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| **Risk Identification and Assessment and Control** |
| **Dept./Faculty:****All** | **Job/Work: Gymnasium** | **Date:** Click here to enter a date. |
| **1. Identify Critical tasks** | **2. Risk Assessment** | **3. Hazard Control Mitigation (see table above for ideas)** | **4. Controls Available****Please select ALL controls that will be used in your work area** | **5. Steps you need to take** |
| Critical Task(s)/Work  | Risk(s) exposure | Risk Rating (L, M, H) | Type(s) of Controls (Hierarchy)Select one or more options | Description of Control(s)  |  |
| **BUILDING ACCESS** | ***Exposure to COVID-19*** | ***L*** | [x]  **Elimination/Physical Distancing**[ ]  **Engineerign**[x]  **Administrative**[ ]  **PPE** | [ ]  Staggered start and end times will be used to prevent crowding at entrances and exits [ ]  Hand sanitizer available to workers/visitors as they enter the building[ ]  SIGNS posted at all designated building entrances indicating that all employees, students, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the building. [ ]  Occupancy Limit for the gym has been established and [Poster](file:///C%3A%5CUsers%5Csharpek%5CAppData%5CLocal%5CPackages%5CMicrosoft.MicrosoftEdge_8wekyb3d8bbwe%5CTempState%5CDownloads%5Chelp-prevent-spread-covid-19-occupancy-limit-pdf-en%20%281%29.pdf) at Entrance to the Gym is current | Managers will create a schedule with employees for their specific areaManagers ensure that Facilities Services has placed hand sanitizer stations at each designated building entrance Managers to ensure that Facilities Services has posted signs at each designated entrance***(***[***Entry Check workers***](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)***)******(***[***Entry check visitors***](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)***)***Manager of the Gym to communicate to Facility Services that a poster is needed for all entrances.  |
| **FRONT DESK**  |  |  | [x]  **Elimination/Physical Distancing**[x]  **Engineering**[x]  **Administrative**[ ]  **PPE** | [ ]  Mark spaces on the floor where people can stand at the front desk with intervals of 2 metres for customers to line up.[ ]  If physical distance cannot be maintained, [barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en) such as plexiglass or polymer barriers, may be used.[ ]  Reconfigure waiting areas to maintain the physical distancing requirement (e.g., remove tables and chairs).[ ]  Use of contactless payment methods and require hand hygiene after handling cash, passes, membership cards, and other shared items.[ ]  Sanitize desk after each customer transaction at the desk | *Manager of the Gym to communicate to Facility Services that floor decals are required to be installed**Manager of the Gym to communicate to Facility Services that a barrier needs to be installed at the front desk**Manager to work with employees to determine layout**Manager to ensure hand sanitizer is available for front desk employees* *Manager to ensure disinfectant is available for front desk employees and employees have received training how to use the disinfectant safely* |
| **MANAGING PEOPLE IN THE FACILITY**  | ***Exposure to COVID-19*** | ***L*** | [x]  **Elimination/Physical Distancing**[ ]  **Engineering**[x]  **Administrative**[ ]  **PPE** | [ ]  Continue to Work Remotelywhere possible where attendance is not required to conduct work.[ ]  2m distancing between all persons is required[ ]  Use a booking system with set duration workout periods.[ ]  Customers do not arrive more than 5 minutes before their appointment to avoid crowding and reduce wait times.[ ]  Manage where and how people can travel through the gym[ ]  One-way traffic within the gym to minimize opportunities to breach 2m distancing needs [ ]  Prop doors open so people can pass through without touching handles. | Managers to determine what work can continue to remain at home and what work needs to be done on campus.Avoid gatherings where physical distances cannot be maintained. Consider using larger rooms, moving outside, or having all or some attendees attend virtually.Managers to identify if this is feasibleManagers (or delegate) to communicate the gym illness policy and facility protocols to customers prior to their appointmentManagers to place directional traffic flow markers throughout gymManager to designate doorways for entrance and exit |
| **EMPLOYEE WORKSTATIONS** | ***Exposure to COVID-19*** | ***L*** | [x]  **Elimination/Physical Distancing**[x]  **Engineering**[x]  **Administrative**[ ]  **PPE** | [ ]  2m distancing between all workers in the office is required[ ]  If <2m not possible, install a [barrier](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en) (e.g., plexiglass shields) between workstations[ ]  Avoid sharing workstations where possible | Arrange workstations at least 2 metres apart and away from communal pathways.Keep workstations away from communal pathwaysMake communal pathways one-directional to reduce personal interactionsNo in-person meetings at individual workstations. Hold meetings by teleconference, video conference, or email instead.Barrier requests: To Facilities indicating the number of barriers required in the office area.If shared workstations: add enhanced cleaning process and hygiene protocols, ensuring that frequently-touched surfaces are addressed such as the computer keyboard and mouse, desk surface, and telephone. |
| **STAFF COMMON SPACES** | ***Exposure to COVID-19*** | ***L*** | [x]  **Elimination/Physical Distancing**[x]  **Engineering**[x]  **Administrative**[ ]  **PPE** | * [ ]  Single-person access if entry into constricted area is required.
* [ ]  Determine Capacity of common areas.
* [ ]  Stagger break times to reduce large gatherings
* [ ]  Encourage workers to take breaks at their own desk or outside.
* [ ]  Restrict or limit or stagger workers entering change areas or rooms with assigned lockers.
* [ ]  Arrange tables in lunch rooms to ensure 2m distancing is maintained
* [ ]  Arrange chairs at a table to ensure 2m distance is maintained between workers (if not possible install plexiglass dividers at tables.
* [ ]  If breaching the physical distancing requirement is unavoidable, plan the work task to ensure that time spent in close proximity is minimized. Wear a non-medical face mask.
* [ ]  Eating is in a dedicated area with hand washing stations, cleaning and disinfectant supplies, and adequate space to maintain the physical distancing requirement.
* [ ]  Workers to bring their own dishes and utensils.
* [ ]  No providing and consuming communal foods.
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* [ ]  Communal doors to remain open throughout the workday to reduce contact with door handles. (consider having Facilities install a [www.stepnpull.ca](http://www.stepnpull.ca) device, or similar)
* [ ]  Workers to use their own equipment, such as pens, staplers, headsets, and computers.
* [ ]  Minimize the number of people using previously shared office equipment or other items (photocopiers, coffee machines, microwave ovens, etc.).
* [ ]  Shared equipment should be cleaned and disinfected after each use BY THE USER
* [ ]  Post Hand Hygiene signs in common areas.
* [ ]  Workers wash hands on entry into and out of common area
 | * Managers, communicate all changes related to using communal areas clearly to all workers.

Managers ensure that Facilities Services has determined capacity of communal areas.Facilities to post [Capacity Sign](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en) at entrance to each common areaManagers, communicate all changes related to break and use of communal areas clearly to all workers.Managers to work with employees to design common areas to meet social distancing requirementsManager – communicate to workers where this is.Manager to identify this need, and to work with Facilities to install additional door hardware are required. Manager – communicate this to workersManager – communicate this to workers Manager – communicate this to workers and provide training on safe disinfectant useManagers to ensure that Facilities Services has posted hand [Hygiene signs](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-handwashing?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23first%3D10%26sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) in all Common AreasSupplies to be available at all timesWHMIS training requiredManager to provide Personal Protective Equipment to use the disinfectant safely  |
| **OUTSIDE VISITORS (Camp participants, Delivery Drivers, etc.)** |  |  | [x]  **Elimination/Physical Distancing**[x]  **Engineering**[x]  **Administrative**[ ]  **PPE** | [ ]  All visits to the workplace should be prearranged (by pre-registration or appointment), staggered, and safety protocols will be communicated before visitors enter the workplace area[ ]  Keep a record of visitors to the workplace.[ ]  Post signage at the workplace to inform everyone of the measures in place.[ ]  Remind all visitors to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.[ ]  Minimize non-essential in-person interaction between workers and visitors (e.g., use virtual meeting tools, email, or telephone instead).[ ]  Waiting areas will be arranged to maintain 2m physical distancing requirement. [ ]  Install [barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en) between front counter staff/reception and visitors (e.g., plexiglass). [ ]  Place markings on the floor directing visitors where to stand when approaching front desk. [ ]  Provide visitor-facing staff with hand sanitizer for their use only.[ ]  Visitors will attend appointments alone and *minimize* time spent in waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready).[ ]  Remove non-essential communal items, such as candy, magazines, and complimentary phone chargers.[ ]  Beverages (coffee, tea, water) will not be offered at this time. [ ]  Provide a safe place (lined garbage bin) for visitors to dispose of used sanitizing wipes and other personal protective equipment.[ ]  Staff training should be held online if possible or in small groups with physical distancing measures in place.[ ]  Communicate the facility’s protocols and expectations to all persons entering into the gym using signage | * [***Entry check visitors***](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) ***Sign Posted***

[***Physical Distancing in Progress Poster***](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf)[***Hygiene***](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en) ***Measures Poster***Managers inform Facilities Services with all requests to install required barriersManagers to obtain VIU floor decals from Facilities Services for their work areasManagers to ensure that Facilities Services has installed or provided hand sanitizer stations at facility designated entrances and exits.Manager to develop process and communicate with all employees.[***Physical Distancing in Progress Poster***](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf)[***Hygiene***](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en) ***Measures Poster*** |
| **HAND HYGIENE** |  |  | [ ]  **Elimination/Physical Distancing**[ ]  **Engineering**[x]  **Administrative**[ ]  **PPE** | [ ]  Hand Hygiene posters are posted throughout the facility[ ]  Instruct gym users to wash their hands before and after a workout and to use hand sanitizer when transitioning between pieces of equipment. [ ]  Provide hand hygiene supplies throughout B190  | [***Hygiene***](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en) ***Measures Poster***[***Hand Hygiene Poster***](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-handwashing?lang=en)*Manager to Develop signage to post throughout B190* |
| **EQUIPMENT** |  |  | [x]  **Elimination/Physical Distancing**[ ]  **Engineering**[ ]  **Administrative**[ ]  **PPE** | [ ]  Ensure adequate spacing is available to clients when using gym equipmentDesignate areas for the use of the equipment and for moving around the area to ensure physical distances are maintained. [ ]  Consider using tape on the floor to define these areas.[ ]  If equipment cannot be moved and will result in people being within 2 metres from one another, you may erect barriers, such as plexiglass, between pieces of equipmentOR[ ]  If equipment cannot be moved and will result in people being within 2 metres from one another, take equipment out of service/use[ ]  Rows of treadmills and elliptical machines: consider physical barriers or at least three metres distancing between equipment.  | *Manager to work with employees to determine layout and equipment needs to meet this need.*Manager of the Gym to communicate to Facility Services that barriers needs to be installed at the front desk |
| **GROUP CLASSES** |  |  | [x]  **Elimination/Physical Distancing**[ ]  **Engineering**[x]  **Administrative**[ ]  **PPE** | [ ]  Group classes should only be offered if physical distancing measures can be maintained -*prohibition on mass gatherings of more than 50 people applies to fitness or group classes-*[ ]  Consider holding outdoor classes to ensure the 2 metre physical distancing requirement is maintained.[ ]  Instructors of high-intensity group physical activities remind participants physical spacing guidance during class and will be carefully adhered to. [ ]  High-powered fans may result in greater dispersion of droplets. Consider further reducing class sizes to maintain room temperature at manageable levels without the use of high-powered fans[ ]  Mark out designated exercise area for each client to stay inside of during a workout. |  |
| **PERSONAL TRAINING** |  |  | [ ]  **Elimination/Physical Distancing**[ ]  **Engineering**[ ]  **Administrative**[ ]  **PPE** |  |  |
| **LOCKER ROOMS, SHOWERS, AND WASHROOMS** |  |  | [x]  **Elimination/Physical Distancing**[ ]  **Engineering**[x]  **Administrative**[ ]  **PPE** | [ ]  Establish Occupancy limit for each room[ ]  Make a plan for cleaning and disinfecting these rooms[ ]  Determine traffic flow through these locations (Tape can be used on the floor to designate walking and changing areas, and may also identify one-way walkways if this will help keep people separate.)[ ]  Consider blocking off some lockers so that people don’t need to stand close together to access their items. | [*Occupancy Limit Poster*](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en) *to be posted* [*Manager, with Facilities*](file:///C%3A%5CUsers%5Csharpek%5CAppData%5CLocal%5CTemp%5Ccovid-19-health-safety-cleaning-disinfecting-pdf-en.pdf) *to determine this together**Manager to work with employees to determine layout and equipment needs to meet this need.**Manager to work with employees to determine layout and equipment needs to meet this need.* |
| **TOWEL AND LINEN SERVICE** |  |  | [x]  **Elimination/Physical Distancing**[ ]  **Engineering**[x]  **Administrative**[ ]  **PPE** | [ ]  Do not offer this service, temporarily | *Manager to communicate this employees.**Manager to communicate to gym users the change in service (post signs, email members)* |
| **EQUIPMENT CLEANING AND DISINFECTING** |  |  |  | [ ]  Establish and post clear policies requiring clients to wipe down equipment before and after every use. [ ]  Provide adequate supplies and garbage bins for disposing used materials.[ ]  Instruct clients that they must allow equipment surfaces to air dry naturally before using[ ]  Consider keeping balls, blocks, mats, resistance bands, skipping ropes, wobble boards, and foam rollers in one area to facilitate cleaning and disinfecting in between uses[ ]  Station an employee nearby to wipe down equipment after each use before being put back into circulation.[ ]  Ensure gym clients bring their own gear whenever practical (helmets, racquets, goggles, yoga mats/blocks, gloves, weight belts, and shin, wrist or ankle guards, etc.[ ]  At end of the day, clean and disinfect all equipment in the facility[ ]  Classes: ensure they are timed accordingly to allow for cleaning and disinfection in between. | *Manager to communicate to gym users the change in procedure (post signs, email members) with clear expectations of all persons using gym facilities**Manager to communicate to employees the change in procedure (post signs, email members) with clear responsibilities associated with disinfection and cleaning within the gym facilities.* *Managers will develop training and ensure that employees are trained how to use cleaning products safely and, when required, provide personal protective equipment (gloves, goggles, etc.)* |