	Risk Assessment	SECTION	F5.1.54.01RA
		PAGE	Page 1 of 6
		ISSUE	V1.0
		DATE	July 2020
		REVIEW	July 2021
TITLE: Social distancing and preventing the spread of COVID-19 – Buildings (Including Statutory Compliance)		APPROVED BY: Head of Health, Safety & Quality	

Company name:	1Life	Date of issue:	
Site name:		Name of assessor:	
Date of assessment:		Assessor's signature:	
Persons consulted on the completion of this risk assessment:			
Name		Job Title	


HAZARDS – What will cause harm?
<ul style="list-style-type: none"> • Close contact with colleagues, customers or contractors suffering from COVID-19 • Contaminated surfaces • Sharing equipment • Poorly maintained / unsafe equipment • Contaminated water systems

RISKS – What could happen? What could the consequences be?
<ul style="list-style-type: none"> • Contracting COVID-19 • Legionella • Electric shock • Personal injury • Death


PEOPLE AT RISK – Who could be harmed?
<i>Staff, Contractors and Customers will be exposed to the risks above. Insert below specific people at risk within these groups</i>
<ul style="list-style-type: none"> • Staff • Customers and Visitors • Contractors

LOCATION – Where are the hazards located?
<ul style="list-style-type: none"> • All locations accessed by staff, customers, visitors and contractors


GENERAL CONTROL MEASURES – What are you doing to control the risks?					
All the control measures identified below will in combination, contribute to minimise the risks identified to an acceptable level. Please identify below whether the controls are happening or not.					
No.	Description	Yes	No	N.A.	Responsible
	Building Operations – Car parks and building entrance				

	Risk Assessment	SECTION PAGE ISSUE DATE REVIEW	F5.1.54.01RA Page 2 of 6 V1.0 July 2020 July 2021
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GENERAL CONTROL MEASURES – What are you doing to control the risks?					
All the control measures identified below will in combination, contribute to minimise the risks identified to an acceptable level. Please identify below whether the controls are happening or not.					
No.	Description	Yes	No	N.A.	Responsible
1	Where practical parking bays are sectioned off to allow safe queuing for customers to enter the building and will not compromise disabled parking				
2	Barriers and floor markings are used to direct customers to the building entrance and the queuing system				
3	Directional signage in place advising of building entrance and exit				
4	Tape/floor markings are used on the floor to ensure 2-metre distancing for customers when queuing.				
5	Queuing system set up close to the building to ensure it is separated from any vehicles.				
6	External ques to do not block fire escapes				
	Entering and Exiting the building				
1	Queuing system in place from outside areas to reception				
2	Floor stickers in place to help manage social distancing				
3	Staff at reception to control entry system and to ensure social distancing is maintained				
4	Doors are kept open where possible				
5	Entry and exit doors are separate where possible				
6	Hand sanitisers stations in place on entry and exit to the building to encourage good hygiene				
	Reception				
1	Floor stickers in place to help manage social distancing				
2	Perspex screens fitted to reception to help maintain social distancing				
3	Floor markings in place to indicate where customers should stand				
4	Disposable face masks available for receptionists, should the receptionist choose to wear one				
5	Only card payments accepted				
6	Customers book online or on the App				
7	Turnstiles and gates are kept open				
8	Tills, touchscreens and phones are sanitised after each shift				
9	Desks are sanitised at staff changeover				
10	Card payment machines are sanitised frequently				
11	Retail stock is not accessible by customers				
12	Staff working behind reception maintain 2-metre distancing				
13	Back to back or side to side working will be adopted, rather than face to face.				

	Risk Assessment	SECTION PAGE ISSUE DATE REVIEW	F5.1.54.01RA Page 3 of 6 V1.0 July 2020 July 2021
TITLE: Social distancing and preventing the spread of COVID-19 – Buildings (Including Statutory Compliance)		APPROVED BY: Head of Health, Safety & Quality	

GENERAL CONTROL MEASURES – What are you doing to control the risks?					
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No.	Description	Yes	No	N.A.	Responsible
Circulation areas					
1	Where practical floor markings are in place to indicate the direction of travel				
2	Prominent signage is displayed advising of social distancing				
3	Hand sanitising stations are set up throughout the building				
4	Where possible doors are kept open, fire doors must remain closed				
5	Door handles, push plates and door edges are frequently cleaned throughout the day				
6	Where practical seats and tables are removed from the building to prevent customers from congregating.				
7	Lifts cannot be shared and are restricted to members of the same household or carers assisting disabled or vulnerable users. Signage displayed advising customers do not share the lifts and sanitise hands before use.				
8	Customers advised to leave the Centre immediately after their activity and will not congregate in the Centre				
9	External hirers are responsible for their users social distancing when moving through the Centre				
Toilets					
1	Only one male, female and disabled toilet facilities will be open for public use.				
2	Cleaning schedule in place				
3	Touch points to be cleaned with disinfectant at regular intervals by all staff on duty				
4	Toilet roll, hand soap and paper towels are kept well stocked				
5	Only one person can use the toilet at a time				
6	Signage in place advising customers of good hygiene practices				
7	Changing rooms are not in use				
Ventilation					
1	Air Handling Unit dampers opened to allow 100% fresh air and run for 24 hours a day				
2	Max capacity for gyms and studios reduced to ensure 100sqft per person is achieved to achieve a target ventilation rate of 20 litres per person per second, whilst maintaining social distancing				
3	All windows and doors which are not fire doors to be left open where possible and where security is not at risk.				
4	All supply and extract vents are kept clean and run for 24 hours				

	Risk Assessment	SECTION PAGE ISSUE DATE REVIEW	F5.1.54.01RA Page 4 of 6 V1.0 July 2020 July 2021
TITLE: Social distancing and preventing the spread of COVID-19 – Buildings (Including Statutory Compliance)		APPROVED BY: Head of Health, Safety & Quality	

GENERAL CONTROL MEASURES – What are you doing to control the risks?					
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No.	Description	Yes	No	N.A.	Responsible
Statutory Compliance					
1	The annual fixed electrical service has been completed within the last 12 months and all C1's and C2's has been completed in the specified time.				
2	Fire alarms have been serviced within the last 6 months with no faults present on the system.				
3	All portable appliances have been tested within the last 12 months and defective equipment taken out of use.				
4	All outlets are flushed thoroughly for several minutes with temperatures of above 50 and below 20 achieved. Action is taken where this isn't achieved				
5	Legionella samples taken from the calorifiers, cold water storage tanks and sentinel outlets and must come back clear before re-opening.				
6	Gas boilers have been serviced by a qualified engineer within the 12 months and any remedial works completed as specified in the service report.				
7	Passenger lifts have been serviced and received a LOLER examination within the last 6 months.				
8	Emergency lighting has been serviced within the last 12 months and remedials rectified				
9	All fire extinguishers have been serviced within the last 12 months				
10	Lightening protection systems have been serviced within the last 12 months.				
11	Air conditioning units are run at least 5 days before opening the gyms and studios and any defects are reported, and repairs carried out by a qualified engineer. Service checks for all air conditioning should be arranged, as soon as possible which must include leak testing.				

	Risk Assessment	SECTION	F5.1.54.01RA
		PAGE	Page 5 of 6
		ISSUE	V1.0
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SITE SPECIFIC ASSESSMENT – Complete this table for any hazard, risk not included above and for any additional control measures in place or required.

No. 1	Hazard	Risk	Control Measure	Responsible	In place? Yes/No

CONTACT YOUR COMPANY HEALTH AND SAFETY RESOURCE IN THE FIRST INSTANCE IF YOU ADD ANY HAZARD, RISK OR CONTROL MEASURE IN THIS TABLE

ACTIONS – What actions must be done to ensure the full implementation of the risk assessment?


Write down an appropriate action for any control measure marked as 'No'
 Identify high priority actions with a 'Yes'
 Link the 'Number' column to the relevant Control Measure number in the risk assessment to enable the assessor to cross reference and check that all 'No's' have an action recorded against them
 Insert additional rows as required to enter all of the actions needed.

Number	Description	High Priority?	Responsible	Due Date	Completion date	Completion checked by:

I confirm that I have read, reviewed and understood this risk assessment and if in doubt I have sought the advice of the relevant person in my organisation.

I confirm that I am aware that I must monitor the completion of the actions highlighted in the assessment to ensure they are completed adequately and within the timescales set.

¹ Continue numbering from previous table
 5.1.54.01RA – 1Life

	Risk Assessment	SECTION PAGE ISSUE DATE REVIEW	F5.1.54.01RA Page 6 of 6 V1.0 July 2020 July 2021
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Appointed Person:	Signature:
Appointed Person Job Role:	
Date:	

Authorised Person:	Signature:
Date:	