

COVID-19 Secure Plan

Activity/Risk Assessment Title: Alive Sports Facilities COVID-19 Manager/Assessor Name: Tommy Goode Consulted: Neil Gromett, Siobhan Cleeve, Mark Mitchell, Dave Cleland, Lewis Hemeter, Louise Biggs, Amy Metcalfe, Sam Jay,	Assessment Date: 15/07//2021 Current Version: 23 Review Date: 09/12//2021
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Revision Updates		
Version	What's Changed	Date
1	First Published	23/07/2020
2	<ul style="list-style-type: none"> Guidance for Taekwondo, Kickboxing and Indoor Bowls updated Cleaning regimen updated Facility capacity updates 	03/08/2020
3	<ul style="list-style-type: none"> Updated Badminton, Roller Hockey and Wrestling guidance Facility capacity updates 	14/08/2020
4	<ul style="list-style-type: none"> Facility capacity updates Swim England guidance update, England Hockey update. 	10/09/2020
5	<ul style="list-style-type: none"> Facility capacity updates England Basketball guidance update 	15/09/2020
6	<ul style="list-style-type: none"> England Badminton, Basketball, Roller Hockey, Netball, Soft play guidance update Face Covering update Spectator update Rule of 6 Indoor Team Sport Update QR Code Test and Trace Capacity updates Catering updates 	25/09/2020
7	<ul style="list-style-type: none"> Inclusion of Town Hall and Stories of Lynn Catering Table Service Capacity Updates Face Covering Update 	05/10/2020
8	<ul style="list-style-type: none"> Update on spectators Update on 121 swimming lessons Update on changing 	20/10/2020
9	<ul style="list-style-type: none"> Confirmation of new Tier status New Tiers and their requirements Removed 'Sport' from the title as Town Hall and Stories of Lynn are incorporated. ADL Group Cycling Capacity 	27/11/2020
10	<ul style="list-style-type: none"> Updated Tier guidance 	30/11/2020
11	<ul style="list-style-type: none"> Updated Tier guidance Included South Lynn Community Centre and Fairsted Community Centre 	01/12/2020
12	<ul style="list-style-type: none"> Updated Tier guidance Update Travel guidance 	04/12/2020
13	<ul style="list-style-type: none"> Updated Tier guidance swimming and climbing 	15/12/2020

14	<ul style="list-style-type: none"> Implementation of Government COVID Road Map 	24/03/2021
15	<ul style="list-style-type: none"> Guidance updates for Step 2 of government Road Map 	08/04/2021
16	<ul style="list-style-type: none"> Updated guidance for skatepark, gymnastics and capacities 	10/04/2021
17	<ul style="list-style-type: none"> Update Skatepark, roller skating and changing room guidance 	15/04/2021
18	<ul style="list-style-type: none"> Updated Step 3 Roadmap Guidance Capacity Reviews 	17/05/2021
19	<ul style="list-style-type: none"> Update on wedding capacities 	21/06/2021
20	<ul style="list-style-type: none"> Move to Step 4 and easing of COVID restrictions 	19/07/2021
21	<ul style="list-style-type: none"> Update on isolation, customer and staff guidance, government Sports guidance 	20/07/2021
22	<ul style="list-style-type: none"> Cafes return, spectators and capacity updates 	06/09/2021
23	<ul style="list-style-type: none"> Face Coverings Working from home COVID Pass 	09/12/2021

Activity Description:

This risk assessment outlines the identified risks and mitigation controls associated to COVID-19 for our sports facilities including Alive Lynnsport, Alive Downham, Alive St James, Alive Oasis, Alive Town Hall, Alive Stories of Lynn, South Lynn Community Centre and Fairsted Community Centre.

The specific activities covered at each site include:

ALIVE LYNNSPORT	ALIVE DOWNHAM	ALIVE ST JAMES	ALIVE OASIS	Town Hall	Stories of Lynn	Community Centres
Fitness Room (Gym)	Fitness Room (Gym)	Fitness Room (Gym)	Fitness Room (Gym)	Weddings	Schools Visits	Private Hire
Group Fitness	Group Fitness	Group Fitness	Group Fitness	Meetings	Youth Groups	Tenants
Sports Hall	Sports Hall	Swimming	Swimming	Registration Service	Holiday Activities	Office Space
3G/Multi-use Pitches	Swimming	Offices and Staff Rooms	Bowls	Functions		
Bowls	Offices and Staff Rooms		Squash			
Skatepark			Skating Rink			
Squash			Cafe			
Climbing			Offices and Staff Rooms			
Gymnastics			Alive Adventures			
Athletics Track						
Athletics Barn						
Grass Pitches						
Dutton Pavilion						
Tennis Courts						
Cafe						
Offices and Staff Rooms						

Who this assessment covers:

- Customers
- Staff
- Contractors
- Clubs
- Schools

- College
- Tenants
- All collectively are referred to as Facility Users.

In the production of this risk assessment the following guidance has been used:

TITLE	SOURCE	FOCUS AREA	VERSION	DATE	GOVERNMENT APPROVED
Working Safely during coronavirus (COVID-19): guidance from Step 4	www.gov.uk/guidance/working-safely-during-covid-19	Reopening of facilities		14/07/2021	✓
Government COVID-19 Secure	https://www.gov.uk/coronavirus	Home of government COVID-19 advice			✓
Coronavirus: how to stay safe and help prevent the spread	www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do	COVID restrictions		08/12/2021	✓
Guidance for the public on the phased return of Elite Sport	www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation	Elite Sport		12/04/2021	✓
Government COVID-19 grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.	www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers?utm_medium=email&utm_campaign=govuk-notifications&utm_source=f610f56b-e946-4f99-89b7-b89dc14050a8&utm_content=daily	Grass roots sport, combat sport and events		18/07/2021	✓
Government COVID-19 Guidance for small marriages and civil partnerships	https://www.gov.uk/government/publications/covid-19-guidance-for-small-marriages-and-civil-partnerships/covid-19-guidance-for-small-marriages-and-civil-partnerships	Weddings and Civil Partnerships		14/06/2021	✓
Government COVID-19 Guidance for the safe use of multi-purpose community facilities	https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities	Community Centres and Town Hall		12/04/2021	✓
Government Working Safely during coronavirus (COVID-19) – Providers of grassroots sport and gym/leisure facilities	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities	Indoor sport and leisure provision		11/05/2021	✓
Department of Education Guidance - Protective measures holiday and after-school clubs, and other out-of-school setting during the coronavirus (COVID-19) outbreak	www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak	Holiday clubs, parties, out of school activity provision		10/05/2021	✓
Government Working safely during coronavirus (COVID-19) – restaurants, pubs, bars and takeaway services	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	Café and Bar provision		11/05/2021	✓
Borough Council of Kings Lynn and West Norfolk Health and Safety Advisors		General Health and Safety		July 2020	
Resus Council – CPR Guidance	https://www.resus.org.uk/covid-19-resources	First Aid - CPR		Sept 2020	
Sport England – COVID-19 Guidance	https://www.sportengland.org/how-we-can-help/coronavirus FAQ's on the return of sport and activity: www.sportengland.org/how-we-can-help/coronavirus/return-play/frequently-asked-questions-national-coronavirus?section=step_4_-_from_19_july	Sport		06/04/2021 13/07/2020	✓
UKActive – COVID-19 A framework for the reopening of gym, leisure centre and wider fitness industry during social distancing	https://www.ukactive.com/wp-content/uploads/2020/07/Covid-19-A-framework-for-the-re-opening-of-the-gym-and-fitness-industry-V2.3.pdf	Gym and Leisure Centres	V2.1	14/07/2020	✓

UKActive – Members Update	www.ukactive.com/wp-content/uploads/2021/07/Covid-resrictions-14-July.pdf	Gym and Leisure Centre		14/07/2021	✓
CIMPSA – ReOpen: Sport and physical activity sector reopening guidance	https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/reopen-sport-and-physical-activity-sector-facility-reopening-guidance	Gym and Leisure Centres		24/03/2021	
Right Directions COVID-19 Fit for Business	https://rightrightdirections.co.uk/fit-for-business/	Leisure Operations and Training		July 2020	
PWTAG – Swimming pool technical operation after COVID-19 shutdown (TN46)	https://www.pwtag.org/swimming-pool-technical-operation-after-covid-19-shutdown/	Swimming pool operation		June 2020	
Swim England – Retuning to the Pool Guidance for Operators	https://www.swimming.org/swimengland/pool-return-guidance-documents/ FAQ's: www.swimming.org/swimengland/coronavirus-faqs-answered	Swimming and Swimming Lessons	V11	08/04/2021 06/04/2021 13/05/2021	✓
RLSS – Guidance for Swimming Pool Operators	www.rlss.org.uk/Pages/News/Category/coronavirus-disease-covid-19	Lifeguards, swimming lessons and training		13/05/2021	
Les Mills – Club Re-set Planning Guidance	https://www.lesmills.com/uk/clubs-and-facilities/re-set-hub/	Group Fitness		24/03/2021	
Football – FA COVID-19 – Guidance Return for Outdoor Grassroots Football	www.thefa.com/news/2021/may/11/step-three-guidance-20210511	Football – Indoor and outdoor		11/05/2021	✓
Badminton – Badminton England Return to Play Roadmap	www.badmintonengland.co.uk/wp-content/uploads/2021/03/RTP-roadmap-Mar-21-1.pdf	Badminton		12/05/2021	✓
Bowls – English Indoor Bowls Association	http://www.eiba.co.uk/news/2021/road-map-feb-2021.php	Indoor Bowls		25/02/2021	
Squash – Back to Squash, Guidance for Clubs, Venues and Coaches	https://www.englandsquash.com/backtosquash	Squash		13/05/2021	✓
Athletics – England Athletics Guidance for Athletics Venues	www.englandathletics.org/athletics-and-running/news/guidance-update-2021	Athletics		26/03/2021	✓
Gymnastics – British Gymnastics, Working Safely During Coronavirus (COVID-19) Providers of grassroots sport and gym/leisure facilities – British Gymnastics Synopsis	www.british-gymnastics.org/faqs-lockdown-restrictions-from-8th-march-2021-england-only	Gymnastics		01/04/2021	
Tennis – LTA Guidance for Tennis Venues in England, COVID Return to Play	www.lta.org.uk/about-us/tennis-news/news-and-opinion/general-news/2020/march/coronavirus-covid-19---latest-advice	Tennis		11/05/2021	✓
Skateboarding – Skateboard England, COVID-19 – A Framework for Indoor Skatepark Reopening During Social Distancing	www.skateboard-england.org/covid19-update	Skateparks		13/05/2021	
Awaiting Government Approved Guidance					
Climbing – Association of British Climbing Walls COVID-19 – Guidelines for reopening the climbing gym industry	https://www.abcwalls.co.uk/wp-content/uploads/Climbing-Centres-Covid-19-Reopening-Guide_07b-Public.pdf	Climbing		06/07/2020	
Awaiting Government Approved Guidance					
Hockey – England Hockey Getting Back on the Pitch Step 4	www.englandhockey.co.uk/media/news/return-to-play-latest-update-march-2021	Hockey		06/03/2021	✓
Table Tennis – Ready to Return Guidance	http://tabletennisengland.co.uk/our-sport/major-events/coronavirus-advice-and-	Table Tennis		13/05/2021	

	guidance				
Kickboxing – World Association of Kickboxing Organisations – WAKO GB COVID19 Operating Policy	http://wakogb.com/covid-19-update/	Kick Boxing		15/07/2020	
Taekwondo – British Taekwondo Council – COVID-19 Safety Guidance.	https://www.britishtaekwondo.org.uk/covid-19-guidance-and-resources/	Taekwondo		07/05/2021	
Wrestling – British Wrestling Return to the Mat	http://britishwrestling.org/coronavirus-updates	Wrestling		13/05/2021	
Roller Hockey – National Rink Hockey Association – COVID-19: Return to the Rink Hockey Training Guidelines	https://nrha.wildapricot.org/resources/Documents/NEC/General%20Secretary/Covid-19/NRHA-Training%20Guidelines-Covid-19%20Return.pdf	Roller Hockey		08/08/2020	
Basketball – England Basketball Return to Play	www.basketballengland.co.uk/news/return-to-play-update-basketball-s-roadmap-out-of-lockdown	Basketball		13/05/2021	✓
Soft Play – British Association of Leisure Parks, Piers and Attractions	https://www.balppa.org/about_balppa/safety-bulletins-2/	Soft Play	V12	07/05/2021	
Netball – England Netball – COVID-19 Guidance to Restart Netball Activity	https://www.englandnetball.co.uk/about/covid-19-support/	Netball		13/05/2021	

In association with this risk assessment Alive West Norfolk have also produced:

- Site Specific Risk Assessments
- Site Specific Safe Systems of Work
- Cleaning, Maintenance and Contamination Procedure
- Site Specific COVID-19 Normal Operating Procedures

All hazards identified are associate to the spread of Coronavirus COVID-19 within Alive West Norfolk sport facilities and the well-being of those within the facilities.

Ref	Hazard	Mitigation Controls Agreed	Action Implementation Date
1	Attending facilities with COVID-19 symptoms causing COVID-19 to be passed on to others	<p>Check for COVID-19 symptoms and health conditions</p> <p>Before attending any sporting activities, all participants, officials, volunteers and spectators should self-assess for symptoms of coronavirus (COVID-19). These are:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste <p>If you, or anyone you live with, have one or more of these symptoms you should not attend any sporting activity, even if your symptoms are mild. You should follow NHS guidance on testing and self-isolation.</p> <p>If you have been informed that you need to self-isolate by NHS Test and Trace (or are required to self-isolate in relation to travel), you must do so. You should not leave your isolation location in order to participate in sport and physical activity. You can find more information in the NHS guidance on how to self-isolate.</p>	20 July 2021

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Ref	Hazard	Mitigation Controls Agreed	Action Implementation Date
		<p>Travelling to and from facilities</p> <ul style="list-style-type: none"> • There are no restrictions on travel. • It is recommended to wear a face covering when in highly populated areas such as public transport. <p>Presenting with COVID-19 symptoms</p> <ul style="list-style-type: none"> • Anyone attending a facility presenting with symptoms of COVID-19 will be sent home. Symptoms include: <ul style="list-style-type: none"> ○ New continuous cough. ○ High temperature. ○ A loss or change to senses of taste or smell. • Anyone unable to go home will be taken to a containment area by staff wearing full PPE and parents/guardians contacted to immediately collect. All areas the customer has come in contact with will be immediately deep cleaned by staff wearing PPE. • Staff will be advised to self-isolate and arrange a COVID-19 test by contacting Personnel Services. • An incident form should be completed and contamination plan outlined in cleaning procedure implemented and NHS Test and Trace check list located in contamination plan used to gather information. <p>NHS Test and Trace</p> <ul style="list-style-type: none"> • We will collect all personal data of customers and contractors who use our facilities, adding them to our leisure management system, unless: <ul style="list-style-type: none"> ○ They are part of a group attending swimming where the lead adult of the group will be required to provide their details, or; ○ They are a member of a club and the club will be requested to keep a record of participants to their sessions. • Customers who refuse to provide their details will not be admitted to the sites. • We will aid the NHS Test and Trace programme by identifying others who may have come in contact with those highlighted to us through the Test and Trace programme. If contacted by Test and Trace the contamination plan checklist should be used to ascertain as much information as possible. • We will display the NHS Test and Trace COVID-19 QR Posters at the entrance to all of our facilities. • Any visitors to sites for meetings, etc who would not be recorded on the leisure management system must be signed in on the visitors log at reception. 	
2	First Aid Emergency – Close contact with others increasing risk of COVID-19 spreading	<ul style="list-style-type: none"> • First Aiders to wash hands/sanitise before and after treatment. • First Aiders to wear disposable gloves as a minimum for all first aid treatments. • Encourage self-treatment where possible. • Where close contact first aid is required, first aider to wear PPE including face covering. • First Aiders to adhere to revised CPR protocols issues by the Resus Council. • PPE and soiled dressings to be disposed of in biohazard bins. 	19 July 2021
3	Emergency Evacuation – Close	<ul style="list-style-type: none"> • Normal Emergency Action Plans (EAP) to be adhered to. 	2 December 2020

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	contact with others increasing the risk of COVID-19	<ul style="list-style-type: none"> EAP Overrides building movement plans and social distancing processes. Social distancing will be encouraged where possible particularly at assembly areas. 																																																			
4	Overcrowding resulting in close contact with others and increasing the likelihood of COVID-19 spreading.	<p>SOCIAL DISTANCING MEASURES</p> <ul style="list-style-type: none"> There is no legal requirement for social distancing but consideration should be given for activities and events where we anticipate a high concentration of people and protection for staff to try and minimise contact spreading. Face coverings must be worn in indoor settings other than gym and exercise facilities which are exempt. Coaches delivering in schools must wear face covering in communal areas but not in the activity areas. We will provide clear and consistent signage across our facilities encouraging social distancing. This will include COVID safe practices including the optional wearing of masks. Queues for reception areas will be clearly marked out and floor markings used to determine where people should stand. Sneeze screens will be used in reception areas and sales areas where high customer interaction takes place. Café's will not have screen but staff will are encourage to wear face coverings. All staff will be issued with PPE, masks or face shields as needed. Participants are encouraged to come activity ready to minimise use of changing areas. Those attending swimming lessons should attend swim ready and shower at home where possible. There is no longer a formal requirement for social distancing but we will encourage this where possible: <table border="1"> <thead> <tr> <th>Area</th> <th>Lynnsport</th> <th>Downham</th> <th>St James</th> <th>Oasis</th> </tr> </thead> <tbody> <tr> <td>Fitness Room (Gym)</td> <td>50</td> <td>30</td> <td>10</td> <td>20</td> </tr> <tr> <td>Group Fitness Classes</td> <td>Studio: 36 Group Cycling: 20</td> <td>16 Group Cycling: 16</td> <td></td> <td>Studio: 12</td> </tr> <tr> <td>Swimming Pool</td> <td></td> <td>General Swim: 84 Lane Swim: 40 Water Aerobics: 40 Competitive Swim: 8 per lane up to 40 max</td> <td>Main Pool General Swim: 101 Lane Swim: 48 Learner Pool: 42 Water Aerobics: 45 Competitive Swim: 8 per lane up to 48 max Water Babies: 8 Adults with a child each.</td> <td>General Swim: 110 Lane Swim: 32 Water Aerobics: 60 Competitive Swim: 8 per lane up to 32 max</td> </tr> <tr> <td>Sports Hall</td> <td>Club/Casual: Normal Womens Wednesday/50+: 24</td> <td>Club/Casual: Normal Fitness Classes: 21</td> <td></td> <td></td> </tr> <tr> <td>3G/Multi-use Pitches</td> <td>Normal with spectators off pitch in spectator area.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bowls</td> <td>Club/Casual: Normal Roll-up:20</td> <td></td> <td></td> <td>Club/Casual: Normal Roll-up:20</td> </tr> <tr> <td>Skatepark</td> <td>50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Squash</td> <td>Club/Casual: Normal</td> <td></td> <td></td> <td>Club/Casual: Normal</td> </tr> <tr> <td>Climbing</td> <td>Club/Casual: Normal Junior Climbing Club 6</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Area	Lynnsport	Downham	St James	Oasis	Fitness Room (Gym)	50	30	10	20	Group Fitness Classes	Studio: 36 Group Cycling: 20	16 Group Cycling: 16		Studio: 12	Swimming Pool		General Swim: 84 Lane Swim: 40 Water Aerobics: 40 Competitive Swim: 8 per lane up to 40 max	Main Pool General Swim: 101 Lane Swim: 48 Learner Pool: 42 Water Aerobics: 45 Competitive Swim: 8 per lane up to 48 max Water Babies: 8 Adults with a child each.	General Swim: 110 Lane Swim: 32 Water Aerobics: 60 Competitive Swim: 8 per lane up to 32 max	Sports Hall	Club/Casual: Normal Womens Wednesday/50+: 24	Club/Casual: Normal Fitness Classes: 21			3G/Multi-use Pitches	Normal with spectators off pitch in spectator area.				Bowls	Club/Casual: Normal Roll-up:20			Club/Casual: Normal Roll-up:20	Skatepark	50				Squash	Club/Casual: Normal			Club/Casual: Normal	Climbing	Club/Casual: Normal Junior Climbing Club 6				09 December 2021
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		Gymnastics	Programme: Normal Tumble Teds: 30			
		Athletics Track	Club/Casual: Normal Spectators in spectator area.			
		Athletics Barn	Club/Casual: Normal			
		Grass Pitches	Club/Casual: Normal			
		Dutton Pavilion	Normal			
		Tennis Courts	Club/Casual: Normal			
		Table Tennis	Club/Casual: Normal			Club/Casual: Normal
		Cafe	Closed			40
		Alive Adventures				50
		Spectators	One parent to one child in Spectator area for gymnastics.	One parent to one child and use of viewing area.	32 in viewing area – one adult to one child for lessons	50 Poolside
		Offices and Staff Rooms	Can return to normal but individual risk assessments should highlight those who require additional mitigation which may include but not limited to spacing, cleaning, PPE. Where possible staff should work from home.			
		Town Hall and Stories Capacities:				
		Town Hall	Capacity	Stories of Lynn	Capacity	
		Assembly Room	Theatre Style 180 Full Council 80 Planning/Panel Meetings 23	Tour Route	60	
		Weddings	Ceremony and wedding breakfast 120 Evening Reception 180			
		Council Chamber	14			
		<ul style="list-style-type: none"> To manage capacities, we have introduced booking systems for all activities except Alive Adventures and Swimming. Session times have been limited to allow fair and equitable use for all customers. Equipment has been spaced out or removed to aid social distancing. Some equipment will return on a phased approach. Public seating and spectator areas will be reintroduced in some areas. Gymnastics will return in September, each pool has their own specific approach. Hand shaking, high fives or any form of physical contact should be avoided where possible and we advise social distancing where possible. 				
5	Road Map to Reopening	The Government publish COVID-19 Response – Spring 2021 which outlined their road map to recovery out of lockdown in Feb 2021. Assuming the Road Map goes to plan we have mapped where our facilities and services will reopen following lockdown:				09 December 2021
		Earliest Date	Government Road Map	Alive Road Map		
		8 March 2021	<ul style="list-style-type: none"> Schools and Colleges to return 	<ul style="list-style-type: none"> CWA Sports Campus and Downham Academy to return 		

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Ref	Hazard	Mitigation Controls Agreed		Action Implementation Date	
		29 March 2021	<ul style="list-style-type: none"> • Weddings maximum of 6 people • Outdoor Sport and Leisure • Organised Outdoor Sport (adults and children) 	<ul style="list-style-type: none"> • Lynnsport Tennis Courts daytime only via National Tennis Association. 	
		6 April 2021		<ul style="list-style-type: none"> • Outdoor organised sport advanced bookings to return at Lynnsport for adults and children. 	
		12 April 2021	<ul style="list-style-type: none"> • Indoor leisure open for use individually or within household groups • Children's Activities, indoor parent and child groups (up to 15 parents) • Community Centres • Weddings maximum of 15 people 	<ul style="list-style-type: none"> • Gyms • Swimming Pools (no water slides) • Outdoor Group Fitness • Personal Training 121 • Swimming Lessons 121 • Outdoor casual sport • Gymnastics under 18 • Swimming Lessons under 18 • Schools swimming and sport programmes • Tumble Teds • Roller Skating • Junior Climbing Club • Indoor under 18 sports clubs • Badminton within household group • Squash within household group • Bowls within household group • Climbing • Skatepark • Tennis Courts including evening floodlights • Town Hall Weddings • Community Centres • Tourist Information Centres 	
		17 May 2021	<ul style="list-style-type: none"> • Organised indoor adult sport • Cinema • Theatre • Museums • Weddings maximum of 30 people • Events 	<ul style="list-style-type: none"> • Indoor Group Fitness • Indoor Adult (18+) sport • Adult Swimming lessons and swimming clubs • Water slides • Adult Drop-In Activities <ul style="list-style-type: none"> ○ 50+ Sessions ○ Womens Wednesday ○ Ladies badminton ○ Bowls Roll-up ○ Adult Climbing Club ○ Archery • Parties • Holiday Clubs • Alive Adventures • Corn Exchange Cinema 	

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Ref	Hazard	Mitigation Controls Agreed			Action Implementation Date
				<ul style="list-style-type: none"> • Corn Exchange Theatre • Stories of Lynn Museum 	
		24 June 2021 now extended to 19 July 2021	<ul style="list-style-type: none"> • No legal limits on social contact • Large events • No legal limits on weddings 	<ul style="list-style-type: none"> • Community Events including GEAR • Cafes (except Lynnsport) 	
		September 2021	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Saunas and Steam Rooms • Lynnsport Café • Gymnastics Spectators 	
		10 December 21	<ul style="list-style-type: none"> • Government Plan B to be implemented 	<ul style="list-style-type: none"> • Face Coverings at Corn Ex, SoL, Town Hall – indoor settings other than Gym and Exercise Facilities • Work from home where possible • COVID Pass to be used for unseated indoor events over 500 people 	
6	Unregulated activity resulting in poor social distancing and hygiene practices leading to the spread of COVID-19	<ul style="list-style-type: none"> • All activities will adhere to site hygiene, social distancing and building management processes. • In addition national governing bodies of sport have set out specific requirements for participation of their activity/sport which we will work within: <p>ACTIVITIES</p> <p>Fitness Room (Gym)</p> <ul style="list-style-type: none"> • Equipment will be spaced to aid social distancing. Some equipment will return e.g. Rowers, TRX, Stability Balls. • Users should not be working out face to face. <p>Group Fitness</p> <ul style="list-style-type: none"> • Group Fitness Classes will take place indoors with capacities reviewed to ensure adequate spacing and ventilation. • Timetable will allow for breaks between classes to allow for cleaning. <p>Swimming</p> <ul style="list-style-type: none"> • Swimming capacities will be monitored by usual bather load head counts and a band system implemented when pool occupancy is high. • Swimming lessons will consider the distance between participants, duration of time at which participants will be in close proximity and the type of activity the class are undertaking and how this will determine group management to set class sizes. • Where water slides are used these will be considered within site specific risk assessments. • Swim 121 sessions will maintain social distance with teachers out of the pool where possible. Teachers should only enter the pool where necessary. Those who need assistance in the pool should be accompanied by an adult from their household or support bubble. <p>Badminton</p>			03 September 2021

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		<ul style="list-style-type: none"> • Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Football</p> <ul style="list-style-type: none"> • Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Skatepark</p> <ul style="list-style-type: none"> • Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Bowls</p> <ul style="list-style-type: none"> • Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Squash</p> <ul style="list-style-type: none"> • Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Table Tennis</p> <ul style="list-style-type: none"> • Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Climbing</p> <ul style="list-style-type: none"> • Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Athletics</p> <ul style="list-style-type: none"> • Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Tennis</p> <ul style="list-style-type: none"> • Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. 	

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		<p>Hockey</p> <ul style="list-style-type: none"> Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Kickboxing</p> <ul style="list-style-type: none"> Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Taekwondo</p> <ul style="list-style-type: none"> Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Roller Hockey</p> <ul style="list-style-type: none"> Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Wrestling</p> <ul style="list-style-type: none"> Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Basketball</p> <ul style="list-style-type: none"> Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Netball</p> <ul style="list-style-type: none"> Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. <p>Gymnastics</p> <ul style="list-style-type: none"> Tumble Teds sessions will be limited to 40 with parent allowed to attend. Tumble Teds will return to normal free roaming format. Programme to return to normal operation. Gymnastics has dedicated, entry and exit and travel routes all signposted and managed with coach guidance. <p>Holiday Programmes, Children's Activities and Birthday Parties</p> <ul style="list-style-type: none"> Normal Operation Lynnsport will not offer food until September <p>Stories Family Activities</p> <ul style="list-style-type: none"> Capacities will be eased to normal operation with COVID-19 Secure controls for cleaning and hygiene implemented. Distancing and face coverings when not taking part in activity are still recommended. 	

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		Weddings <ul style="list-style-type: none"> Normal Operation. 	
7	Poor hygiene and cleanliness resulting in increased likelihood of COVID-19 spreading.	Cleaning <ul style="list-style-type: none"> COVID-19 Controls for Cleaning and Facility Management procedure will be implemented. Increased frequency of cleaning will be undertaken. Regular cleaning of high touch points e.g. door handles, reception, gym, lockers outlined in High Touch Points check list. Enhanced frequency of cleaning regimen. PPE to be worn for cleaning and emptying of bins/waste removal. Masks, face shields, disposable gloves and aprons to be used where appropriate. Contamination plan located in cleaning procedure outlines cleaning and PPE requirements. Breaks have been implemented between organised sessions such as group fitness classes and lessons to allow for cleaning to take place between sessions. Staff will be trained in the new cleaning procedures. Clubs will be issued cleaning and sanitisation products to aid keeping the environment clean. Sanitisation <ul style="list-style-type: none"> Hand washing facilities available and regularly stocked in all facilities. Hand sanitiser available to use on entry at reception, at key facility areas e.g. gym, sports hall, swimming pool, etc, staff entrances, delivery areas. Hand sanitiser issued to relevant staff as part of individual risk assessments. Fitness and Group Fitness users to collect sanitising sprays on entry and clean equipment and facilities they touch as they go. When session is completed user will sanitise their bottle and place it back in the collection zone. Equipment hired or lent will be sanitised when giving out and when returning. Staff will sanitise workstations before and after use using the sanitising spray and paper towel provided. This will include desk, computer, phone and any equipment/stationary they have used. 	19 July 2021
8	Cross Contamination of COVID-19 from shared facilities/equipment	Equipment Loan/Hire <ul style="list-style-type: none"> Customers will be encouraged to bring their own equipment where possible. Any equipment loaned or borrowed will be sanitised before and after use. Staff handing equipment should sanitise hands after touching. Water Stations <ul style="list-style-type: none"> Water fountains will not be available to drink from. Bottle filling stations will only be available to fitness users with santising spray available to clean before and after use. Customers will be encouraged to bring their own water bottles prefilled. Lost Property	19 July 2021

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		<ul style="list-style-type: none"> • Staff should wear PPE when handling lost property. • Personal clothing such as underwear and swimwear will be disposed of. • Valuable items will be double bagged and placed in safe. • Other items will be double bagged and secured. • Items other than valuables will not be accessed for 72 hours to reduce the risk of COVID-19 transfer. • Staff handling lost property to sanitise hands immediately after touching. <p>Door Handles</p> <ul style="list-style-type: none"> • Doors to remain open where safe to do so. • Doors to have sensor operated mechanical opening and closing mechanisms where appropriate to reduce the need to touch. • Door guards or similar magnetic door holders linked to fire alarms to be used where appropriate. <p>Lockers</p> <ul style="list-style-type: none"> • Available for use. • Where lockers are used, sanitizing spray and paper towel will be available clean before and after use. <p>Hot Desks</p> <ul style="list-style-type: none"> • Hot desking should be avoided where possible. • All staff members should sanitise the station they are working from before and after use with the sanitising spray and paper towel provided. 	
9	Staff unaware of new process and/or not embedding new processes.	<p>Staff Training</p> <ul style="list-style-type: none"> • StaffHub will be introduced to log staff understanding of new procedures. • All staff will undertake the Right Directions COVID-19 training module for leisure operators. • All Staff will undertake the COVID internal update training. • All sports staff will be trained in the communications provided to customers. • All Staff will undertake return to work training/induction. • Department/role specific training will be provided where needed. • Staff will be trained in site specific risk assessments and safe systems of work. • Staff refresh of COVID Secure Plan as it is updated <p>Staff Behaviour</p> <ul style="list-style-type: none"> • Once trained, staff not adhering to the new procedures and putting other facility users at risk will be disciplined in line with the Awn/BCKLWN disciplinary procedure. 	19 July 2021

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10	Facility Users/Contractors/Deliveries not aware of new processes or not adhering to new processes.	<p>Customers</p> <ul style="list-style-type: none"> Website will be populated with COVID-19 Restart After Lockdown Customer Guidance detailing what we are doing to keep customers safe, what is open and when and activity specific guidance which customers will need to follow. All active members who have an email address will be emailed and directed to COVID Restart After Lockdown guidance on our website. Adverts will be place in the YLP directing people to website for more information. Social Media channels will direct people to the website for full details in addition to regular key points broadcasting across social channels. <p>Contractors</p> <ul style="list-style-type: none"> Contractors will be required to have COVID-19 working safely as part of their method statements and risk assessments. Alive West Norfolk staff should assess if social distancing and hygiene are appropriate in line with government guidance. Contractors will be briefed on site COVID-19 guidance including site travel flows, maintaining social distance from others and washing facilities/sanitising stations. <p>Clubs and Sub-Contracted Delivery Partners</p> <ul style="list-style-type: none"> Will be required to produce a risk assessment demonstrating how they will comply with government and national governing body of sport government approved guidance. Will be required to maintain a register of attendance to sessions and collect and manage participant personal details to aid the NHS Test and Trace programme, storing personal details for a minimum of 21 days following a session. <p>Deliveries</p> <ul style="list-style-type: none"> We will order in bulk to reduce the number of deliveries. Delivery person should be met at delivery entrance by designated staff member. Signing should be contactless. Items delivered should be sanitised before they are touched and moved. Person handling receiving delivery should wear gloves and wash hands thoroughly once package has been sanitised. Delivery person should be briefed on movements around the facility and asked to wear a face covering and remain 2m from other facility users if they are to enter the buildings for any reason. 	19 July 2021
11	Building Management failures resulting in increased likelihood of COVID-19 spreading.	<p>Water</p> <ul style="list-style-type: none"> Legionella flushing regimen maintained during closure. Temperature checks maintained during closure. System cleaned, disinfected and re-commissioned by competent person. If hot water does not work, it will be difficult to for facility users to maintain hygiene. Hand sanitisers should be made available until resolved. If hand washing facilities or hand sanitiser is not available facilities will need to close until resolved. <p>Washing Facilities</p>	19 July 2021

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		<ul style="list-style-type: none"> • Washing facilities will be checked frequently in line with the enhanced cleaning and inspection regimen and consumables topped up more frequently. • If hand dryers are out of order for any reason, paper towel will be provided. • Hair dryers not to be used. <p>Air Handling</p> <ul style="list-style-type: none"> • Air handling units to avoid recirculation of air where possible and utilise fresh air. • Windows to be open in areas where there is not air handling. <p>Building Management</p> <ul style="list-style-type: none"> • All building management tasks and checks to be completed in line with Normal Operating Procedure (NOP) and problems recorded and rectified through Opportunities for Improvement (OFI) process. • All urgent concerns to be notified immediately to Duty Person and Management. • All building and equipment maintenance to be conducted in line with Plan Preventative Maintenance (PPM) schedules and problems recorded and rectified through OFI process. <p>Swimming Pool Operations</p> <ul style="list-style-type: none"> • Pool water monitoring completed during closures. • Legionella testing conducted prior to reopening. • Microbiological testing completed monthly and pre-opening. • Back wash completed weekly. • PWTAG Guidance adhered to pre and post opening. <p>Statutory Inspections</p> <ul style="list-style-type: none"> • To be maintained within schedule, to include where relevant: <ul style="list-style-type: none"> ○ Fixed electrical ○ Fire alarm ○ Emergency lighting ○ Passenger lift ○ Pool hoists ○ Pressure vessels ○ Fire extinguishers ○ Gas boilers ○ Kitchen canopy ○ Climbing wall ○ Hammer cage ○ Lightning protection • All to have pre-opening checks to ensure safety and operating optimally. 	

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12	Reduced staffing due to isolation, illness or absence resulting in facilities being unable to open.	<ul style="list-style-type: none"> • Each site to have a skeleton staffing plan identifying minimum staffing levels for each area/site. • Current staff lists should be available to contact staff for shift cover. StaffHub coms can also be used to contact staff groups e.g. Fitness Instructors, receptionists. • Staff will be informed as part of their return to work induction that they may need to be utilised in other areas to support the organisation operations. • Staff may be redeployed across sites to support organisation operations as needed. • If there is insufficient staff or insufficient trained staff to operate areas, Duty people should be in communication with Managers and close areas until staffing levels are restored. Site closures should be discussed with the Managing Director where possible. In the Managing Directors absence this should be discussed with the Head of Performance and Development, Head of Leisure or Head of Arts and Entertainment. 	19 July 2021
13	Anxious and/or irate facility users due to new processes or poor adherence of processes by others	<p>STAFF</p> <ul style="list-style-type: none"> • Return to work meetings and individual risk assessments to be completed for all staff. • Compulsory staff training in new COVID processes. • Occupational health services available to staff where required. • All concerns/comments/opportunities for improvement to be raised with line managers. • Regular employee welfare chats will be undertaken by managers. • Welfare support services available through Personnel Services. • Staff training available in dealing with violence and aggression and escalation processes in sites overseen by Managers and Duty People. <p>CUSTOMERS</p> <ul style="list-style-type: none"> • Advance warning of operational changes for customers. • Website with all key changes affecting facility customers. • Email notification of changes sent prior to opening. • Social Media bulletins of key changes. • Staff to challenge customers not adhering to new procedures in a friendly and professional manner and repeat offenders reported to managers/duty people who can action sanctions which may include stopping the customer using facilities. <p>CONTRACTORS</p> <ul style="list-style-type: none"> • Will be informed prior to visiting about the need to include COVID-19 Secure working practices as part of their method statements and risk assessments. • Will be briefed on key site COVID-19 process for moving around sites. • Contractors to complete work outside of operating hours where possible. 	19 July 2021

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14	Lack of knowledge or out of date knowledge results in the latest guidance not being embedded.	<ul style="list-style-type: none"> Head of Performance and Development will check for guidance updates bi-weekly and disseminate updates to management team. This Risk Assessment will be updated as new or amended guidance becomes available. 	03 September 2021

APPROVAL

Managing Director: Neil Gromett

Managing Director signature:



Date: 09 December 2021