

**CFLDN Ltd T/A CrossFit London
Risk Assessment re Covid Secure 17 July 2020**

CFLDN Ltd Re-opening under Covid Secure guidelines 25 July 2020

Covid Secure Gyms

Providers of grassroots sport and gym/leisure facilities

Guidance for people who work in grassroots sport and gym/leisure facilities.

This document uses numbered references to the UK Government guidance for England

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

1 Thinking about risk

Objective: That all employers and operators carry out a COVID-19 risk assessment.

Undertaken beginning 17 July 2020

We are thinking about the risks and will do everything reasonably practicable to minimise them, recognising we cannot completely eliminate the risk of COVID-19. We have implemented the following practices

Increased hand washing and cleaning of kit and surfaces

Social distancing for all staff and clients

Working from home

Side by side workouts

Stopping activities that cannot be made Covid secure (eg Gymnastics, Children's classes)

Consultation meeting taken place with GM and staff on 17/07/20 and will continue on a regular basis

Regular training of staff to update them with practices.

Daily checks to ensure guidelines are being adhered to.

CFLDN with more than 5 workers has this written risk assessment

Serious breaches and failure to comply with enforcement notices can constitute a criminal offence, with serious fines and even imprisonment for up to two years.

The above is noted and actioned.

1.1. Managing risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Reception table set up beyond entrance gate with rules, hand sanitiser, direction to wash hands in HQ arch, social distance markers. Class numbers reduced to 8 per arch, designated numbered 1-8 individual workout areas. Clients side by side 3m apart, with 100sqft allocated overall per person.

In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.

Vast majority of staff and clients are age 18-40, so at lower risk. Vulnerable older staff work from home, and take additional precautions when on site.

1.2. Sharing the results of your risk assessment

Risk assessment and summary published on www.crossfitlondonuk.com, notice displayed at gym premises.

2 Keeping customers safe

Staff/coaches will verbally remind clients of the above Covid hygiene rules, published on the website, at each new session. Signage repeats the message.

All venues should encourage attendees to arrive at the facility in sports kit and where possible to travel home to change/shower. Use of changing rooms and showering facilities should in general be avoided where possible, although these must be available for participants with disabilities or special needs **The above information on arriving and leaving in sports kit is now a rule, displayed on signs. Toilets are located in the changing rooms, but changing and showering is prohibited.**

All venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes - but is not limited to - refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission - particularly from aerosol and droplet transmission.

Coaches will keep music quiet, or off, during classes. In addition shouting and raised voices usual during workouts are prohibited. Signs displayed to inform and reinforce.

2.1. Manage contact

Objective: To minimise contact with surfaces, workers/volunteers, other customers and contractors within facilities or while participating in sport and physical activity.

Steps needed are advertised on signs, website as previously described.

HQ and gym doors are open during opening hours. We do not provide lockers. All our processes are online.

2.1.1. Manage capacity and overcrowding

Objective: To ensure distancing is possible by limiting the number of customers able to access the facilities.

Booking is in advance via the website only (no drop-ins) and limited to 8 per class. Coach is designated supervisor. Clients wait outdoors in the alley, at social distance, and only enter at invitation of Coach. Each class is by strict timetable and is now 45min duration to give time for cleaning of equipment and area before/after use, and to ensure safe ingress/egress of clients from arch.

2.1.2. Moving in, out and through facilities

Objective: To ensure distancing among workers/volunteers, customers and contractors when moving within and through sports and leisure facilities

Signage and stickers proliferate throughout the premises. Our main entrance and alleyway is outdoors, and clients may pass each other at 1m+ distance. Only 8 clients will be queuing at 2m apart, waiting for class, on our premises, not on the public highway.

2.1.3. Contact while using facilities

Objective: To ensure distancing among workers/volunteers and customers when using sports and leisure facilities.

Gymnastics/Tumbling is suspended in arch A, due to difficulties in social distance (spotting) and cleaning. Clients file into other arches at social distance on cue of coach. Each client has own designated, numbered area and cleaning kit for cleaning before/after workout. Coach moves down centre of room only (under rigs) for supervision of clients. Tape and/or cones designate the spaces.

Physio sessions take place in physio room under Covid secure guidelines for that industry.

2.1.4. Supporting Test and Trace

Records are kept online. All clients book in online, with profiles and contact details kept. Each client works in designated space and class.

2.1.5. Spectators & children

Objective: To ensure distancing of spectators and children within sporting and leisure facilities

Spectators are generally not allowed to observe classes. Children's classes are suspended until further notice.

2.1.6. Selling food, drink or merchandise

Objective: To minimise interactions with guests when selling or consuming food

or drink or operating retail outlets.

The cafe is closed, but drinks are now takeaway only. Sale of merchandise described in 6.1.

2.2. Providing and explaining available guidance

Objective: To minimise the contact among workers/volunteers, customers and contractors resulting from visits to the sports or gym/leisure facility or venue

All the above is emphasised on the website and repeated by coaches. Every coach is a social distance champion. Numerous signs informing of Covid secure rules.

3 Who should go to work

3.1. Protecting people who are at higher risk

Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals.

N/A among current clients and staff.

3.2. People who need to self-isolate

Objective: To make sure workers / volunteers who are advised to stay at home under existing government guidance do not socially come to work.

Website, signs and verbal instruction to avoid the gym and self isolate if symptoms arise. Furthermore, clients/ Staff to inform management of positive test outcome immediately

3.3. Equality in the workplace

Objective: To treat everyone in your workplace equally.

The above is noted and actioned according to The Equality Act

4 Social distancing in the gym

4.1. Arriving at and leaving the venue

Objective: To have workers/volunteers maintain social distancing wherever possible, during your journey to and from the gym/leisure facility, on arrival and departure and to enable handwashing upon arrival.

Classes run at hourly intervals, so congestion unlikely. Multiple bike racks are available. In/out stickers at entrance, where sanitiser station is located.

4.2 Moving around see 2.1.3

4.3. Workplaces and workstations

Objective: To maintain social distancing between workers/volunteers where they work, be this at a workstation or otherwise.

Outside running classes, coaches stay in HQ at social distance to undertake brief online work (own laptops)

4.4. Meetings

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings with workers/volunteers.

Staff meetings take place outdoors, at social distance in HQ, or via Zoom

4.5. Common areas

Objective: To have workers/volunteers and customers maintain social distancing while using common areas.

Common area HQ, largely unused except as route to toilets.

4.6. Visiting instructors, coaches, teachers, and management

Objective: To ensure safe practices for visiting instructors and supervisors that rotate across sports venues and leisure facilities.

N/A

4.7. Accidents, security and other incidents

Objective: To prioritise safety during incidents.

In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay appropriately distanced if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Noted and actioned

5 Air extraction and ventilation measures

Ventilation is an important part of mitigating against the transmission of COVID-19. Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible. Particular attention should be given to areas where high intensity exercise activity takes place.

To achieve this, specific measures should be implemented:

- The maximum occupancy of each indoor facility should be limited by providing a minimum of 100sqft per person. For this figure, the area is the net useable indoor facility space available to members to use, including changing rooms, toilet and wash facilities. Reducing capacity in this way whilst sustaining ventilation flows, will increase the typical current 10l/s/p flow rate of ventilation to at least 20l/s/p, as fewer people are being served by the ventilation system.
- Ventilation systems should provide 100% fresh air and not recirculate air from one space to another.

Large doors open front and rear of arch. Fans in operation provide 100% fresh air, not recycled. 100sqft per person provided by indoor workout space, alleyway, toilet facility.

6 Cleaning the facility

6.1. Before reopening

Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:

Assessment of site that have been closed, before restarting work cleaning procedures and providing hand sanitiser, before restarting work. Major cleaning operation of facility underway in week prior to reopening on 25 July 2020, and ongoing. Cleaner brought back from furlough. Fans cleaned and checked.

6.2. Keeping the workplace/facility clean

Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.

Steps that will usually be needed:

1. Maintaining good ventilation in the sport or gym/leisure facility. For example, opening windows and doors frequently, where possible.
2. Frequent cleaning of work areas and equipment including stationary gym equipment between use, using your usual cleaning products.
3. Frequent cleaning of objects and surfaces that are touched regularly, including stationary gym equipment, free weights, mats, balls, etc.
4. Providing spray and cloths and instructions for users to wipe down each machine

after use to users of stationary gym equipment. Whilst operators will wish to increase the frequency of normal or enhanced cleaning of touched surfaces, the only means of minimising contact transmission is cleaning of equipment after every user. Therefore, materials for self-cleaning of handles and rails after use (in line with normal practice) is essential and signage should emphasise to users that this is a duty to others as they dismount/disengage from equipment.

1. Maintaining current rigorous cleaning procedures, reviewing and adapting where necessary including in increased high-risk spaces including main thoroughfares, touch points and walls and floors in circulation routes (corridors, lifts, foyers, landings, stairs, lobbies).
2. Clearing workspaces and removing waste and belongings from the work area at the end of a shift.
3. If equipment cannot be cleaned after each use, it should not be used.

4. If you are cleaning after a known or suspected case of COVID-19 then you refer to the [specific guidance](#).

Clients provided and instructed to use cleaning materials on used equipment and floor after working out. Cleaner and coaches additionally instructed to clean high-touch areas frequently. Bins of used materials cleared away at the end of each day.

6.3. Hygiene – handwashing, sanitation facilities and toilets

Objective: To help everyone keep good hygiene through the working day.

Enhanced and frequent cleaning of areas, kit and facilities is in place and described above. Plentiful signage is in place.

6.4. Changing rooms and showers

Objective: To minimise the risk of transmission in changing rooms and showers.

See 2, showers and changing rooms not in use

6.5. Handling goods, merchandise and other materials

Objective: To reduce transmission through contact with objects in the gym/leisure facility.

Contactless is in use, hand sanitising before touching merchandise. Non personal kit is cleaned after use by personal cleaning kit provided

7 PPE

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

All forms of face coverings may restrict breathing efficiency and will not be used during exercise except on specific advice from a physician. The risk of virus transmission is not very high at the gym, therefore PPE is not normally required. In the case of cleaning an area from a known infected person, we have masks and gloves ready.

8.1. Shift patterns and working groups

****N/A**

8.2. Work-related travel

8.2.1. Cars, accommodation and visits

****N/A**

8.2.2 Deliveries to other sites

****N/A**

8.3. Communications and training

8.3.1. Returning to work

Objective: To make sure all workers understand COVID-19 related safety procedures and feel safe to return to work.

Information is given to staff via meetings, signage, website etc. GM and Management are the first port of call to answer questions.

8.3.2. Ongoing communications and signage

Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.

**** Regular meetings via social distance/Zoom to keep staff apprised of new measures.**

9 Inbound/outbound goods

Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres or despatch areas.

Deliveries are to delivered to the gate only, social distance observed

10.1. Workforce planning to provide a safe environment

Objective: Considering the needs of volunteers when planning for re-starting activities.

N/A as no volunteers.

10.2. Session organisation and activity grouping

Objective: To modify the way activity is organised to create distinct groups and reduce the number of contacts each volunteer has.

N/A

10.3. Training for returning to activity

Objective: To make sure all volunteers are trained on COVID-19-related safety procedures and feel safe to return to activity.

All coaches are given training on the new Covid secure practices. They can clarify their duties with the GM in the first instance, and refer to the online guidelines. We have no volunteers.

10.4. Wellbeing and inclusion

Objective: To ensure that the environment is inclusive, and that the wellbeing of volunteers is considered and continuously monitored.

Maintain awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). Free Mental Health Awareness training for voluntary coaches is available from MIND through [UK Coaching](#). **Using simple, clear messaging to explain guidelines, for example using images and clear language, and with consideration of groups for which English may not be their first language.**

The mental health of our staff is extremely important to us. We encourage coaches and staff to keep in regular, safe communication with each other, encouraging a friendly inclusive environment of mutual support. Signage carry clear images as well as text to reinforce the rules, and make it clearer for those for whom English is not their first language.

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