

Fresh Risk assessment for returning to setting – Covid-19

Company name: Fresh Gym (Verve Fitness Ltd.)

Assessment carried out by: Gary Kemish

Date of next review: 01.01.2021

Date assessment was carried out: 18.07.2020

What are the hazards?	Who might be harmed and how?	Description of preventative measures/actions	Action required	Who needs to carry out the action?	When is the action needed by?
1. Managing contact	Gym customers and staff by not adhering to guidance will put themselves and others at risk of contracting COVID-19.	<p>Inform gym customers and instructors of guidance about visiting the premises prior to and at the point of arrival – information on websites, booking forms and in entrance ways.</p> <p>Contactless payment to be used encouraged.</p> <p>Expect handwashing and hand sanitiser to be used and encourage staff and members to wash their hands regularly. Clear communication for hygiene measures.</p> <p>Avoid paperwork being transferred by enabling such processes as bookings, rosters etc. through online channels.</p>	<p>Clear signage displayed from the Entrance waiting point and throughout the gym.</p> <p>Safety protocols available to view on website with FAQs</p> <p>Use signage around the gym to ensure staff and customers are aware of, and adhere to, the need to avoid contact.</p> <p>Electronic transfer of paperwork where possible.</p>	<p>Staff Visitors</p> <p>Operations Manager</p> <p>Staff</p>	<p>Signage – 27/07/20 Ongoing</p> <p>Continuous review</p> <p>Adhering to hygiene measures - ongoing</p>

What are the hazards?	Who might be harmed and how?	Description of preventative measures/actions	Action required	Who needs to carry out the action?	When is the action needed by?
		<p>Where possible, reduce the need to open other objects, for example lockers and storage compartments, by making equipment that is permitted for use readily accessible.</p> <p>Any shared objects must be wiped down after use. Particular attention must be paid to Reception/Office materials, such as pens, keyboards, telephone</p>	<p>Access to anti-bac sprays on work stations: <i>Ensure there is a pot of sanitised pens available for clients and staff. After use these need to be placed in a container ready to be cleaned with anti-bac solution.</i></p> <p><i>The Receptionist on Duty MUST only use the main PC keyboard for all duties; and the main telephone unit. This should be cleaned with anti-bac solution on arrival and when leaving the work station for lunch break or end of shift.</i></p> <p><i>The 2nd PC and hand-held telephone unit are available for FI staff and other staff (if required) to use only where</i></p>	<p>All staff</p> <p>DUTY RECEPTIONIST</p> <p>DUTY FITNESS INSTRUCTOR</p> <p>MUST SANITISE HANDS AFTER CLEANING</p>	

What are the hazards?	Who might be harmed and how?	Description of preventative measures/actions	Action required	Who needs to carry out the action?	When is the action needed by?
		<p>No face-to-tap drinking from water fountains – signage to prohibit customers from doing so.</p> <p>Only staff on duty at reception can refill a water bottle for a customer using the tap behind reception.</p>	<p><i>necessary. After each use this should be wiped down with anti-bac spray.</i></p> <p><i>Items such as calculators, laminators and other such office equipment must be used by one person and cleaned with anti- bac spray before and after use.</i></p> <p>Visitors are advised to bring a full water bottle or purchase individual water bottles from Reception.</p> <p>RECEPTIONIST: Sanitise your hands and ask them to remove the cap before accepting the bottle from the client; and refill. Return to client and sanitise your hands once again.</p>		
<p>2. Overcrowding</p>	<p>Gym customers and gym staff by not adhering to guidance will put</p>	<p>Redesigned equipment layout and configuration of facilities.</p>	<p>Areas continually reassessed to ensure best use.</p>	<p>Staff and visitors</p>	<p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	Description of preventative measures/actions	Action required	Who needs to carry out the action?	When is the action needed by?
	<p>themselves and others at risk of contracting COVID-19.</p>	<p>Reduced class sizes and amended timetable.</p> <p>Operating a book-in-advance basis – over the phone or via the website.</p> <p>Identified the number of customers that can reasonably follow social distancing within the gym, taking into account total space, equipment as well as likely constraints (toilets, locker areas, changing rooms) and pinch points.</p> <p>Limit the number of customers in the gym at any one time.</p> <p>Pay particular attention to ventilation and sufficient circulation space especially around equipment and between groups, classes and instructors.</p> <p>Encourage staff and customers to arrive gym-ready and to travel home to change/shower. Use of changing rooms and showering facilities to only be used if necessary. Customers allowed in</p>	<p>Enabled 'live' streaming of classes through Virtually Fresh website platform.</p> <p>Customers to download and use the FitSense App for class and gym session bookings.</p> <p>Staff to assist visitors to ensure they have access to App.</p>		

What are the hazards?	Who might be harmed and how?	Description of preventative measures/actions	Action required	Who needs to carry out the action?	When is the action needed by?
		<p>changing rooms will be limited to promote safe social distancing.</p> <p>Identify staff as designated supervisors for each area of the gym to ensure social distancing measures are being adhered to by customers.</p> <p>Allow sufficient break time between classes held in the studio in order to appropriately clean the studio and equipment and to prevent waiting in groups.</p> <p>Stagger arrival and departure times – for customers and those staff members on shift.</p>	<p>Timetables and studio bookings to reflect sufficient breaks between bookings for cleaning.</p> <p>Via the FitSense App and Staff Rotas</p>	<p>Line Managers</p>	
<p>3. Social distancing</p>	<p>Gym customers and gym staff by not adhering to guidance will put themselves and others at risk of contracting COVID-19.</p>	<p>Ensure instructors have the ability to maintain social distancing in their designated position.</p> <p>Ensure staff have adequate space for social distancing when taking their breaks.</p>	<p>Zones/stations are marked out, with tape, in studios to ensure Instructors and visitors stay within their zones .</p> <p>Staggered break times for staff.</p>	<p>Gym instructors</p> <p>External class instructors</p> <p>Personal Trainers</p>	<p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	Description of preventative measures/actions	Action required	Who needs to carry out the action?	When is the action needed by?
		<p>Review layouts to allow staff to work further away from each other.</p> <p>Back-to-back or side-by-side working only.</p> <p>Staff to only attend meetings when absolutely necessary – continue with online meetings where possible (team meetings).</p> <p>Encourage workers to remain on-site and, when not possible, maintain social distancing while off-site.</p> <p>Provide additional signposting around the gym in order to maintain social distancing.</p>	<p>Designated work areas taped out for social distancing.</p> <p>Clear signage displayed throughout the facility.</p>	<p>Staff</p>	
<p>4. Ventilation</p>	<p>Gym customers</p> <p>Gym staff</p> <p>Poor ventilation can increase the risk of transmission of COVID-19.</p>	<p>Ensure a fresh air supply is provided to all areas of the facility.</p> <p>Pay particular attention to areas where high intensity exercise takes place.</p> <p>Make sure ventilation systems provide 100% fresh air and do not recirculate air from one space to another.</p>		<p>Gary Kemish, Staff</p>	<p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	Description of preventative measures/actions	Action required	Who needs to carry out the action?	When is the action needed by?
		<p>Increase the ventilation rate by fully opening dampers and running fans on full speed.</p> <p>Operate the ventilation system 24 hours a day.</p> <p>Increase the frequency of filter changes.</p> <p>Fix doors open that can be safely left open.</p> <p>Consider whether meetings could be held outdoors.</p>	<p>Doors propped open where it is safe to do so (limiting high-touch points such as door handles).</p>		
<p>5. Hygiene control</p>	<p>Gym customers</p> <p>Gym staff</p> <p>Not adhering to current guidelines could increase the risk of transmission of COVID-19.</p>	<p><u>Work Areas</u></p> <p>Frequently clean work areas and equipment, using our usual cleaning products.</p> <p>Clear workspaces and remove waste at the end of each shift.</p> <p>Avoid transmission during meetings. Avoid sharing pens and other objects. Make beverages only for yourself, not for others. No shaking of hands.</p> <p>Provide hand sanitiser in meeting rooms.</p>	<p>Follow Open/Close procedures for daily cleaning guide.</p>	<p>Staff</p> <p>Visitors</p> <p>Staff</p>	<p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	Description of preventative measures/actions	Action required	Who needs to carry out the action?	When is the action needed by?
		<p>Only one member of staff using the Fresh van.</p> <p><u>Facility</u> Rigorous cleaning procedures include frequent cleaning of gym equipment, including stationary equipment, free weights, mats, balls etc. between use.</p> <p>Enhanced cleaning of all facilities throughout the day and at the end of the day.</p> <p>Provide more waste facilities and more frequent rubbish collection.</p> <p>Replace towels in disabled toilet with paper towels.</p> <p>Provide hand sanitiser at hand basins, and at entry and exit points.</p> <p>Provide Hygiene Stations including hand sanitiser, anti-bac spray, paper towel/ cloths and instructions for users to wipe down all equipment after each use.</p> <p>Maintain good ventilation throughout the gym (see point 4).</p>	<p>Staff to follow the Covid-19 Daily Cleaning Action Plan.</p>		

What are the hazards?	Who might be harmed and how?	Description of preventative measures/actions	Action required	Who needs to carry out the action?	When is the action needed by?
		<p>Keep music at a volume where conversation is not difficult due to the potential for increased risk of transmission (particularly from aerosol and droplet transmission).</p> <p><u>Visitors</u> Set the expectation of increased frequency of hand washing and surface cleaning.</p> <p>Provide clear guidance on hygiene to customers and staff both before arrival and on arrival.</p> <p>Provide written information on the latest guidelines inside and outside the gym, particularly in free weights areas and around stationary equipment.</p> <p>Build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into your arm.</p>	<p>Signage throughout. Information available to view on the website.</p> <p>Instruct and provide each visitor with a cleaning cloth and anti-bac spray to ensure wipe down of equipment before and after use.</p> <p>Signage and posters around the gym to remind and reinforce.</p>		

What are the hazards?	Who might be harmed and how?	Description of preventative measures/actions	Action required	Who needs to carry out the action?	When is the action needed by?
		Encourage contactless payment.			
6. People at higher risk	People at higher risk who have an increased potential to be infected.	Identify those who are clinically vulnerable and follow government/medical advice.		Managers	Ongoing
7. Outbreak of COVID-19	Customers and staff	<p>Customers and staff must not attend the gym/classes if:</p> <ul style="list-style-type: none"> - they are unwell in any way (not just with recognised Covid-19 symptoms). - they have someone in their household who has coronavirus symptoms. - they have someone in their household who is or has been advised by NHS Test & Trace to self-isolate. - they have been in contact within a 1 metre distance with someone in another setting (such as workplace or home) who has tested positive for Covid-19. They must then follow the instructions given to them by NHS Test & Trace and government guidance. 	<p>If a customer or staff member becomes unwell with symptoms of Covid-19 and needs direct care until they can return home then the 'Cleaning and Sanitising Guidance' (inc PPE) should be followed.</p> <p>PPE should be worn if a distance of 2 metres cannot be maintained from the person displaying symptoms. If contact with that person is necessary, then gloves, an apron and a face mask should be worn by the person attending. If there is a high risk of splashing for</p>	All staff and visitors	

What are the hazards?	Who might be harmed and how?	Description of preventative measures/actions	Action required	Who needs to carry out the action?	When is the action needed by?
		<p>Customers and staff who develop symptoms or a confirmed case of Covid-19</p>	<p>the eyes, for example, coughing or vomiting, then eye protection should also be worn.</p> <p>If the person who is unwell needs to use the bathroom, they will use the single Disabled Toilet. Staff will then follow the 'Cleaning and Sanitising Guidance'.</p> <p>If a customer or member of staff develop symptoms compatible with Covid-19 they will be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have Covid-19.</p> <ul style="list-style-type: none"> - Negative result: the customer or staff member can return to Fresh once they are fully recovered from any symptoms. - Positive result: NHS Test & Trace will speak directly to those they have been 		

What are the hazards?	Who might be harmed and how?	Description of preventative measures/actions	Action required	Who needs to carry out the action?	When is the action needed by?
			in contact with to offer advice in accordance with government guidelines.		
<p>8. Staffing – meeting in preparation of return. What to expect and what is expected.</p>	Staff	<p>Staff will be briefed beforehand on what to expect and what is expected of them.</p> <p>Staff will be encouraged to heed any notifications to self-isolate if advised to do so by NHS Test & Trace.</p>	<p>Staff will understand and implement the protective measures identified to help prevent transmission of Covid-19 and to protect themselves and others.</p> <p>Staff will notify Gary Kemish, in the earliest possible time, if they are unable to work their shift due to self-isolation or symptoms.</p>	Managers and Staff	On return
<p>9. Covid-19 related Government updates</p>	Customers and Staff	Risk Assessments and Policies will continually be updated and actions reviewed where necessary.	Reviewed actions to be logged as below.	Gary Kemish and in his absence the Operations Manager.	

Action Tracking Sheet

Setting Name: Fresh Gym

Date: 1st December 2020

Action Taken	Review action to be taken by provider	Effective Y / N	Further action needed	Further action Complete by (date)
<i>Review of Risk Assessment post Lockdown 2.0, Nov 2020</i>	<i>Highlighting need for non-sharing of office equipment</i>	Y	<i>Ongoing</i>	<i>Next review 01/01/21 or sooner as required</i>
<i>Review of Risk Assessment post Lockdown 2.0, Nov 2020</i>	<i>Highlighting procedure for filling customer water bottles</i>	Y	<i>Ongoing</i>	<i>Next review 01/01/21 or sooner as required</i>
New Government Guidance issued:			Date read:	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/