Sharon Brown Fitness -  **Risk Assessment**

**- Group Exercise Instructors**

Detailed below is a COVID-19 Risk Assessment for both indoor and outdoor group fitness classes run by Sharon Brown Fitness, This assessment can also be found on the Sharon Brown Fitness website

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| What are the hazards? | | | Transmission of COVID-19 | | | | | |
| Who might be harmed? | | | Session participants and the wider community | | | | | |
| No. | Controls Required | | | Mitigations | | Action Taken | | |
| People Management, Instructor Best Practice and Communication | | | | | | | | |
| 1 | Self-screening of individuals before they arrive at the class to ensure individuals displaying COVID-19 symptoms or those who should be shielding do not travel or attend | | | Communicate in advance with participants via website | |  | | |
| 2 | An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing | | | Communicate in advance with participants to advise on social distancing requirements via website  Review class schedules including start & finish times allowing for a minimum of 10-minute gap and reduce pinch points of high traffic on entry to class. | |  | | |
| 3 | Communications in place so that all participants are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19 | | | Personal belongings should not be brought into class, other than a personal water bottle and keys  Communicate in advance via website | |  | | |
| 4 | Outline how participants who are returning to the environment from isolation due to suspected or confirmed cases of COVID-19 or other COVID-19 related reasons should be medically assessed prior to return | | | No participant will return to the class for at least 10 days from the onset of symptoms and they must be at least 7 days with no symptoms.  Communicate in advance via website | |  | | |
| 5 | Agree a clear position on how participants who are deemed vulnerable or are in a household with vulnerable individuals interact with the environment, which must be in line with government advice on clinically vulnerable individuals. | | | Clinically extremely vulnerable individuals or those continuing to live with anyone deemed clinically extremely vulnerable should not be engaged in the class environment in line with current government advice.  Participants deemed ‘clinically extremely vulnerable’ should continue to follow government advice. This currently includes maintaining ‘shielding’ and therefore, should not return to organised exercise outside of the home.  Communicate in advance via website | |  | | |
| 6 | Ensuring class session plans are designed to minimise the injury and illness risk/NHS burden as a priority consideration | | | Limit where possible movement outside of the spacing guidance for classes. | |  | | |
| 7 | Should a known or suspected COVID-19 case occur in the exercise environment or an individual be identified as a contact of a known case the individual/s in question should be placed in isolation and follow the PHE guidelines. | | | Any participant who may become symptomatic whilst at the class should leave the venue immediately without touching anything and without coming into close contact with anyone.  If they are clinically unstable, they will be isolated in a separate room and medical assistance called for. Venue to be notified to ensure the isolation room to be cleaned after use. | |  | | |
| 8 | Put in place an off-site booking system, either online or via phone/email. Avoid cash transactions. | | | Plan to solicit and maintain records of your participant attendance, - to be maintained for 21 days for track and trace purposes and then destroyed if not required. | |  | | |
| Buildings and Venues | | | | | | | | |
| 9 | Assess the maximum occupancy of your class | | | Limit online bookings in line with occupancy rates  Communicate with participants the reason for limited numbers in advance of class  Where possible / allowed, mark the floor with temporary areas defining required space | |  | | |
| 10 | Check the venue has a daily cleaning strategy to minimise COVID-19 transmission risk | | | Check the strategy with the venue | |  | | |
| 11 | Ensure accesses, exits, passage, main room and stairways are safe, unobstructed, and accessible | | | Ensure there is a 1-way system in place to avoid pinch points and areas of high traffic (1 entry point/ 1 exit point where possible)  Check all furniture and equipment is neatly stored | |  | | |
| 12 | Review emergency exits and access in the event of an emergency | | | Ensure exits are clearly marked  that there is clear access to doors and that they are not locked  Review if the premises are accessible to the emergency services | |  | | |
| 13 | Understand venue requirements in relation to changing room usage | | | Are there changing facilities for both male & females’ attendees?  Are they open? Or are there social distancing measures in place  Signage for social distancing and hand cleaning | |  | | |
| Hygiene and Cleaning | | | | | | | | |
| 14 | Provision of hand washing facilities with warm water, soap, disposable towels, and bin. | | | See hand washing guidance.  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | |  | | |
| 15 | Provision of suitable wipes hand sanitiser in locations around the facility to maintain frequent hand sanitisation. | | | Participants to be encouraged to carry their own sanitisers with them | |  | | |
| Venue Preparation | | | | | | | | |
| No. | Controls Required | | | Mitigations | | Action Taken | | |
| 16 | Re-check the fire procedures for the venue | | | Plan an escape route and meeting point that respects social distancing measures?  Informed the class of any hall fire procedures including escape routes & meeting points    Easy access to the register or list of those attending the class  If you are using a public building e.g. a school, leisure centre etc. know where the nearest fire bell is sited so you can alert others    Check fire extinguishers are accessible, of the correct type & maintained and if training is required  Inform participants that they must not try to extinguish a fire themselves unless they are an appointed person, and that you must be informed immediately | |  | | |
| 17 | Electrical & other equipment | | | Ensure you aware of the light switches, including emergency lights  Check plugs and sockets and own equipment is in working order  Provide own head mic | |  | | |
| First Aid | | | | | | | |
| What are the hazards? | | Vital first aid equipment is not available when needed. First aiders do not have adequate PPE to carry out first aid when required. | | | | | |
| No. | Controls Required | | | | Mitigations | | Action Taken |
| 18 | Check that your first aid kits are stocked and accessible during all activity | | | |  | |  |
| 19 | What steps have you taken to improve your understanding of first aid provision under COVID-19? | | | | Follow guidance from St Johns Ambulance https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ | |  |
| 20 | If you have an AED then check that it is in working order, service is up to date and that it is available during all activity | | | |  | |  |
| 21 | Check that the venue have an accessible Incident Report Book | | | |  | |  |
| 22 | Implement a Register of all attendees for each class (this must be kept for 21 days in case of outbreaks) | | | |  | |  |
| 23 | Ensure you have access to a phone in case of emergencies | | | |  | |  |