

## Burnley Borough Council Environmental Health

### COVID-19 Guidance for Gyms and the Leisure Sector on Operating Safety

This guidance has been produced to help businesses plan and prepare for the staged reopening following the national lockdown and to help businesses continue to operate safely as the outbreak continues. It signposts business to sources of help, advice and information in relation to health and safety and public health to help protect your staff and customers. We all hope that we're starting to see the light at the end of the tunnel now, but it is essential that controls don't slip and that complacency doesn't begin to creep in. Businesses must continue to maintain robust COVID-19 controls to reduce the risk of transmission and to ensure that businesses reopen as planned and stay open wherever possible.

Ensure you know what you can and can't do at each point along the [government roadmap](#) and carefully prepare for each stage. Requirements and dates are likely to be updated regularly. If you aren't sure, please contact us at the details below.

*What you need to do:*

#### **1. Risk assess, maintain robust controls and keep under review**

Carry out a health and safety risk assessment for COVID-19 and put the controls in place in practice. If you have a risk assessment, but haven't reviewed it for some time, you must review and update it and keep it up to date as guidance is constantly evolving. The following will help you:

- Guidance on risk assessments and a template COVID-19 risk assessment can be found on the [HSE website](#). Every employer must carry out risk assessments for reasonably foreseeable risks to their employees and others. The findings of the risk assessment only need to be recorded where you have more than 5 employees, but we would always recommend that risk assessments are documented as this makes them easier to review and update and robust documentation provides stronger due diligence.
- A range of general guidance on COVID-19 is available at [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus) and a range of sector specific guidance for workplaces is available here - <https://www.gov.uk/coronavirus-business-reopening>, this will be updated when new information is released. If someone from Environmental Health or the Health and Safety Executive (HSE) visits your business we would expect that the relevant parts of the sector guides have been incorporated into your risk assessments and systems.
- As the pandemic has gone on, trade bodies have produced a wealth of guidance for their members and this guidance is often freely available to view on their websites. Much of this guidance has been excellent, but not all trade bodies have produced fully accurate guidance or updated their pages regularly and so if there are conflicting messages in what you are reading, either use the central government guidance or contact Environmental Health for further advice.

- A simple checklist has been produced to help you identify some of the key controls (Appendix 1). It is not however comprehensive and it will need to be tailored to your own business.
- There is a range of guidance available to assist you with your risk assessment and a selection can be found in Appendix 2.

## **2. Training and Communication**

You must ensure that staff have been trained on the findings of the risk assessment and make sure they understand and follow the important controls. It is also important to be receptive to staff feedback and to maintain clear communication with staff, as this helps to keep staff more secure and happier within their roles. It also lets them know what the businesses has been doing to help keep them safe that may not be visible or obvious. It is also important that you help any visitors and customers understand the important controls and simple visual aids can help with this.

A range of resources and posters are available and links to some of these can be found in Appendix 2.

### **Further Information and Guidance**

You can contact Environmental Health Team by emailing [ENVHEALTH@BURNLEY.GOV.UK](mailto:ENVHEALTH@BURNLEY.GOV.UK) and an officer will get back to you as soon as possible.

## APPENDIX 1 – Basic COVID-Secure Checklist

The below is a basic checklist designed to help signpost you to sources of help and to highlight common pitfalls for the sector. However, it is not comprehensive and is subject to ongoing change and therefore it's important that you keep the information on the gov.uk pages under review to ensure that you keep up to speed with requirements.

Staff Safety	Done ?
Staff should work from home if they can, e.g. office staff. If they can't, the 2m social distancing rule must be adhered to wherever possible. Contact of 1-2m must only take place where it unavoidable <u>and</u> where additional controls are in place.	
<a href="#">Staff must self-isolate</a> at home if they or members of their household are exhibiting symptoms of COVID-19. They must not come into work. It is important that symptomatic people <a href="#">arrange for a COVID-19 test</a> and co-operate with the government <a href="#">test and trace</a> scheme.	
Identify <a href="#">vulnerable staff</a> who may be at increased risk of severe illness from COVID-19 and carry out individual risk assessments. Extra controls will be needed for vulnerable staff, which could include changing or adapting their role.  Where staff are considered to be <a href="#">extremely vulnerable</a> , relevant government advice must be followed in relation to shielding to ensure these people are kept safe as far as possible.	
Try to maintain fixed work teams where possible (cohorting) and keep the number of members in a cohort as small as possible.	
Ensure that staff have easy access to hygienic hand washing facilities, including warm water, liquid soap and hygienic drying facilities, e.g. paper towels. Staff must be encouraged to wash their hands regularly. Gloves do not replace hand washing and must be changed regularly if worn. Do not use reusable fabric towels to dry hands.	
Providing hand sanitizer in addition to hand washing facilities is good practice, e.g., providing staff with personal hand sanitizer on a lanyard or providing at key locations such as entrances. Where access to hand washing facilities is limited, hand sanitizer should be provided and used. Hand sanitizer never replaces good hand washing.	
Staff should reminded to cough or sneeze into their elbow or a tissue and reminded to avoid touching their face to reduce chance of transmission.	
Communicate with staff on a regular basis to remind them of good practice and reassure them that controls are in place. A <a href="#">COVID-Secure poster</a> is available to display once you have completed your risk assessment and put the controls in place.	
Where possible use digital and remote methods to do business and communicate over paper methods, e.g. pay slips, forms, emails and e-banking.	
Face coverings are not mandatory in gyms and other leisure facilities, but are mandatory for close contact activities and hospitality. Even if face coverings aren't mandatory, staff could wear face coverings when not undertaking physical activities as an additional control. <a href="#">Face coverings must adequately cover the nose and mouth</a> Visors are no longer considered to be adequate alone. Wearing face coverings doesn't remove the need to social distance, so make sure staff do not become complacent.	

Discourage car sharing and try to promote good practice outside work. Bad practice outside of work can quickly become a work problem.	
<b>Customer Safety</b>	
Establish a safe maximum capacity and ensure that it is adhered to at all times. The capacity must allow social distancing even at busy times and in busier areas of the site.	
Establish the safe capacity of studios and other rooms based on the particular activity taking place. Allow enough time between sessions to clean down and clear the room without people waiting. It may be necessary to ask people to wait outside until the area has cleared. Using separate doors for access and exit can help maintain a one way route.	
Establish online booking systems wherever possible to ensure safe capacities. Stagger bookings and timetabled sessions to avoid groups of people arriving/leaving at the same time.	
Encourage customers to change and shower at home to reduce time on the premises.	
Where different businesses book out areas of the premises ensure that they're clear on safe capacities and the premises COVID-19 rules and ensure the safety systems are compatible, e.g. it may be necessary to stagger start times to prevent pinch points at key times.	
Encourage telephone, email and internet booking and payments to help manage the flow and number of customers and help social distancing. Provide safety rules online for customers to view.	
Ensure you have a <a href="#">QR code for the premises</a> and this is prominently displayed at the entrance. Customers must be advised to check in when they arrive. If customers don't have access to a smart phone to check in, they need to provide <a href="#">test and trace information</a> in another way. If customers do not want to provide this information the business is required to refuse entry. Businesses must keep this information for 21 days and ensure that they comply with <a href="#">data protection rules</a> .	
<p>Make sure there is clear COVID-19 safety information at entrances. Signage and posters can also be useful to remind customers of:</p> <ul style="list-style-type: none"> <li>- wearing face coverings (if requested in parts of the building)</li> <li>- not entering the premises if they have symptoms.</li> <li>- social distancing</li> <li>- maximum capacities</li> <li>- cleaning and disinfection of equipment</li> <li>- being courteous to others (e.g. in relation to use of pieces of equipment) and other house rules</li> <li>- the 'do's and don'ts', <a href="#">e.g. in relation to gatherings</a></li> <li>- <a href="#">providing test and trace information</a></li> </ul>	
Help customers to maintain hand hygiene, e.g. making hand sanitizer available at key locations.	
Areas people touch frequently can become areas of cross contamination. Frequent cleaning and disinfection must take place of touch points including door handles. It is good practice to provide customers with disinfectant wipes to wipe down equipment before and after use.	

Take reasonable steps to discourage customers mingling and moving about more than necessary.	
<p>Introduce control measures to ensure social distancing</p> <ul style="list-style-type: none"> <li>- Limit the number of people in the premises and manage entry/occupancy so that the premises does not become overcrowded.</li> <li>- Ensure that customers are 2m apart wherever possible.</li> <li>- Review and remove/manage pinch points, e.g. at entrances</li> <li>- Put in place queueing systems where appropriate</li> <li>- Use signage and floor markings to direct people around the premises, maintaining a 2m distance.</li> <li>- One way systems can help direct flow and help maintain social distancing</li> </ul>	
<b>Premises Checks</b>	
Increase the frequency of cleaning and disinfection. Attention to be given to shared equipment and hand contact surfaces including equipment, tables, chairs, switches, door handles, lockers, push plates on doors, toilets, hand towel dispensers, taps etc. Check that you are using disinfectants that comply with BS EN 1276 and BS EN 14476 and that the manufacturer's instructions are followed.	
<a href="#">Legionella is a bacteria</a> that likes to grow in warm standing water and can cause legionnaires disease. Water systems that haven't been used in a long time must be carefully flushed through to prevent people become ill.	
<a href="#">Increase the ventilation</a> within the premises by opening doors and windows. Ensure mechanical ventilation is maintained and serviced and take advice from your ventilation engineer about safe operating. Air conditioning systems should be fresh air systems rather than recirculating systems.	
If the business has been closed for some time ensure that the premises structure and equipment is in good order.	
Ensure the business has a sufficient number of bins and waste collections.	
Keep background noise low enough to allow people to talk easily without shouting.	
<b>Management</b>	
Ensure that you know and are following the <a href="#">current rules</a> on the numbers and types of people allowed to gather indoors and outdoors and the type of activities that are still restricted. Customers have a requirement to be responsible, but the businesses also need to demonstrate that reasonable checks have been made to ensure compliance with the rules. For example, can group bookings be made and if so how do you check that the groups comply with the gatherings rules? The sector guidance notes for hospitality and close contact may also apply to your business. There are also specific rules for elite sports and grassroots sports, contact sports and team sports and the links to further information is in Appendix 2.	
Ensure that work stations/equipment is at least 2m apart as far as possible - can furniture/equipment be re-arranged or workstations be taken out of use? Can staff be assigned dedicated work areas to avoid crossing points? Remember, it is the distance between people and not furniture/equipment which is important. Extra controls must be in place if distancing is	

reduced to 1m. Other extra controls could include back to back work/activity or using plexi-glass screens between work stations/equipment. People must never be closer than 1m.	
Facilitate the 2m distancing in WC's, changing rooms, smoking shelters, vehicles etc. Staggering break times and start and finish times can help, but rooms and vehicles may need to be limited to a particular number of occupants and this be communicated to staff for it to be managed.	
Ensure that the controls are supervised and followed.	
An <a href="#">outbreak pack</a> has been produced for businesses by Public Health England to help prepare you for an outbreak and to use in the event of an outbreak.	
Staff that cannot work from home are being encouraged to take regular (twice weekly) asymptomatic lateral flow tests and there are several <a href="#">community testing sites available</a> for this. As a business you can also <a href="#">register to be sent a lateral flow test kit to complete at the workplace</a> . A third of people who are positive for COVID-19 do not show symptoms so it's important to identify asymptomatic carriers to reduce transmission as far as possible. Testing is free and quick. However... if staff are symptomatic, they must not attend one of these sites and must instead book a <a href="#">PCR test at this link</a> .	
If you are aware of staff who are struggling with things like isolation or are having financial difficulties as a result of COVID19 please make them aware of support available from the <a href="#">Community Hubs across Lancashire</a> .	
Information about business support including business grants can be found <a href="#">here</a> .	

## APPENDIX 2 – Further Sources of Information

<b>GENERAL ADVICE REGARDING COVID-19 PRECAUTIONS</b>	
<b>NHS COVID-19 guidance</b>	<a href="https://www.nhs.uk/conditions/coronavirus-COVID-19/">https://www.nhs.uk/conditions/coronavirus-COVID-19/</a>
<b>Hand washing</b>	<a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>
<b>Self-isolation</b>	<a href="https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance">https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance</a>
<b>World Health Organisation Videos</b>	<a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/videos">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/videos</a>
<b>Social distancing and face coverings</b>	<a href="https://www.nhs.uk/conditions/coronavirus-COVID-19/social-distancing/what-you-need-to-do/">https://www.nhs.uk/conditions/coronavirus-COVID-19/social-distancing/what-you-need-to-do/</a>
<b>Advice on vulnerable people</b>	<a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19</a>
<b>Guidance for pregnant women</b>	<a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/COVID-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/COVID-19-virus-infection-and-pregnancy/</a>
<b>Wearing face coverings safely</b>	<a href="https://www.youtube.com/watch?v=9Tv2BVN_WTk&amp;feature=emb_logo">https://www.youtube.com/watch?v=9Tv2BVN_WTk&amp;feature=emb_logo</a>
<b>Coronavirus FAQ's</b>	<a href="https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do">https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do</a>
<b>Guidance for employers &amp; businesses</b>	<a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-COVID-19/guidance-for-employers-and-businesses-on-coronavirus-COVID-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-COVID-19/guidance-for-employers-and-businesses-on-coronavirus-COVID-19</a>
<b>Guidance for employees</b>	<a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-COVID-19/COVID-19-guidance-for-employees">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-COVID-19/COVID-19-guidance-for-employees</a>
<b>Anxiety, stress and wellbeing</b>	<a href="https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-COVID-19-anxiety-tips/">https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-COVID-19-anxiety-tips/</a>

	<p><a href="https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/</a></p> <p><a href="https://www.gov.uk/government/publications/COVID-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-COVID-19">https://www.gov.uk/government/publications/COVID-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-COVID-19</a></p>
<b>Roadmap for reopening</b>	<a href="https://www.gov.uk/government/publications/COVID-19-response-spring-2021/COVID-19-response-spring-2021-summary">https://www.gov.uk/government/publications/COVID-19-response-spring-2021/COVID-19-response-spring-2021-summary</a>
<b>Sector specific workplace advice</b>	<p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19</a></p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities</a></p>
<b>HSE advice on risk assessment</b>	<a href="https://www.hse.gov.uk/simple-health-safety/risk/index.htm">https://www.hse.gov.uk/simple-health-safety/risk/index.htm</a>
<b>Managing legionella risk</b>	<a href="https://www.cieh.org/media/4208/legionella-guidance-COVID-19.pdf">https://www.cieh.org/media/4208/legionella-guidance-COVID-19.pdf</a>
<b>HSE advice on face coverings and PPE</b>	<a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm</a>
<b>Signs and posters</b>	<p><a href="https://www.cieh.org/policy/coronavirus-COVID-19/resources/">https://www.cieh.org/policy/coronavirus-COVID-19/resources/</a></p> <p><a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a></p> <p><a href="https://coronavirusresources.phe.gov.uk/">https://coronavirusresources.phe.gov.uk/</a></p> <p><a href="https://www.gov.uk/government/publications/england-lockdown-stay-at-home-posters">https://www.gov.uk/government/publications/england-lockdown-stay-at-home-posters</a></p>
<b>Grass roots sports guidance</b>	<p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a></p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</a></p>
<b>Guidance for elite sport</b>	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a>

<b>Guidance for managing outdoor gyms and playgrounds</b>	<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</a>
<b>Advice from other organisations</b>	<a href="https://www.ukactive.com/covid-19/">https://www.ukactive.com/covid-19/</a> <a href="https://www.sportandrecreation.org.uk/news/covid-19/latest-government-guidance">https://www.sportandrecreation.org.uk/news/covid-19/latest-government-guidance</a> <a href="https://www.uksport.gov.uk/coronavirus-response">https://www.uksport.gov.uk/coronavirus-response</a>