



## Building essentials

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?	Date complete	Review
Legionella within the water services after a prolonged period of shutdown	Curlers, Skaters, Ice Hockey Players, Squash Members, Staff, volunteers, visitors, Vulnerable Groups (elderly, pregnant workers, those with underlying health conditions)	Water System ( taps, wc's, showers) regularly run for prolonged period throughout shutdown. Shower heads removed and submerged in bleach solution for 24 hours	Conduct routine maintenance	Ice Rink Manager	1/09/20	1/09/20
Problems with building services after a long period of shutdown	Curlers, Skaters, Ice Hockey Players, Squash Members, Staff, Volunteers, Visitors, Vulnerable Groups (elderly, pregnant workers, those with existing underlying health conditions)	Gas Installation has been checked by Gas Safe Engineer. Electrician has checked systems Alarms Tested Ventilation Checked	Monitor all systems functions	Ice Rink Manager	04/09/20	01/04/21
Spread of Coronavirus (Covid-19) through touch points in the building	All Rink Staff and Users	1 Reduce touch points and increase cleaning (See Cleaning Schedules) 2 All non-essential equipment and decoration to be removed. Clubs should remove all notices on boards in Curling Changing Corridor 3 Open doors where possible. Fire doors to remain closed and touch points cleaned regularly 4 High-traffic touch points cleaned regularly/ after every user or group	Booking and Payment via online payment or bank transfer	Cleaning and Ice Staff Company Secretary		1/11/20

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Spread of Covid-19 through inadequate ventilation

All Rink Staff and Users

1. Extractor fans in Ice Hall have been rated to extract 1.0 to 1.5 m<sup>3</sup> (1000 to 1500 litres) per second. Government guidelines are that we should supply 8 litres per second for each curler on the ice. Even using the lower fan rate we will be extracting 20 litres per second per curler when the session is full
2. In the 1m Social Distancing Areas (Lounge Bar, Restaurant and Skating Cafeteria) ventilation will be maintained using extractor fans and open doors and windows

Engage Consultant to Confirm Specifications

Ice Rink Manager

1/9/2020

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## Cleaning

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?	Date complete	Review
Cleaning practice increasing risk of bacterial/ viral contamination	All sports participants, staff, coaches, Volunteers, Vulnerable Groups (elderly, pregnant workers, those with underlying health conditions)	<p>1 Robust general cleaning schedule in place. Cleaning tasks monitored by responsible person</p> <p>2 Additional time allowed for cleaners to carry out cleaning between each user group</p> <p>3 Frequent cleaning, disinfecting objects and surfaces that are touched regularly using appropriate cleaning products and methods</p> <p>4 where wearing gloves and/or disposable aprons is identified as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely</p> <p>4 Rigorous checks will be carried out by Manager to ensure that the necessary procedures are being followed</p>		Ice Rink Manager	01/09/20	01/12/20
Higher levels of cleaning required with existing personnel increasing risk of being unable to provide adequate cleaning services	All Users	<p>Hand washing / sanitising taking place in line with Scottish Government guidance</p> <p>Ice Staff rostered to carry out cleaning tasks. Restriction of areas available to staff / public in order to reduce facilities requiring cleaning</p>		Ice Rink Manager	10/9/20	10/10/20
Untrained staff using cleaning substances and equipment	Staff / volunteers	Sufficient planning with consumable suppliers in place	COSHH assessments for all substances in place. Work instructions for tasks in place. Only personnel trained in safe methods and use of substances to carry out cleaning tasks, including mechanical cleaning equipment	Ice Rink Manager	10/9/20	10/10/20

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## Physical distancing

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?	Date complete	Review
Situations where users are unable to adhere to physical distancing guidelines	Staff,volunteers, visitors, vulnerable groups	<ol style="list-style-type: none"> <li>1 Hand washing facilities with soap and water in place</li> <li>2 Standard table cleaning in the bar and restaurant</li> <li>3. Reduce the number of persons in any area to comply with the current Scottish Government guidance on social distancing</li> <li>4 Review programming where appropriate to stagger start &amp; finish times of user groups, relocating workers to other</li> <li>5 Redesigning arrival / sessions / activities to ensure physical Distancing in place</li> <li>6 Tables to be re-arranged in the restaurant and bar areas to ensure Physical Distancing</li> <li>7 No standing to be allowed in the bar area and drinks will be preordered and delivered to each rinks' tables</li> <li>8 Conference calls or virtual meetings to be used instead of face to face meetings</li> <li>9 Management checks to ensure this is adhered to</li> <li>10 Spectators of lessons encouraged to wait in own vehicle or outside and limited to 1 person per participant and physically distanced</li> <li>11 Circulation areas marked to encourage people to physically distance</li> <li>12 Implement a one way system</li> <li>13 Changing benches, spectator seating, cafe tables to be arranged / marked in line with current Scottish Government physical Distancing guidance</li> <li>14 Areas to remain closed where Physical Distancing cannot be enforced</li> <li>15 staff and Users to be reminded regularly of the importance of physical distancing</li> </ol>		Ice Rink Manager	10/09/20	10/1020

Persons entering / exiting the building or restricted area

Suitable locking / closing mechanisms available on non-emergency exit doors. Restricted entry / exit on some external doors (not compromising emergency exits)

Ice Rink Manager

10/10/20

A program of replacing fire doors will begin shortly. Doors will be fitted with acoustic mechanisms which will allow the doors to be held open while they will close automatically should the fire alarm sound











## Organised coached activities

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?	Date complete	Review
Booking procedures leading to increased risk of spread of Covid-19	Staff, Coaches and all users	Normal booking procedures are in place	<ol style="list-style-type: none"> <li>1. Covid-19 screening questions at time of booking</li> <li>2. Covid-19 related cancellation procedure that allows for short notice, non penalty cancellations where participants or coaches are experiencing symptoms and/or need to self isolate in line with Scottish Government guidelines</li> <li>3. Online bookings where possible</li> <li>4. Minimise cash transactions and encourage card or online payments where possible</li> </ol>	Ice Rink Manager Office Manager	28/9/20	10/10/20
Situations where participants who are arriving or leaving the session are unable to adhere to physical distancing guidelines	Staff, Coaches and All Users	Normal operating procedures are in place	<ol style="list-style-type: none"> <li>1. Review programming and timetabling session to stagger start and finish times of user groups where appropriate</li> <li>2. Redesigning arrival and departure to ensure physical distancing in place</li> <li>3. Circulation areas marked to encourage people to physically distance</li> <li>4. Implement a one way system</li> <li>5. Changing benches and spectator seating to be arranged / marked in line with current Scottish Government physical distancing guidelines</li> <li>6. Other coaches and participants to be reminded regularly of the importance of physical distancing</li> <li>7. Suitable locking / closing mechanisms available on non-emergency exit doors. Restricted entry / exit on some external doors (not compromising emergency exits)</li> <li>8. Participants encouraged to remain in their vehicles until 10 minutes before their session start times.</li> <li>9. Participants encouraged to exit the building immediately following the end of their session or make their way to the hospitality area immediately</li> </ol>			

Cleaning practice increasing the risk of bacterial / viral contamination	All Staff and Users	<ol style="list-style-type: none"> <li>1. Robust general cleaning Schedule in place</li> <li>2. Cleaning tasks monitored by responsible person</li> </ol>	<ol style="list-style-type: none"> <li>1. Additional time allowed for cleaners to carry out cleaning between each user group</li> <li>2. Frequently cleaning and disinfecting equipment and surfaces that are touched regularly using appropriate cleaning products and methods</li> </ol>	Ice Rink Staff	1/9/20	10/10/20
Untrained staff using cleaning substances and equipment	All staff and users	COSHH assessments for all substances are in place. Work instructions for tasks are in place. Only staff trained in safe methods and use of substances carry out cleaning tasks, including mechanical cleaning equipment		Ice Rink Manager	1/9/20	10/10/20
Maximum numbers / session capacity allowing for physical distancing	All staff and users	Normal operating procedures are in place	<ol style="list-style-type: none"> <li>1. Capacity of session will be based on space available, activity to be delivered and amount of movement per participant required to ensure compliance with Scottish Government guidance on physical distancing</li> <li>2. Coaches and participants to be reminded regularly of the importance of physical distancing</li> </ol>	Ice Rink Staff and Coaches	28/9/20	10/10/20
Ensure sufficient ventilation to prevent viral build up in the ice pad	All Staff and Users	Extract System is already in place	<ol style="list-style-type: none"> <li>1. Ensure that extractor fans have been serviced and are in working order.</li> <li>2. Ensure that fans extract a minimum of 8 litres per second of air for each person on the ice in line with Scottish Government guidance</li> </ol>	Ice Rink Manager	1/9/20	1/10/20

## Delivering coached activities

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?	Date complete	Review
Coaches / deliverers continuing to work if feeling unwell with Covid-19 symptoms	Staff, volunteers and all users	Normal Operating Procedures	<ol style="list-style-type: none"> <li>1. If anyone becomes unwell with any of the identified symptoms of Covid-19 in the workplace they will be sent home and advised to follow the self-isolation guidance from the Scottish Government</li> <li>2. Ensure records and contact details of staff, coaches and volunteers for each session are taken to aid Test and Protect</li> <li>3. Covid-19 related cancellation procedure must allow for short notice non-penalty cancellations where participants or coaches are experiencing symptoms and / or require to self-isolate in line with Scottish Government guidance</li> <li>4. Anyone arriving at rink showing symptoms of Covid-19 should be tactfully asked to leave / refused entry and directed to self-isolate and call or email NHS 24. Scottish Government guidance should be followed at all times</li> <li>5. Ensure records and contact details of all participants for each session are taken to aid Test and Protect</li> </ol>	Ice Rink Staff	28/9/20	10/10/20
Participants entering the building with flu-like symptoms	All staff and Users		<ol style="list-style-type: none"> <li>1. Should be tactfully asked to leave / refused entry and directed to self-isolate and contact NHS24 immediately. Scottish Government guidance should be followed at all times</li> <li>2. Ensure records and contact details of all participants for each session are taken to aid Test and Protect</li> <li>3. Covid-19 related cancellation procedure that allows for short notice, non-penalty cancellations where participants or coaches are experiencing symptoms and / or require to self-isolate in line with Scottish Government guidance</li> <li>4. Covid-19 screening questions at time of booking</li> <li>5. Pre / post activity checklist and verbal screening carried out by coach prior to session</li> </ol>	Ice Rink Staff	28/9/20	10/10/20

Session activities leading to increased risk of spread of Covid-19	All staff and Users	Current session plan	<ol style="list-style-type: none"> <li>1. Redesigning activities to ensure physical distancing in place</li> <li>2. Pre-session checklist completed by coach</li> <li>3. Pre-session verbal screening by coach</li> <li>4. Activities planned to avoid close contact</li> <li>5. Avoid sharing of equipment if possible</li> <li>6. Where curling stones are touched by more than 1 participant then they must be cleaned / sanitised between participants</li> </ol>	Ice Rink Staff and Coaches	28/9/20	1/10/20
Cleaning practice increasing risk of viral contamination	All staff and users	<ol style="list-style-type: none"> <li>1. Robust general cleaning Schedule in place.</li> <li>2. Cleaning tasks monitored by responsible person</li> </ol>	<ol style="list-style-type: none"> <li>1. Additional time allowed for cleaners to carry out cleaning between each user group</li> <li>2. Frequently cleaning, disinfecting equipment and surfaces that are touched regularly using appropriate cleaning products and methods</li> </ol>	Ice Rink Staff	28/9/20	10/10/20
Untrained individuals using cleaning substances and equipment	All staff and users	Normal operating procedures in place	COSHH assessments for all substances in place. Work instructions for tasks in place. Only personnel trained in safe methods and use of substances to carry out cleaning tasks, including mechanical cleaning equipment	Ice Rink Staff	28/9/20	