

Risk assessment template (based upon University of Cambridge 'Operating the facility during the Covid 19 Pandemic' Gym RA and adapted as necessary)

Weights Gym and Multi Gym Opening and Covid Operation RA

Rev D

Assessment carried out by: College Surveyor with input from Head Groundsman

Date of next review: As guidance or ability to manage changes in the short term

Date assessment was carried out: April 9th 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Not able to keep up to date information with regarding the virus	All gym users, cleaning staff, maintenance staff and Groundsmen.	College senior management continually reviewing guidance	<ul style="list-style-type: none"> Continue to ensure that changes to guidance disseminated as necessary 	College senior management	Continuous	
Inadequate access controls increasing potential spread of bacteria/virus	All gym users, cleaning staff, maintenance staff and Groundsmen.	All student and staff cards deactivated and access by booking system	<ul style="list-style-type: none"> Gym to be accessed via advanced booking though on line booking system. Swipe card to be set up for issue by the Lodge in accordance with the advance booking for both the Weights Gym and the Multi Gym. 	Lodge with help from IT and Head Groundsman	Before use	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<p>Cards to be handled and cleaned in accordance with Lodge RA. Lodge to monitor access.</p> <ul style="list-style-type: none"> • Groundsmen to spot check to ensure no unauthorised access. 	Groundsmen	Continuous	
Multiple contact points including door mechanisms, surfaces, equipment, storage etc... creating increased risk of bacteria/virus contamination	All gym users, cleaning staff, maintenance staff and Groundsmen.	Users to clean touch points before and after use of equipment in addition to main cleaning	<ul style="list-style-type: none"> • Equipment reviewed and removed where not necessary or reduced in number (such as weights/dumb-bells). • All unnecessary ancillary items removed . 	Head Groundsman Groundsmen	By start of use By start of use	
Lack of hand washing and equipment hand sanitation facilities leading to increased risk of spread of bacteria/virus	All gym users, cleaning staff, maintenance staff and Groundsmen.	Hand sanitiser points in each gym	<ul style="list-style-type: none"> • Hand sanitiser and cleaning wipes to be maintained available and well stocked at all times. • Signage to be in place advising of hand and equipment cleaning and sanitation. 	Groundsman supplied by House services Head Groundsman	By start of use By start of use	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<ul style="list-style-type: none"> • Users to be made aware of rules prior to booking. This will form part of the induction for new users. • Effective cleaning schedule to be in place. • Users to use single use cleaning cloths and dispose of in bin after use both before and after using any piece of equipment. • College to clean before start of morning session and afternoon session - users clean between where equipment used. 	<p>Head Groundsman and via booking system</p> <p>Head Groundsman and House services Users</p> <p>Head Groundsman and House services</p>	<p>By start of use</p> <p>By start of use Continuous</p> <p>By start of use</p>	
Lack of social distancing, due to any of: lack of available space, members not following guidance, equipment not effectively positioned,		Use limited to single users of two users from same household.	<ul style="list-style-type: none"> • Access to be limited to 2 people in each gym if from same Household, otherwise individual use only permitted. • Equipment to be spaced to achieve 2 m distancing where more than one occupant permitted, and where 	<p>Via booking system</p> <p>Head Groundsman</p>	<p>Continuous</p> <p>By start of use</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>poor access control, capacity incorrectly identified and/or managed.</p>		<p>Booking system in place to control access.</p>	<p>equipment cannot be moved it is the be shut down.</p> <ul style="list-style-type: none"> • No equipment to be left which requires two people to safely operate. • Spot checks to be made on use by Groundsmen. • Access effectively managed by Lodge and spot checks. • Booking system to be in place. • Staff fully enabled to enforce rules and to eject those individuals not following the rules and to report them for further College discipline if necessary. • Users of the Gyms will be responsible for not permitting access to anyone else during their allotted time slot. • Any new user inductions to be undertaken respecting necessary distancing and wearing face coverings, and only for those pieces of 	<p>Head Groundsman Groundsmen/Lodge Lodge Groundsmen/Lodge All users Groundsmen</p>	<p>By start of use Continuous Continuous As necessary Continuous As necessary</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<p>equipment in use during Covid restrictions.</p>			
<p>Poor ventilation potentially leading to infection by airbourne droplets</p>		<p>There are currently two extract fans capable of extracting at 70l/s each in the Weights Gym, and openable windows in the Multi Gym</p>	<ul style="list-style-type: none"> Fans have been checked and are operational 24/7. Fan operation to be checked daily. Multi Gym windows to be opened at each cleaning session and left open. 	<p>Daily checks by Groundsmen and any issues to be immediately reported to Maintenance.</p>	<p>Daily</p>	
<p>Individuals (including staff) accessing facility despite being symptomatic.</p>		<p>College has procedures in place to manage symptomatic</p>	<ul style="list-style-type: none"> Maintain current procedures 	<p>All. College Senior Officers.</p>	<p>Continuous</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		students and staff. Students awaiting covid test results (other than weekly asymptomatic testing) not permitted to use facilities				
Inadequate cleaning by College cleaners		Cleaning regime in place	<ul style="list-style-type: none"> All equipment serviced and cleaned prior to gyms opening. All surfaces to be cleaned at high and low level prior to Gyms opening. Ensure that the cleaners responsible for the pre morning and pre afternoon session cleans are made aware of what needs cleaning and how. Housekeeping RA's and COSHH data to be followed during cleaning, 	Head Groundsman Head Groundsman/ House services Head Groundsman and House services House services	By start of use By start of use By start of use Continuous	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<p>including provision of PPE and materials and waste disposal.</p> <ul style="list-style-type: none"> Lidded bins to be provided for the disposal of cleaning cloths. Standard of cleaning to be reviewed. 	<p>House services</p> <p>Head Groundsman and House services</p>	<p>By start of use</p> <p>Continuous</p>	
Provision of First Aid	Porters	Porters to follow current Covid RAs and practices for the provision of first aid.		Porters	As necessary	
Inability to provide the necessary staffing for cleaning, monitoring etc., or where there are a high level of Covid cases in College			The two gyms are not mission critical to the College so can be shut where there is any perceived or actual risk presented.	Senior officers to advise	As necessary	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

Risk assessment template (based upon University of Cambridge ‘Operating the facility during the Covid 19 Pandemic’ Gym RA and adapted as necessary) and to be read in conjunction with latest version of the Boat Club ‘Club Plan and Safe Rowing during COVID-19’ RA which centres on the use of the off site Boat Club facilities but also includes general discipline expected from members during the pandemic.

Erg Gym Opening and Covid Operation RA

Rev B

Assessment carried out by: College Surveyor

Date of next review: As guidance or ability to manage changes in the short term

Date assessment was carried out: April 9th 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Not able to keep up to date information with regarding the virus	All users, cleaning staff, maintenance staff and Groundsmen.	College senior officers and Boat Club officers continually reviewing guidance	<ul style="list-style-type: none"> Continue to ensure that changes to guidance disseminated as necessary 	College senior officers and senior Boat Club officers	Continuous	
Inadequate access controls increasing potential spread of bacteria/virus	All users, cleaning staff, maintenance staff and Groundsmen.	To be re-opened 12 th April in line with Government guidance.	<ul style="list-style-type: none"> Gym to be accessed as determined by the Boat Club – all other student cards including past members taken off line. Boat Club President and Lodge to monitor access. 	Boat Club President.	By start of use.	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Restricted to single individuals or same household members unless ergs moved outside where the rule of six can apply. Only one person to access the erg gym at a time to remove/return ergs and all must be cleaned before use.	<ul style="list-style-type: none"> Groundsmen to spot check to ensure no unauthorised access. 	Groundsmen	Continuous	
Multiple contact points including door mechanisms, surfaces, equipment, storage etc... creating	All gym users, cleaning staff, maintenance staff and Groundsmen.	All equipment touch points to be cleaned by user before and after use in	<ul style="list-style-type: none"> Equipment will be cleaned by the Boat Club users All unnecessary ancillary items have been removed . 	Boat Club President	By start of use By start of use	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
increased risk of bacteria/virus contamination		addition to space cleaning	<ul style="list-style-type: none"> Space cleaning will be undertaken by College cleaners. 	Groundsmen and Boat Club President House services	By start of use	
Lack of hand washing and equipment hand sanitation facilities leading to increased risk of spread of bacteria/virus	All gym users, cleaning staff, maintenance staff and Groundsmen.	Hand sanitisation station.	<ul style="list-style-type: none"> Hand sanitiser and cleaning wipes to be maintained available and well stocked at all times. Signage to be in place advising of hand and equipment cleaning and sanitation. Users to be made aware of rules. This will form part of the induction for new users. Effective space cleaning schedule to be in place. Users to use single use cleaning cloths and dispose of in bin after use both before and after using any piece of equipment. 	Groundsman supplied by House services Head Groundsman Boat Club President Head Groundsman and House services Boat Club users	By start of use By start of Muse By start of use By start of use Continuous	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Lack of social distancing, due to any of: lack of available space, members not following guidance, equipment not effectively positioned, poor access control, capacity incorrectly identified and/or managed.</p>	<p>All gym users, cleaning staff, maintenance staff and Groundsmen.</p>	<p>Limiting access.</p>	<ul style="list-style-type: none"> • Access to be limited to 4 erg users if from same household otherwise single use, but subject to review. • External instruction only. • Spot checks to be made on use by Groundsmen. • Access effectively managed via restricted Boat Club member only access and spot checks. • Staff fully enabled to enforce rules and to eject those individuals not following the rules and to report them for further College discipline if necessary. • Users of the Erg Gym will be responsible for not permitting access to anyone else during their allotted period of use, or those members not in their household. • Any new user inductions to be undertaken externally respecting 	<p>Boat Club President</p> <p>Boat Club President</p> <p>Instructor/Boat Club president</p> <p>Groundsmen/Boat Club President</p> <p>Groundsmen/Lodge/Boat Club President</p> <p>Boat Club president</p>	<p>Continuous</p> <p>By start of use</p> <p>Continuous</p> <p>Continuous</p> <p>As necessary</p> <p>Continuous</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<p>necessary distancing and wearing face coverings, and only for those pieces of equipment in use during Covid restrictions.</p> <ul style="list-style-type: none"> • Ventilation to be opened at all times of internal use. • When ergs in use externally in Colonnade, signs to be erected requiring users not to restrict building access/egress and requesting pedestrians to walk round through car park to maintain distancing. 	<p>All users All users</p>	<p>As necessary Continuous</p>	
<p>Poor ventilation potentially leading to infection by airbourne droplets</p>	<p>All gym users, cleaning staff, maintenance staff and Groundsmen.</p>	<p>There are currently a number of high level vents (some manual and some automatic) and openable windows</p>	<ul style="list-style-type: none"> • Windows to be open at all times of use and cleaning 	<p>All users. Any issues to be immediately reported to Maintenance.</p>	<p>Continuous</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Individuals (including staff) accessing facility despite being symptomatic.	All gym users, cleaning staff, maintenance staff and Groundsmen.	College has procedures in place to manage symptomatic students and staff. Students awaiting covid test results (other than weekly asymptomatic testing) not permitted to use facilities.	<ul style="list-style-type: none"> Maintain current procedures 	All. College Senior Officers.	Continuous	
Inadequate cleaning by College cleaners (space cleaning) and Boat Club (equipment cleaning)	All gym users, cleaning staff, maintenance staff and Groundsmen.	Cleaning regime in place	<ul style="list-style-type: none"> All equipment serviced and cleaned prior to gyms opening. All surfaces to be cleaned at high and low level prior to Gyms opening. 	Head Groundsman/Boat Club Head Groundsman/Houseservices	By start of use By start of use	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<ul style="list-style-type: none"> • Ensure that the cleaners responsible for are made aware of what needs cleaning and how. • Housekeeping RA's and COSHH data to be followed during cleaning, including provision of PPE and materials and waste disposal. • Lidded bins to be provided for the disposal of cleaning cloths. • Standard of cleaning to be reviewed. • Cleaning of equipment by the Boat Club – no bleach to be used. Use wipes provided and clean equipment in accordance with Boat Club RA. 	<p>Head Groundsman and Houseservices</p> <p>Houseservices and Boat Club</p> <p>Houseservices</p> <p>Head Groundsman and Houseservices and Boat Club President</p>	<p>By start of use</p> <p>Continuous</p> <p>By start of use</p> <p>Continuous</p>	
Provision of First Aid	Porters	Porters to follow current Covid RAs and practices for the provision of first aid.		Porters	As necessary	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Inability to provide the necessary staffing for cleaning, monitoring etc., or where there are a high level of Covid cases in College			The Erg gym is not mission critical to the College so can be shut where there is any perceived or actual risk presented.	Senior officers to advise	As necessary	

Risk assessment template (based upon University of Cambridge 'Operating the facility during the Covid 19 Pandemic' Gym RA and adapted as necessary)

Squash Court Opening and Covid Operation RA

REV A

Assessment carried out by: College Surveyor with input from Head Groundsman

Date of next review: As guidance or ability to manage changes in the short term

Date assessment was carried out: April 9th 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Not able to keep up to date information with regarding the virus	All court users, cleaning staff, maintenance staff and Groundsmen.	College senior management continually reviewing guidance	<ul style="list-style-type: none"> Continue to ensure that changes to guidance disseminated as necessary 	College senior management	Continuous	
Inadequate access controls increasing potential spread of bacteria/virus	All court users, cleaning staff, maintenance staff and Groundsmen.	Access by booking system	<ul style="list-style-type: none"> Court to be accessed via advanced booking though contact with Porters Lodge Keys to be handled and cleaned in accordance with Lodge RA. Lodge to monitor access. 	Lodge	Continuous	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<ul style="list-style-type: none"> Groundsmen to spot check to ensure no unauthorised access. 	Groundsmen		
Multiple contact points including door mechanisms, surfaces, equipment, storage etc... creating increased risk of bacteria/virus contamination	All Court users, cleaning staff, maintenance staff and Groundsmen.	Users to clean touch points before and after use of equipment in addition to main cleaning	<ul style="list-style-type: none"> No unnecessary touch points present 	All users	Continuous	
Lack of hand washing and equipment hand sanitation facilities leading to increased risk of spread of bacteria/virus	All Court users, cleaning staff, maintenance staff and Groundsmen.	Hand sanitiser points located outside Court in Colonnade.	<ul style="list-style-type: none"> Hand sanitiser and cleaning wipes to be maintained available and well stocked at all times. Signage to be in place advising of hand and equipment cleaning and sanitation. Users to be made aware of rules prior to booking. This will form part of the induction for new users. 	Groundsman supplied by House services Head Groundsman Head Groundsman and via booking system	By start of use By start of use By start of use	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<ul style="list-style-type: none"> • Effective cleaning schedule to be in place. • 	Head Groundsman and House services Users	By start of use Continuous	
Lack of social distancing, due to any of: lack of available space, members not following guidance, equipment not effectively positioned, poor access control, capacity incorrectly identified and/or managed.		Use limited to single users of two users from same household. Booking system in place to control access.	<ul style="list-style-type: none"> • Access to be limited to 2 people if from same Household, otherwise individual use only permitted. • Spot checks to be made on use by Groundsmen. • Access effectively managed by Lodge and spot checks. • Booking system in place. • Staff fully enabled to enforce rules and to eject those individuals not following the rules and to report them for further College discipline if necessary. • Users of the Court will be responsible for not permitting access to anyone else during their allotted time slot. 	Via booking system Head Groundsman Lodge Head Groundsman/Lodge All users	Continuous By start of use Continuous Continuous As necessary	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Poor ventilation potentially leading to infection by airbourne droplets</p>		<p>There is currently one high level extract fan which is operated through the lighting.</p> <p>10 minute break buld in between sesions</p>	<ul style="list-style-type: none"> Fan operation to be checked daily. Lighting is automatic on movement sensor and this also operates the ventilation. 	<p>Daily checks by Groundsmen and any issues to be immediately reported to Maintenance.</p>	<p>Daily</p>	
<p>Individuals (including staff) accessing facility despite being symptomatic.</p>		<p>College has procedures in place to manage symptomatic students and staff.</p> <p>Students awaiting covid test results (other than weekly</p>	<ul style="list-style-type: none"> Maintain current procedures 	<p>All. College Senior Officers.</p>	<p>Continuous</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		asymptomatic testing) not permitted to use facilities				
Inadequate cleaning by College cleaners		Cleaning regime in place	<ul style="list-style-type: none"> • All surfaces to be cleaned at high and low level prior to Court opening. • Ensure that the cleaners responsible for the touch point cleaning are made aware of what needs cleaning and how. • Housekeeping RA's and COSHH data to be followed during cleaning, including provision of PPE and materials and waste disposal. • Small lidded to be provided for the disposal of cleaning cloths. • Standard of cleaning to be reviewed. 	Head Groundsman/ House services Head Groundsman and House services House services House services Head Groundsman and House services	By start of use By start of use By start of use Continuous Continuous	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Provision of First Aid	Porters	Porters to follow current Covid RAs and practices for the provision of first aid.		Porters	As necessary	
Inability to provide the necessary staffing for cleaning, monitoring etc., or where there are a high level of Covid cases in College			The Squash Court is not mission critical to the College so can be shut where there is any perceived or actual risk presented.	Senior officers to advise	As necessary	