



Building Health and Safety Risk Assessment – COVID 19

Premises	Castleton Health & Leisure Centre Manchester Road Rochdale O111 3AF	Date of Assessment	28/07/2020
		Assessment Compiled By	Facility Manager – Joanne Potts Creative Director – Lindzi Miller

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our employees, their families and those who use our facility and services. Control measures to minimise the risk of infection and the transmission of the virus within buildings are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our Employees and others.
- ✓ We will share this Building Risk Assessment and its findings with employees and partner agencies.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

Hazards

Exposure to Coronavirus

Routes of Entry	Generic sources of Infection
<ul style="list-style-type: none"> ● Inhalation of droplets / aerosols (coughs, sneezes etc.) ● Introduction through contaminated hands / fingers via mucous membranes (eyes, nose, mouth) ● Access for virus via broken skin / open wounds / cuts ● Splashes of body fluids containing virus into mucous membranes (eyes, nose, mouth) 	<ul style="list-style-type: none"> ● Direct transmission Other people with virus in close proximity – <i>person to person (hand to hand, hand to mouth, hand to body), airborne (coughing, sneezing)</i> ● Indirect Transmission Contaminated surfaces / equipment – <i>hands and hand contact surfaces, food and food contact surfaces, clothing and bed linen, waste</i>

CH&L Building and Workplaces – Capacity, Entry and Exit					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Designated Entrance and Exit Points to the Building (to minimise the likelihood of people coming into contact with each other).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To reduce the number of touch points, the inner door will be left open. Swimming clubs, School lessons, True Serenity and Enlightening members will have appointment only sessions.
03	Reduced building capacity – e.g. <i>Shifts or Rotas put in place.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff will work on a rota basis and adhere to social distancing measures when in the Centre.
04	Reduced building capacity – <i>Designated areas of the building restricted to dedicated team / group.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designated working areas agreed with employees. Partner agencies have designated workspace in agreement with room booking system.
05	Restrictions on access to third parties (Members of the public, visitors etc.).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All services are by appointments only. Members contacted before appointments by Service Provider to be asked following screening questions:</p> <p>Have you, or anyone you live with had a new continuous cough (this means you have started coughing repeatedly) or high temperature (you feel hot to touch on your chest or back) or a loss of, or change in, normal sense of taste or smell (anosmia)?</p> <p>Is there any resident in your home that is in self-isolation?</p> <p>If yes, they will not be able to access the Centre and be advised to self-isolate for 7 days from when the symptoms started (if they live alone), or 14 days (if you live with someone who has symptoms). They can then make a further appointment to attend their session.</p> <p>On arrival Centre Assistants to ask the same questions.</p>

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06	Signs displayed in appropriate locations (i.e. kitchens, lobbies and communal areas) to reinforce 2 metre physical / social distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 metres marked out using tape throughout the building for social distancing.
07	Relevant areas barriers / marked to reinforce 2 metre physical / social distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 metres marked out using tape throughout the building.
08	One-Way routes applied in the building on corridors, stairwells etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazard tape separating the entrance and exit route in corridors. One way route (no contact) applied to other areas.
09	Separation of workstations to remove face to face working and enable 2 metre distance between other colleagues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Shared equipment e.g. telephone, reception computer and photocopier must be sanitised (anti-bac/virus wipes) after each separate use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only one person to be stood at photocopier. If another person needs to pass, adhere to social distancing.
11	Meetings to be held in suitable locations which enable 2 metre physical / social distancing requirements to be met and where online meetings are not suitable / possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact points to be wiped down after use.
12	No eating / drinking in breakout areas / kitchens / canteens. Employees encouraged to eat at their own workstation. Signs displayed to this effect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No more than 2 people at a time in the kitchen. Not to make drinks for colleagues, and use their own designated cup and cutlery. All staff to use their own milk and not share. Fridges remain available but for limited use for storage of personal milk and cold food only. Handwashing and wiping down is required before and after using any such common appliances (kettles, fridge door handles). Staff to wash their own cups and cutlery, dry and put away/take home before leaving the building.

13	Non-Essential repair / contracted works in buildings to be carried out outside core working hours.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will be arranged by appointment.
14	Where applicable, designation of staff to monitor and reinforce physical / social distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Treatment Rooms and workshop rooms must be ventilated and 2 metre rule adhered to or PPE used where close contact is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Pool changing areas – school lessons – Tape crosses on floor mark 2 metre distance for changing outside of cubicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Changing rooms divided to accommodate separate groups to enable social distancing.
17	Pool Shower areas – middle shower to be taken out of use leaving 2 available showers at a safe distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Pool toilet areas. Outer sink marked out of action and members to observe social distancing whilst accessing toilet cubicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CH&L Building and Workplaces – Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
19	Provision of hand-washing / hand-hygiene facilities at entrances (Regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	All staff are encouraged to regularly wash their hands with soap and water, especially upon arrival at work or after returning to the workplace following any excursion. Signs displayed to this effect.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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21	Staff are provided with cleaning materials (Self-Clean Kits) to enable them to clean and sanitise their designated workstations and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Desks, workstations and telephones to be cleaned on arrival, when leaving and regularly throughout the day. Sign will be displayed as a reminder.
22	Additional bins / increased emptying / replacement are provided / in-place. Pedal bin provided in kitchen.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Internal work areas are also provided with hand-sanitiser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Employees MUST not wash their hands in Kitchen / Canteen areas and must use toilets. Signs displayed to this effect.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign displayed in kitchen area.
25	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Opening up procedures in the morning to include opening windows to ventilate rooms.
26	Frequent cleaning of all high contact point by Cleaning Volunteers and Centre Staff throughout the day <ul style="list-style-type: none"> • Toilets • Door Handles • Kitchen areas and associated equipment • Printers / Photocopiers / telephone • Whiteboards 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CH&L Building and Workplaces – Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
27	Toilet areas are signed with posters detailing hand-washing guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Restriction in place on the delivery of personal items to employees (food, takeaways, flowers etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No personal deliveries for employees at workplace allowed.

29	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frequent checks and replenishment by cleaning staff and centre staff throughout the day.
30	Suppliers and Contractors attending premises are advised of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	All session leaders / practitioners will clean resources before and after session. Centre staff to ensure they have hygiene wipes in room where session is to be held.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	Pool changing areas – school lessons – anti bacterial/virus sprays, wipes and disposable tissues are provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils' clothes to be kept in carrier bags on their cross to avoid surface contact (central hooks).
33	Pool toilet areas – regular cleaning and inspection to ensure wipes, hand wash etc in place. Members advised to wash hands thoroughly. Signs displayed to this effect				

CH&L Building and Workplaces – Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
34	Sufficient staffing / resources are in place to maintain the security of the building and its occupants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Sufficient numbers of personnel are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff aware of emergency evacuation procedures

CH&L Building and Workplaces – Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
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37	PPM (Planned Preventative Maintenance) work managed by CH&L maintenance team continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Legionella and Water Testing • Pool Testing • Electrical Safety • Gas Safety • PAT Testing 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Defect Reporting arrangements in place via Central Reporting books in Reception areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Information and Control Measures (Detailed Below)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Completed by Facility Manager Creative Director	Joanne Potts Lindzi Miller	Date completed	28/07/2020
Date shared with staff		Date of review	06/04/2021