

**Assessment Details**

<b>QT Reference No:</b>	N/A	<b>Date:</b>	12 <sup>th</sup> August 2021				
<b>Business Name:</b>	Centurion Health Club		<b>Address:</b>	Charlton Lane, Radstock, BA3 4BD			
<b>Insurance Certificate:</b>	YES	<b>Gas Safety Certificate:</b>	YES	<b>Fire Risk Assessment:</b>	YES	<b>Carbon Monoxide Detectors:</b>	YES

**Completion Guide**

The example below demonstrates how this Risk Assessment works. Give the Severity (S) and Likelihood (L) a score based on the table below. Multiply (S) by (L) to create a risk score (R). Score each job hazard rather than each control measure.

<b>Severity (S):</b>	6 Multiple Death	5 Single Death	4 Major Injury	3 Lost Time Injury	2 Minor	1 Delay
<b>Likelihood (L):</b>	6 Certain	5 Very Likely	4 Likely to Happen	3 May Happen	2 Unlikely to Happen	1 Very Unlikely to Happen

The figures will give a risk score between **0** and **36**:

**0-10** low risk (Green), **11-20** medium risk (Amber) and **21-36** high risk (Red).

Focus should be placed on any high risk areas and where risk can be mitigated.

Job Hazard Exposure / Detailed Hazard	Possible Harm and Effects	Existing Control Measures	Recommended Controls / Information (In Priority Order)	S	L	R
<b>EXAMPLE</b> Person to person check in / out contact during COVID 19 pandemic reception team and guest	Becoming infected with COVID-19 and further spread the infection	Send information prior to arrival	Email guest invoices Card payment only	2	1	2
<b>Member or guests arriving at the Health Club during</b>	Becoming infected with COVID-19 and further spread the infection	<ul style="list-style-type: none"> <li>We sent email/letter to members before the health club reopened..</li> </ul>	Ensure the team members have signed a fit for work document	2	1	2

<b>COVID-19 pandemic / reception team and guest</b>		<ul style="list-style-type: none"> <li>We document health club cleaning – during the day at agreed time intervals.</li> <li>Social Distance reminders displayed around the health club.</li> <li>We removed any touch points from reception area. (leaflets, magazines)</li> <li>Hand Sanitiser is on all entrances, reception desk and around gym.</li> <li>Screens are fitted at reception.</li> <li>Members have their own access cards for gym door.</li> <li>ClubWise App use for gym &amp; class bookings.</li> <li>Card payment only – as much as possible.</li> <li>Use ClubWise App for member communication.</li> <li>All team members have completed training on COVID 19 secure and best practices prior to returning to work.</li> <li>All staff have signed a Fit to work document before returning to the health club. - Done via People HR</li> <li>All team members have been provided with appropriate PPE for the task they need to perform to protect both them and the customer.</li> </ul>	<p>Send out a clear and concise email/letter stating arrival instructions and why these are in operation, (helps to manage guest's expectations and minimise complaints)</p> <p>Ensure the health &amp; safety of the gym team and guests by:</p> <ul style="list-style-type: none"> <li>Ensuring all health club areas have regular robust cleans adhering to a cleaning schedule</li> <li>Social distancing measures are in place for both staff members and guests</li> <li>Hand sanitiser available to both staff and guests within this area</li> <li>Minimising guest numbers in the health club at any one time (staggered arrival times if possible)</li> <li>Place clear shielding screens if possible on reception desks</li> <li>Card payment only</li> </ul>			
<b>Public usage and cleaning of public areas / corridors within the health club</b>	Becoming infected with COVID-19 and further spread the infection	<ul style="list-style-type: none"> <li>All team members have completed training on COVID 19 secure and best practices prior to returning to work.</li> <li>All staff have signed a Fit to work document before returning to the health club. - Done via People HR</li> <li>All team members have been provided with appropriate PPE for the task they need to perform to protect both them and the customer.</li> </ul>	<p>Ensure cleaners / gym staff have signed fit for work documents</p> <p>Ensure clear signage explaining social distancing requirements to guests</p> <p>Ensure staff are briefed and trained on the importance of social distancing</p> <p>Remove furniture to ensure guests can social distance</p>	2	1	2

		<ul style="list-style-type: none"> <li>All doors that are non-essential fire doors will remain open or use a door guard audible closure device to keep open to reduce touch point contamination. In line with fire risk assessment.</li> <li>Social Distancing reminder signs displayed.</li> <li>We update staff training records for social distancing measures &amp; use of PPE and new cleaning regime &amp; sign document.</li> <li>Cleaning log at Club Reception for public areas.</li> <li>Cleaning log in the in the gym for gym &amp; spa areas.</li> <li>Log daily all cleaning of the health club</li> <li>Gym deep cleaned after close every night.</li> <li>Remove all leaflets and magazines from public areas.</li> </ul>	<p>Ensure a robust cleaning schedule is in place specifically for public areas, closing the area for cleaning on a regular basis</p> <p>Ensure all staff are trained in the use of, and provided with the correct PPE to carry out their cleaning duties</p> <p>Introduce a training programme with all the teams to ensure knowledge and skills of cleaning requirements</p> <p>Monitor the cleaning standards</p> <p>Perform a deep clean of these areas at night</p>			
<b>Health Club air conditioning</b>	Becoming infected with COVID-19 and further spread the infection	<ul style="list-style-type: none"> <li>Windows and skylights to be open where possible for ventilation.</li> <li>Airconditioning will now be used again.</li> </ul>		1	2	2
<b>Public usage and cleaning of public toilets &amp; changing rooms within the Health Club</b>	Becoming infected with COVID-19 and further spread the infection	<ul style="list-style-type: none"> <li>Cleaning log at reception &amp; in the Gym</li> <li>All team members have completed training on COVID 19 secure and best practices prior to returning to work.</li> <li>All staff have signed a Fit to work document before returning to the health club. - Done via People HR</li> <li>All team members have been provided with appropriate PPE for the task they need to perform to protect both them and the customer.</li> <li>Deep clean each night</li> </ul>	<p>Suspend the use of towels in all toilets replace with paper towels and a lidded bin for these to be disposed in</p> <p>Ensure a robust cleaning schedule is in place for the public toilets</p> <p>Use a cleaning checklist and leave in the public toilets for transparency</p> <p>Ensure all staff are trained in the use of, and provided with the correct PPE to carry out their cleaning duties</p> <p>Provide a training programme with all the teams to ensure knowledge and standards of cleaning requirements</p>	2	3	6

			<p>Monitor the cleaning standards</p> <p>Perform a deep clean of these areas at night</p>			
<b>Notification of Infectious outbreak by a Member or guest within the Health Club</b>	<p>Becoming infected with COVID-19 and further spread the infection</p> <p>Contaminated accommodation / spread of COVID-19</p>	<ul style="list-style-type: none"> <li>We have Riverside Cleaning on standby for cleaning of Health Club and fogging.</li> <li>We have trained reception &amp; gym teams on what to do when notified. They have signed to acknowledge procedure.</li> <li>Members &amp; guests to be clearly advised pre arrival of sickness procedures whilst using the Health Club</li> <li>If a member makes contact and tell us they have tested positive make contact with the relevant services.</li> </ul>	<p>Video call/ call the Member to clearly understand the situation.</p> <p>Inform all staff that the Health Club is in quarantine and do not enter.</p> <p>Inform duty manager so all cases are accounted for if the situation becomes worse (reporting purposes for the EHO)</p> <p>Increase the number of times your public areas and toilets are cleaned immediately it becomes aware that a member is ill following the cleaning schedules and staff requirements</p> <p>Speak with the reception team to move/cancel the following booking from the gym.</p> <p>Contact a specialist cleaning company to professionally fog the Health Club</p>	3	3	9
<b>Deliveries</b>	<p>Becoming infected with COVID-19 and further spread the infection</p>	<ul style="list-style-type: none"> <li>Deliveries dropped in reception.</li> </ul>	<p>Check with all your external delivery companies what their updated social distancing procedures are and how does that affect your business</p> <p>Less deliveries/ different time of deliveries</p>	2	1	2