

# Risk Assessment Form

Issue 2

<b>Facility:</b> Flip Out Somerset	<b>Date:</b> 17.07.2020	<b>Completed By:</b> Hope Reynolds
<b>Risk Assessment:</b> Covid 19 (Coronavirus) Pandemic – Safe Operation – Trampoline Park	<b>Reference No:</b> n/a	

List significant hazards	List groups of people who are at risk from the significant hazards identified and how?	List existing control measures or note where the information may be found <small>List actions for risks which are not adequately controlled on the risk reduction plan (RRP)</small>
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Keeping up to date with official guidance		
Lack of up to date information regarding the virus	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>Attendance to Covid-19 Clinics, Webinars and other CPD with Right Directions</li> <li>Reviewing best practice examples from within the industry</li> <li>Review other sectors where applicable</li> <li>Regular review of IATP guidance</li> <li>Reviewing Government, PHE and NHS guidance and keeping up to date</li> <li>See <a href="http://www.gov.uk">www.gov.uk</a> and <a href="http://www.nhs.uk">www.nhs.uk</a> websites</li> </ul>
Lack of communication of up-to-date information regarding the Covid-19 virus to managers and staff	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>All Managers and Supervisors assigned role of Covid-19 response team, to keep up to date with latest guidance</li> <li>Review of guidance used to feed into Covid-19 risk assessments</li> <li>Staff consultation and communication channels developed to ensure all staff remain informed and up to date</li> </ul>
Activities – Preventing the spread of Covid-19 in the building - General		
Access point to the premises - No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>Entry and exit points to the building clearly marked out, one way in and out avoiding crossing of persons (not compromising emergency exits)</li> <li>Floor markings and signs in place to inform customers which way to travel</li> <li>Entry to building through main doors (on top of ramp)</li> <li>Exit to the building to the back of building by customer car park (door by mezzanine customer stairwell)</li> </ul>
Touch Points - High touch points increasing risk of transmission of virus	Staff Customer – Adult	<ul style="list-style-type: none"> <li>Dedicated cleaning team (blue uniform) to complete cleaning tasks throughout day</li> </ul>

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	Customer - Child Contractors	<ul style="list-style-type: none"> <li>• Cleaning of touchpoints as part of the cleaning routine for the cleaning team</li> <li>• Regular cleaning and sanitisation</li> <li>• High touch points identified across all facility areas and used to develop additional cleaning and sanitising points and cleaning regimes</li> </ul>
Lack of handwashing facilities	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>• Hand soap dispensers checked regularly and refilled</li> <li>• Antibacterial hand sanitiser stations checked regularly and refilled</li> <li>• Hand dryers maintained and in working order</li> <li>• Hot water system maintained to provide constant supply</li> <li>• Additional hand sanitiser points located around the facility</li> <li>• Sanitiser is either anti-viral or minimum of 60% alcohol base</li> <li>• Handwashing, sanitising toilet facilities and consumables checked and replenished regularly as part of the enhanced cleaning and inspection regime</li> <li>• Sufficient planning with consumables suppliers in place</li> </ul>
Incorrect social distancing	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>• Social distancing markers in place</li> <li>• Tables in the café have been spaced out to allow for distancing when using this area</li> <li>• Signage/floor markers in place across building</li> <li>• Government guidance on social distancing followed</li> </ul>
Customer Awareness	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>• Signage in key facility areas (entrance, reception, café, staff areas, exit), promoting good hygiene practices and facility social distancing guidelines</li> <li>• Government guidance followed and promoted</li> <li>• Covid information included on the safety briefing video</li> <li>• Customers informed to wear face coverings when in all circulation areas of the park, not including when taking part in Physical Activity</li> <li>• Staff to ensure that customers are following procedures and guidelines</li> </ul>

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Right Directions

quality and safety

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		<ul style="list-style-type: none"> <li>• Hand sanitiser positioned throughout facility with signage to encourage use</li> <li>• Details of arrangements posted on social media and website so customers know what to expect</li> <li>• Staying Covid-19 Secure in 2020 notice is signed and displayed in reception</li> </ul>
Access points to premises	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>• Restricted areas kept locked to prevent unauthorised access</li> <li>• Existing access controls maintained for high risk areas</li> <li>• Separate exit and entrance to the building</li> <li>• Separate entrance and exit onto and off the arena</li> </ul>
<b>Handling customers presenting symptoms whilst in the facility</b>		
Customers entering the premises with Covid-19 symptoms	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>• Clear statement on website, confirmation email/booking and waiver for customers displaying any symptoms to not attend if exhibiting any symptoms within the last 14 days</li> <li>• Customers are tactfully refused entry and directed to stay at home, self-isolate and call 111</li> <li>• Government guidance followed at all times</li> </ul>
Test and Trace – possible transmission of Covid-19 by person infected with the virus. Failed to record contact details to assist NHS Test and Trace.	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>• Test and Trace protocols are followed by the management and staff</li> <li>• Contact details and time of booking are all recorded on the booking details held on Roller (Name, email address, contact number, time of booking, number of persons in attendance (inc. jumpers and non-participating persons)</li> <li>• Records obtained for Test and Trace purposes</li> <li>• Staff / Customers displaying Covid-19 symptoms will not be allowed entry and asked to go home and follow Test and Trace protocols</li> <li>• If contacted by Test and Trace personnel, advice given will be followed</li> <li>• If more than one positive case is confirmed, management will contact local health experts for advice</li> </ul>

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Social distancing – Car park and entrance to building		
Possible transmission of Covid-19 due to over-crowded parking / failure to maintain social distancing	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>• Barriers and floor marking (socially distanced) used to direct individuals towards entrance, customers asked to wait at entrance to building and called forward into building by staff member</li> <li>• Directional signage used to direct individuals</li> <li>• Parking bays adjacent to queuing system closed off</li> <li>• The ground is marked at 2m intervals</li> <li>• Slope handrails are cleaned frequently</li> <li>• Customers informed to wear face coverings when in all circulation areas of the park, not including when taking part in Physical Activity</li> </ul>
Social distancing – entering / exiting the building		
Possible transmission of Covid-19 due to not following 2m social distancing guidelines	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>• Barriers and floor marking (socially distanced) used to direct individuals towards entrance, customers asked to wait at entrance to building and called forward into building by staff member</li> <li>• Directional signage used to direct individuals</li> <li>• Parking bays adjacent to queuing system closed off</li> <li>• The ground is marked at 2m intervals</li> <li>• Staff positioned at entrance to reception to call customers forward</li> <li>• Occupancy levels controlled via booking systems</li> <li>• Separate entrance and exit into and out of the building</li> <li>• Hand sanitiser available at the point of entrance</li> <li>• Doors are kept open where possible to avoid multiple touch points</li> <li>• Customers informed to wear face coverings when in all circulation areas of the park, not including when taking part in Physical Activity</li> </ul>
Social distancing and preventing the spread of Covid-19 - Reception		
Possible transmission of Covid-19 due to not following 2m social distancing guidelines  Spread of virus due to insufficient cleaning and hygiene arrangements	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>• Floor markings in place to encourage social distancing</li> <li>• Customers asked to wait at entrance to building and called forward into building by staff member</li> <li>• Staff positioned at entrance to reception to call customers forward</li> </ul>

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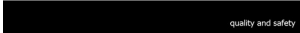
**Right Directions**



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Spread of virus as a result of touching contaminated touch points / shared items		<ul style="list-style-type: none"> <li>• Occupancy levels controlled via booking systems</li> <li>• Separate entrance and exit into and out of the building to avoid crossing of persons</li> <li>• Hand sanitiser available at the point of entrance</li> <li>• Doors are kept open where possible to avoid multiple touch points</li> <li>• Perspex screens in place in reception</li> <li>• Reception desks distanced</li> <li>• Floor markings indicate where customers stand when being served</li> <li>• Operating cashless, only accepting card or contactless payment</li> <li>• All customers pre book prior to arrival and signed a waiver</li> <li>• Waiver now includes watching of the safety briefing so customers are not required to watch the video on site</li> <li>• Card machines sanitised after each use and between handling of staff to customer and back</li> <li>• Customers informed to wear face coverings when in all circulation areas of the park, not including when taking part in Physical Activity</li> <li>• Regular cleaning of Perspex screens takes place</li> <li>• Regular cleaning of touch screens and between staff swaps</li> <li>• Contractors and visitors signed in and out by receptionists</li> <li>• Contractors are provided with guidelines and information to ensure they are following Covid guidelines</li> <li>• Receptionists wear face visors when not behind the screen</li> </ul>
<b>Social distancing and preventing the spread of Covid-19 – Circulation / seating / spectator areas</b>		
<p>Possible transmission of Covid-19 due to not following 2m social distancing guidelines</p> <p>Spread of virus due to insufficient cleaning and hygiene arrangements</p> <p>Spread of virus as a result of touching contaminated touch points / shared items</p>	<p>Staff</p> <p>Customer – Adult</p> <p>Customer - Child</p> <p>Contractors</p>	<ul style="list-style-type: none"> <li>• Flooring is marked to indicate direction of travel around the building</li> <li>• Signage is displayed to remind of Covid procedures and social distancing</li> <li>• Encourage use of hand sanitiser</li> <li>• Hand sanitiser stations fitted throughout</li> <li>• Staff check sanitiser levels regularly</li> <li>• Doors held open where possible to reduce number of touch points</li> </ul>

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**Right Directions**



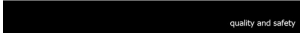
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		<ul style="list-style-type: none"> <li>• Seats and tables are spread out to encourage distancing in spectator areas</li> <li>• Touch points such as door handles cleaned regularly throughout the day</li> <li>• Customers informed to wear face coverings when in all circulation areas of the park, not including when taking part in Physical Activity</li> </ul>
<b>Social distancing and preventing the spread of Covid-19 – Technical and maintenance</b>		
Possible transmission of Covid-19 due to not following 2m social distancing guidelines	Staff Contractors	<ul style="list-style-type: none"> <li>• Access to back staff corridor restricted to ensure staff are only in this area when necessary to ensure social distancing can take place</li> <li>• Staff trained in social distancing and good practice</li> </ul>
Spread of virus due to insufficient hygiene arrangements in plant rooms and technical areas and through completion of maintenance tasks	Staff Contractors	<ul style="list-style-type: none"> <li>• Only essential tasks completed to maintain safety and quality standards here two people are required to complete the task</li> <li>• Where practical, work is completed outside of opening hours to reduce potential for contact with customers</li> <li>• Specific risk assessments will be completed for essential tasks where social distancing is not possible</li> </ul>
Spread of virus due to insufficient hygiene arrangements on the use of shared tools and equipment	Staff Contractors	<ul style="list-style-type: none"> <li>• Tools and equipment sanitised after/between each use</li> <li>• Hand sanitiser and wipes are available</li> </ul>
Spread of virus due to insufficient hygiene arrangements on the control of contractors	Staff Contractors	<ul style="list-style-type: none"> <li>• Contracted work kept to a minimum to maintain safety standards , compliance and essential environmental/ quality standards</li> <li>• Where practical, contracted work is completed outside of opening hours to reduce potential for contact with customers</li> <li>• RAMS are requested and reviewed to include Covid-19 considerations</li> <li>• Contractors are advised of facility standards on social distancing and hygiene in advance and when entering the facility</li> <li>• All contractors to have their temperatures checked upon entry</li> <li>• Service/inspection sheets are sent electronically</li> </ul>
<b>Legionella</b>		

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Re-starting of water system and potential for release of legionella bacteria	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>Flushing of taps regularly conducted throughout closure</li> <li>Taps all flushed for 5 minutes week prior to opening</li> <li>Temperature checks conducted week prior to opening</li> <li>Checks recorded on Jolt checklists</li> </ul>
<b>Cleaning and Waste</b>		
Cleaning Staff - contractors to have their temperatures checked upon entry Service/inspection sheets are sent electronically	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>10 staff part of the 'cleaning team', to wear blue cleaning uniform to differentiate from general team</li> <li>All team members complete the 'Covid-19 awareness training for the leisure industry' training and certificate held on file</li> <li>Cleaning plans and checklists in place</li> <li>4 cleaning team members on shift during peak times</li> <li>2 cleaning team members on shift during off peak times</li> </ul>
Untrained Staff - Temperature checks conducted week prior to opening Checks recorded on Jolt checklists	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>All team members complete the 'Covid-19 awareness training for the leisure industry' training and certificate held on file</li> <li>All staff COSHH trained</li> <li>Work instructions for cleaning tasks</li> <li>Staff trained in use of cleaning substances</li> <li>Staff informed to wash their hands prior to placing PPE on and wash their hands again once removing them</li> </ul>
Ineffective Cleaning - All team members complete the 'Covid-19 awareness training for the leisure industry' training and certificate held on file	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>Cleaning schedule in place</li> <li>Cleaning tasks monitored by supervisors and duty managers</li> <li>10 staff part of the 'cleaning team', to wear blue cleaning uniform to differentiate from general team</li> <li>4 cleaning team members on shift during peak times</li> <li>2 cleaning team members on shift during off peak times</li> <li>Additional cleaning programmed for high touch points including door handles, switches, furniture, hand rails, IT equipment, desks, phones, flush plates, taps, dispensers and vending machines</li> <li>Government guidelines followed in the event of known or suspected</li> </ul>

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		Covid-19 contamination: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>
Cross contamination - Contamination transferred from waste	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>• Personal Protective Equipment (PPE) available, including; visors, masks, gloves, aprons</li> <li>• Staff wash hands following removal of waste/ transfer of waste</li> <li>• Waste bins emptied frequently</li> <li>• Dedicated cleaning team to empty bins regularly</li> <li>• Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle</li> <li>• Where additional cleaning and waste is required following a suspected case of someone with symptoms of Covid-19, the waste is double bagged and safely set aside for 72 hours prior to placing in general waste as per government guidelines</li> </ul>
<b>Handling post, packages and deliveries</b>		
Deliveries exposing staff and drivers to transmission of the virus	Staff Delivery Drivers	<ul style="list-style-type: none"> <li>• Bulk purchasing to reduce number of deliveries required</li> <li>• Electronic delivery notes used (via email) instead of paper, staff to confirm name verbally</li> <li>• One person to handle the delivery, unless manual handling required two. If two persons required, the same pair to try and partner up with each delivery</li> <li>• Hands to be washed and sanitised after opening and disposing of packages</li> <li>• Delivery points designated depending on type of produce</li> <li>• Delivery times agreed as far in advance as possible with driver</li> </ul>
Handling post, packages and food	Staff	<ul style="list-style-type: none"> <li>• Personal Protective Equipment (PPE) provided for handling items if required</li> <li>• Hands to be washed and sanitised after opening and disposing of</li> </ul>

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		packages <ul style="list-style-type: none"> <li>Government guidelines followed: <a href="https://www.gov.uk/guidance/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</a></li> </ul>
<b>Lost and found property</b>		
Spread of virus due to insufficient hygiene arrangements	Staff	<ul style="list-style-type: none"> <li>Found property apart from valuables, is bagged up and secured</li> <li>Personal clothing such as underwear and swimwear is disposed of</li> <li>Valuables are bagged up and placed in safe</li> <li>Staff will not access property other than valuables for at least 72 hours after finding</li> <li>Staff handling lost property to wash or sanitise hands immediately after touching</li> </ul>
<b>Ventilation in the facility</b>		
Spread of virus due to inadequate or poor fresh air/ air handling ventilation	Staff Customer – Adult Customer - Child Contractors	<ul style="list-style-type: none"> <li>Government and industry guidance (CIBSE Covid-19 ventilation guide) is followed as much as possible to ensure adequate ventilation is taking place</li> <li>Doors and roller doors will be opened to increase air circulation</li> <li>HVAC system turned on to increase air flow</li> <li>Fans on to aid air circulation</li> <li>HVAC system provides 100% fresh air</li> <li>The maximum occupant of the park provides a minimum of 100sqft per person (based on useable space)</li> </ul>

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		Name	Signature	Date
<b>Review</b>	Review Conducted by:	Hope Reynolds		17.07.2020
	Review Conducted by:	Hope Reynolds		21.08.2020
	Review Conducted by:			
	Review Conducted by:			