

Introduction

Since the announcement from the Government that Gyms, Swimming Pools and Leisure Centres can re-open DSDR have been working hard to implement all aspects of the government guidelines as well as the guidelines developed by each NGB covering the specific requirements for each sport or activity. The following procedures and accompanying risk assessments have been implemented to minimise the risks to all customers and staff; the provision of a safe environment for all is our main priority.

General Guidelines

- Medical Guidance

Main Symptoms

The main symptoms of coronavirus are:

- **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

- Mitigations

Any customer or member of staff displaying any symptoms of coronavirus are not permitted to enter the Founders Complex, this is emphasised within all communications sent out to customers prior to and as part of the booking process, and is highlighted to all staff within the circulated documentation and return to work training.

All customers and staff are required to follow good hand hygiene routines; soap and water are readily available in all toilet facilities, and hand sanitisation stations are available at the building entrance and exit.

All customers and staff are required to follow social distancing, floor markers are located throughout the building to help with this.

All facilities have a maximum capacity based on social distancing in an active environment.

- Test and Trace

As per government guidelines, the Founders Complex will have a test and trace system in place for all of its visitors to ensure that anyone who has been in close contact with a person who has tested positive for Coronavirus through being at the Founders Complex can be traced.

A QR code system will be in place at both access doors to the building.

All sessions will be booked and as such contact details are entered to make the booking.

Where customers are attending as part of a club, the club are required to have details of all its members and a register of which members have attended which sessions.

Access and Flow

- Exit and entry to the building is available via the ground floor door leading to the underpass and via the upper floor door leading to the SU. Both doors will operate a 2-way, keep left policy.
- There is strictly no access or exit available via any fire exits in the building (unless in an emergency evacuation situation), anyone trying to enter or exit via any fire exits must be stopped and re-directed to one of the entrance doors.
- Throughout the building doors will be held open with door wedges. Where wedges are in place the Operations staff must ensure that they are removed once activity has ceased in that area to ensure they are then serving their purpose of reducing the spread of fire in an emergency situation.
- We are operating a keep left policy throughout the building to assist with social distancing measures.
- All walkways will be open for two-way travel, there will be a keep left policy in place and the centre of the stairs will be marked with floor tape. The width of many of the walkways is inadequate for social distancing and as such customers are asked to voluntarily wear a face covering in the general areas of the building and areas where social distancing cannot be maintained.

Capacity

- There should be no waiting around in the general areas of the Founders Complex. Social distancing must be adhered to throughout, arrival for session time should be as close as possible to the start time of the session to minimise time spent waiting within the building.
- In order to maintain a Covid secure environment for all customers and staff we request that only those with a booked session come to the Founders Complex.
- No spectating is allowed; there are certain exceptions to this in relation to safeguarding whereby one guardian is permitted per child if necessary. Social distancing must be adhered to whilst spectating.
- Each area will have a maximum capacity based on the space available and the social distancing guidelines for the activity.
- Capacities will be displayed at the entrance to each facility.

Facilities and Equipment

- All general seating areas will be out of use.
- All changing rooms and showers will be open, but users of the Founders Complex are advised to come changed and where possible shower at home to reduce the use of the changing rooms as much as possible.
- All toilets will be available to use.
- SU Sports equipment will be available to hire; equipment touch points are sanitised by DSDR staff when handing out and receiving back any hire equipment.

PPE Requirements

- PPE is not a general requirement for staff working in the Founders Complex, however certain roles do require different levels of PPE, such as administration of first aid.
- Perspex screens will be in place at the upstairs reception desk.

- It is mandatory to wear a face covering in the general areas of the building and areas where social distancing cannot be maintained.

- All mandatory PPE will be provided by DSDR.

Cleaning

- All areas of the Founders Complex have undergone a full deep clean prior to re-opening.

- Daily morning cleaning prior to the building opening and an additional clean in the middle of the day is the responsibility of the Estates porters.

- Sanitisation of touch points around the building is to be completed periodically by the Sports Assistant on shift.

Emergency Procedures

- The Founders Complex emergency evacuation plan is as per normal evacuation routes.

- During an evacuation operations staff must kick away all door wedges whilst on their evacuation routes to ensure fire doors are effective in stopping the spread of fire.

Documentation Approval

Documentation will be submitted and signed off by IOSH or NEBOSH qualified DSDR staff then submitted to DSDR SLT for final approval prior to commencement of activity. Each activity must be authorised by the DSDR SLT before being advertised as available to customers.