaning MUST be disposed of immediately after cleaning. A foot-operated, covered bin for waste disposal within each room, bins for tissues are emptied 	1	3	3	L/R	

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
						regularly throughout the day. <ul style="list-style-type: none"> Full final clean of all areas to be completed at the end of every day 					
Cleaning and Hygiene (continued)	<ul style="list-style-type: none"> Sharing resources and Laundry Hygiene Supplies Food Safety and Kitchen Hygiene Training 	4	4	16	H/R	<ul style="list-style-type: none"> Resources not to be moved between rooms without being cleaned. Items such as towel and flannels should not be shared between service users. Ensure that there is sufficient supply of all cleaning material and hygiene related consumables relating to handwashing and use of toilet e.g. Soap, paper towels etc. Any shortages of cleaning materials or hygiene related consumables to be reported immediately to Health and Wellbeing Manager or Director of Programmes. Appropriate Signage and COSHH information available All existing procedures around Food Safety to be followed as per YMCA's HACCP Procedures. Ensure all staff are fully trained on all relevant cleaning procedures and related COSHH 	1	3	3	L/R	

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
PPE – General Use	<ul style="list-style-type: none"> Face masks/coverings. Existing PPE use 	3	3	9	M/R	<ul style="list-style-type: none"> Wearing a face covering or face mask in health and wellbeing venues is not recommended. Therefore, staff and service users (unless through personal choice) are not required to wear them – changing habits, cleaning and good hygiene practices are effective measures in controlling the spread of the virus. Most staff in health and wellbeing areas will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: service users whose care routinely already involves the use of PPE due to their intimate care needs, should continue to receive their care in the same way. Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. Any PPE used must be disposed of immediately and suitably after use and wash hands with soap and water for 20 seconds. 	1	2	2	L/R	

Assessed By:	Claire Wheeler & Charlotte Corby	Reviewed by:	Ashleigh Fahy	Reviewed by:	
Position:	Consultant & Primary Service Manager	Position:	Quality Assurance Manager	Position:	
Signature:	Claire Wheeler & Charlotte Corby	Signature:		Signature:	
Date:	15.07.20	Date:	16.07.2020	Date:	