



**WELCOME
BACK**

REOPENING YOUR BUSINESS SAFELY

A GUIDE FOR BUSINESSES IN THE SPORTS AND LEISURE SECTOR



#WorkingTogetherStayingSafe



European Union
European Regional
Development Fund



HM Government

wakefieldcouncil

Foreword

This document gives guidance on safely reopening businesses in the sports and leisure sector.

It is one of a series of guides the Council has produced to welcome back businesses of all types across the Wakefield district.

As part of this, we know that the safety of clients and staff alike will be on everyone's minds and we hope that this document will help businesses keep everyone safe.

This leaflet follows UK Government guidance current at the time of printing, which can be found online at www.gov.uk. The Government may update regulations and advice as the situation changes. Businesses should also consult advice and guidance from their relevant industry bodies.

It is the responsibility of all business owners and operators to follow Government guidance and to operate safely and responsibly. If not, enforcement action may be taken.

It is great to see our local sport and leisure businesses reopening successfully and safely and providing services to residents and visitors across our district. I'm looking forward to working with them to help give all our places and communities a successful and prosperous future.

Clr Denise Jeffery, Leader, Wakefield Council



Dear Business Owner

The guidance included in this pack is to assist you with the restart of your business in line with safety requirements for managing the Covid-19 pandemic, but is not exhaustive.

Follow our [@Wakefieldfirst](#) Twitter account for all the latest updates on Government guidelines and at <https://wakefieldfirst.com/business-recovery> for links to all current local guidance.

Key messages from Wakefield Council

It is your responsibility to make yourself familiar with the Government guidance materials available to help make your business Covid-19 secure. Read and keep up to date with Government guidance for businesses here:

<https://www.gov.uk/coronavirus>

- Business with close contact between clients and staff, or who have traditionally had large numbers of clients in an enclosed space, will need to take particular care with cleaning, social distancing and other safety measures.
 - Please be mindful of the space inside and outside your business, and be considerate of neighbouring premises and other users of shared venues or facilities.
 - Please consider how you can effectively communicate with your clients. This will involve informing them of opening hours, how to access your business, the use of personal protective equipment, alternative provision and restrictions e.g. booking an appointment, respecting queues and social distancing. You might be able to make use of social media or other measures like virtual consultations/coaching.
 - To assist the NHS Test and Trace service deal with outbreaks, you will need to keep staff and volunteer rotas, and a temporary record of your clients and visitors, for 21 days.
 - Please ensure your business practises safe and considerate disposal of personal protective equipment, and encourages this amongst your clients where appropriate.
 - Due to the potential for increased risk of transmission, particularly from airborne transmission, all premises should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult.
 - Careful attention should also be paid to ventilation and putting the suggested measures within the guidance into place to reduce the risk of transmission.
 - Government guidance on face masks and face coverings can be found here: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
 - At the present time, use of public transport is discouraged. Please bear this in mind and encourage staff and clients to use alternative forms of transport where they can. Where use of public transport is needed, it will be running at reduced capacity - please consider this if your staff use public transport.
 - You cannot currently use public transport without a face covering - please make all staff who use public transport aware of this.
 - Environmental health, food hygiene and similar regulations still apply. It remains your responsibility to ensure all existing Health and Safety legislation and procedures are followed.
 - The Council wishes to work with businesses to ensure safe reopening, however we will consider enforcement action against businesses that do not comply with published regulations either by opening before they are permitted or not taking appropriate Covid-19 secure measures.
 - It is your responsibility to ensure that your premises operate safely, and take immediate action when this is not the case, up to and including closure.
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Reopening your business safely - a guide for sports and leisure businesses

This document is one of a number of sector-specific guidance documents we have released as part of the second phase of reopening.

It is aimed at sports clubs, leisure providers and gyms, and those working in the wider industry. This includes where such venues offer the delivery of additional services.

There has been a period of phased return of sports and recreation, including for outdoor use by the public, outdoor premises, personal training and coaching and elite sport. Guidance documents linked to these can be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

When can I reopen?

From 11 July 2020, the following can reopen:

- organised team sports outdoors - subject to National Governing Body guidance for relevant sport being available through GOV.UK
- outdoor waterparks and swimming pools
- outdoor hot tubs
- outdoor hydrotherapy pools
- outdoor whirlpools
- outdoor jacuzzis
- outdoor sport and physical activity participation events

From 25 July 2020, the following can reopen:

- indoor gyms
- fitness and dance studios
- indoors sports venues and facilities
- indoor swimming pools
- indoor hot tubs
- indoor hydrotherapy pools
- indoor whirlpools
- indoor jacuzzis



Bars and restaurants, including any food or drink facilities inside a clubhouse, can open in accordance with the latest guidance. Beauty and therapy services can also reopen (although not involving the facial area at this time), but saunas and steam rooms must remain shut.

From 25 July any venue (including community centres) wishing to provide sporting, fitness or dance services will need to follow the guidance for sports and leisure facilities as set out below.

You can check if your business must remain closed here: <https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance>

Up to date Government guidance on gyms, sports and leisure facilities are available here <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

When can I reopen – organised team sports

Each individual sport will submit to the Government, via its National Governing Body, an action plan and any related guidance demonstrating its mitigations, how it plans to operate, and any adaptations required; plus an assessment of the transmission risk that a return to competitive recreational activity represents.

Based on this overall risk profile some recreational sports will be lower risk than others and better suited to return to competitive play earlier with or without adaptation.

Guidance for team sports that has been cleared by Public Health England and the Health and Safety Executive will be linked on GOV.UK. If guidance is not linked on GOV.UK, then the sport has not been cleared to restart.

Each club must only return to sport when they have the appropriate measures in place as developed by the Governing Body and general Government guidance. All recreational clubs must develop a written Covid-19 plan and risk assessment prior to activity.

The recreational team sport framework, along with links to additional guidance, can be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

What do I need to do before reopening?

You must complete a risk assessment and put necessary controls in place to minimise risks to staff, volunteers and clients. Please see guidance on undertaking a risk assessment in the Additional Guidance section of this document. A template risk assessment form can be found at: www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm

There is no legal requirement to write down your risk assessment if you have less than 5 employees. We would, however, recommend that you document your findings.

With many premises having been shut for some time, please take steps to ensure that all water systems, for example showers, sinks and pools, are safe to use, to minimise the risk of legionella and other diseases associated with water. Guidance on managing legionella risks can be found at: <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

Prior to re-commissioning a swimming pool facility, the following re-commissioning advice should be followed: <https://www.pwtag.org/reopening-pool-after-covid19-shutdown/>

Other actions to undertake:

- Ensure all staff are aware of any changes to ways of working and have the information and PPE they need to adapt safely.
- Calculate the appropriate number of people (staff and clients) that can be safely inside the premises, and ensure risk assessments, maximum number of clients and other guidance are prominently posted in the premises, including at entrance points.
- Add floor markings and one-way systems where necessary to help people stay a safe distance apart.
- Undertake a full deep clean of the premises - paying special attention to areas that clients and/or staff might frequently touch. See checklist in this document. Specific guidance on cleaning can be found here: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Look at reviewing essential services/contractor visits, for example undertaking them outside opening hours will help reduce interactions between people on your premises.
- Operate a booking system wherever possible. This should include screening questions for clients to ensure they do not have Covid-19. Where a client answers yes to any of these questions, they should be advised to call back once they are clear of symptoms. NO appointments should take place with a client who may have Covid-19:
 - Have you recently started with a new, continuous cough?
 - Do you have a high temperature?
 - Have you noticed a loss of, or change in, normal sense of taste or smell?
- Talk to neighbouring businesses about how queues outside premises will be managed.
- If necessary ensure a member of staff is available and trained to manage a queue at all times the premises is open.
- Remind clients about the rules on group gatherings and that children are the responsibility of their parents.
- Promote travel by staff and clients other than by public transport - make car parking or cycle racks available if possible.
- If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.
- Put in place a system and keep details of staff rotas and client bookings for at least 21 days in order to support the NHS Test & Trace system.



Reopening specific activities

- Encourage use of outdoor spaces for individual, team or group activities where weather and space permits. Consider Government guidance on social gatherings, where applicable.
- Indoor courts and sports halls can open for use as long as the activities can be modified in such a way that social distancing can be maintained throughout the activity.
- Individual National Governing Bodies will provide specific guidance on how their sport can be played or adapted to enable social distancing - this must be followed.
- Gyms - the maximum occupancy of each gym should be limited by providing a minimum of 100sqft per person. For this figure, the area is the net usable gym space available to members to use, including changing rooms, toilet and wash facilities.
- Fitness spaces – pieces of gym equipment to be an appropriate distance apart to comply with social distancing guidelines and with a suitable margin for adequate circulation or one-way routes. Clearly visible tape should be put around pieces of gym equipment to denote social distancing.
- Dance and exercise studios - where possible temporary floor markings defining required spacing per individual should be provided.
- Swimming pools should restrict numbers to allow 3sqm per bather.
- Saunas and steam rooms should stay OUT OF USE for the time being as the risk of transmission is unclear.
- Pools - if flumes are available they must be used in a socially distanced manner.
- Hydrotherapy pools - capacity should be managed to keep account of any special needs of clients. If social distancing cannot be maintained due to immediate safety concerns, close proximity contact should be kept to a minimum by those not part of the same household or social support bubble.

Spectators

- If allowing spectators would present challenges to staying below overall maximum safe capacity levels, consider prohibiting spectators until further notice.
- If spectators can be permitted, limit numbers through pre-booking, ticketing and other controls at access points.
- Ensure spectators follow Government guidance for social gatherings and maintain social distancing, preferably with marked viewing spaces.
- Chaperones to children may wait outside premises/activity areas in a socially distanced manner, or in their car, unless the child has special needs.
- Remind clients who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.
- In cases where a child is participating in activities, only one parent/carer per child should supervise their child whilst following social distancing.

What hours can I reopen?

- Once the measures above are in place, premises can reopen for their normal operating hours.
- To enable social distancing and meet regulations, businesses may need to consider alternative methods for delivering their service. Any changes to trading hours or operating procedures should be effectively communicated to clients, including through social media if appropriate.

What will happen if I am unable to operate safely?

- It is the responsibility of the business to ensure that the premises operate safely, and take immediate action when this is not the case, up to and including closure.
- If premises do not operate safely, including meeting social distancing and cleaning regulations, enforcement action may have to be taken. This could include the forced closure of premises.
- It might be necessary to temporarily close in order to safely correct any problems you, your staff or officials have identified.

What if I work from home or visit clients in their own homes?

- Government has produced specific guidance on this subject which is available at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>
- The principles of the guidance in this document will still apply, though if you work at home you will need to consider how you can ensure your own property, or the part of it you use for business, can be made Covid-19 secure.
- If you visit clients, you will need to consider each property individually and think about how you can keep yourself, and others, safe.
- In either case, you will need to think about effectively cleaning all equipment at the start and end of each day and in between clients and also consider what PPE is appropriate.
- Guidance for coaches and personal trainers – who may visit clients in other locations – can also be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-personal-trainers-and-coaches-on-the-phased-return-of-sport-and-recreation>



Where can I get further advice and guidance if I need it?

- Government advice for businesses during Covid-19 is available at: <https://www.gov.uk/coronavirus/business-support>
- Latest Government advice on social distancing is available at: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>
- Guidance for the safe use of multi-purpose community facilities: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>
- Advice and guidance from Wakefield Council is available at: <https://www.wakefield.gov.uk/about-the-council/coronavirus-information>
- The Wakefield Council contact centre is available by phone on 0345 8 506 506 or by email to: customerservices@wakefield.gov.uk
- Support services for Wakefield district businesses are available here: <https://www.wakefield.gov.uk/business/coronavirus---help-for-businesses>
- West Yorkshire Police Community Alert system provides free crime prevention and other advice and alerts. It can be registered for online here: <https://www.wypcommunityalert.co.uk>
- West Yorkshire Fire and Rescue: <https://www.westyorksfire.gov.uk>
- Health and Safety Executive: <https://www.hse.gov.uk/news/coronavirus>
- More information on managing risk, including a risk assessment template and some completed examples for a variety of sectors can be found at: <https://www.hse.gov.uk/simple-health-safety/risk/>
- Specific guidance, toolkits and resources for facilities are available from: <https://www.ukactive.com/covid-19/>
- Specific guidance, toolkits and resources for supporting the workforce as well as access to free online certified training for workforce members is available from the Chartered Institute of Management in Sport and Physical Activity (CIMSPA): <https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/reopen-sport-and-physical-activity-sector-facility-reopening-guidance>
- Guidance on volunteers in the sporting setting can be found here: <https://www.sportengland.org/how-we-can-help/coronavirus> and <https://www.sportenglandclubmatters.com/>
- Government guidance on protective measures for out-of-school settings: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
- Contact your National Governing Body for sport specific guidance.
- We've also included some Additional Guidance and FAQs in this document which hopefully deal with key elements of your business model.

Cleaning Checklist

Date	Action	Complete Y/N	Signature
	Have the premises been thoroughly cleaned before reopening?		
	Have areas which need enhanced cleaning during working hours been identified - such as door handles, workstations, counters, toilets and other touch points?		
	Has the cleaning schedule been updated to take into account the changes?		
	Are sufficient cleaning products available for enhanced cleaning during working hours?		
	Is there a requirement for personal cleaning products to be made available for clients and staff (e.g. hand sanitiser)?		
	If yes, are they easily available and clearly signposted?		
	Are procedures in place for the enhanced cleaning of premises outside of trading hours?		
	Are procedures in place to tackle any risks of increased littering outside of the premises?		
	Are all staff aware of and understand any enhanced cleaning duties?		



Health and Safety Checklist

Date	Action	Complete Y/N	Signature
	Have you undertaken a risk assessment in line with current government guidelines?		
	Are all statutory inspections up to date, including food safety and hygiene inspections, where appropriate?		
	Have checks for legionella taken place (where relevant)?		
	Are all alarms in working order?		
	Are all gas and electric systems in working order and up to date?		
	Are all fire appliances in place and up to date?		
	Is first aid equipment in place and up to date?		
	Is the appropriate paperwork to demonstrate the above available on site?		
	Are staff aware of the maximum numbers permitted in internal and external areas at any one time?		
	Can clients and staff safely enter and exit the premises, with appropriate social distancing?		
	Can clients safely queue outside of the premises, with appropriate social distancing?		
	Can clients safely queue for toilet facilities with appropriate social distancing (where applicable)?		
	Are all areas adequately spaced to allow safe activities and appropriate social distancing?		
	Are all staff aware of and understand their health and safety duties, including alarm and evacuation procedures where appropriate?		

Sports and leisure sector - additional guidance

Risk assessments

Before reopening, all businesses should carry out a Covid-19 specific risk assessment. This should set out maximum occupancy where staff and clients can use your facilities in a safe and practical way.

Individual National Governing Bodies will provide specific guidance on how their sport can be played or adapted to enable social distancing - these must be followed.

All employers have a legal responsibility to protect workers and others from risk to their health and safety. This means thinking about the risks they face and doing everything reasonably practicable to minimise them. It is important to recognise that the risks associated with the virus cannot be completely eliminated.

You will probably have risk assessments in place already, whether or not they are written down. These should be reviewed while you think about the specific risks posed by Covid-19. You should also consider the security implications of any decisions and control measures that you intend to put in place.

All businesses must consult on the risk assessment with the Health and Safety representative selected by a recognised trade union for their workplace or, if there isn't one, a representative chosen by workers. The employer cannot decide who the representative will be. This includes consulting with volunteers.

The results of the risk assessment must be shared with the workforce. If possible, businesses should publish the results on their website (and the Government expects all employers with over 50 workers to do so). It is advised this is displayed in the workplace.

Managing capacity, and overcrowding

- The risk assessment undertaken before reopening should identify the number of clients that can reasonably follow social distancing within the facility, taking into account total space and equipment, as well as likely constraints i.e. toilets, locker areas, changing rooms and wash rooms, and pinch points.
- Maximum capacity should be based on the Government requirement for social distancing, nature of activities i.e. if the activity is static vs. requiring a range of movement, and equipment layout and the configuration of facilities.
- Particular attention should be given to ventilation and sufficient circulation space, especially around equipment and between groups and classes and instructors.
- Limit the number of clients in the facility overall and particularly in congestion areas, for example doorways between outside and inside spaces.
- Enable a booking system or other approaches to managing demand, so that no more than the identified maximum safe number of clients and staff are in the building at any one time.
- Identify workers/volunteers as designated supervisors for each area of the facility to ensure social distancing measures are being adhered to by clients.
- Manage occupancy levels and changeover by reducing class sizes and amending timetables.
- Allow a sufficient break time between classes held in studios in order to appropriately clean the studio and equipment and to prevent waiting in groups.



Social distancing

Clients and staff will need to maintain a safe distance from each other to minimise the risk of virus transmission.

You should encourage the use of outdoor spaces for individual, team or group activities, where weather and space permits, wherever possible.

All premises should assess how this can be done, and ensure that staff and clients are aware of the rules in place inside and outside the premises and follow these rules.

General social distancing measures could include, but are not limited to:

- Use signage such as ground markings or other objects to mark out required social distancing, including to allow controlled flows of people.
- Provide written or spoken communication of the latest guidance to both workers and clients inside and outside the facility, particularly in free weights areas and around stationary equipment.
- Use markings to guide staff and clients coming in to or leaving the building.
- Create alternatives for entry/exit points where appropriate, for example deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.
- Ensure any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled clients.
- Use outside premises for queueing where available and safe, for example customer car parks - without removing use of accessible car parking spaces for disabled users.
- Organise numbers, routes, and schedules for pools, golf courses and ranges, practice nets, climbing walls and similar equipment to maintain social distancing.
- Use contactless payment wherever possible.

Groups in clubhouses and hospitality facilities must be restricted to the six person gathering limits and spread out, in line with wider Government guidance.

Working with clients - minimising the risk of transmission

- Consider limiting the number of classes that rotating instructors teach in order to minimise exposure.
- Given the high risk of transmission from visiting instructors, where possible establish a private testing programme for rotating/visiting instructors.
- In some situations staff may need to be closer to clients than the recommended 2 metres. If this is necessary, additional mitigations to reduce the risk of transmission include:
 - Limit the number of clients in the facility overall and in any particular congestion areas, for example doorways between outside and inside spaces.
 - Avoid the use of shared objects e.g. towels, robes, balls, weights, rackets, scoring equipment, sports clothing unless they can be cleaned or sanitised between users.
 - Enable a booking system or other approaches to managing demand, so that no more than the maximum safe number of clients and staff are in the building at any one time.
 - Identify workers/volunteers as designated supervisors for each area of the facility to ensure social distancing measures are being adhered to by clients.
 - Manage occupancy levels and changeover by reducing class sizes and amending timetables.

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- Limit the time taken to complete the activity/service as far as is possible.
 - If a service cannot be offered without face-to-face work, consider if that service needs to be offered. The closer a person is to another's face, the greater the risk of transmission.
 - If the face-to-face service is essential to your operation, refer to industry guidance and consider carefully how you can mitigate the high level of risk.

Changing and customer facilities

- All venues should encourage attendees to arrive at the facility in sports kit and where possible to travel home to change/shower.
- Use of changing rooms and showering facilities should in general be avoided where possible, although these must be available for participants with disabilities or special needs and are likely to be needed after swimming.
- Ensure that any water fountains have signage which prohibits face-to-tap drinking (no receptacle) and that these facilities are used only to refill personal bottles or containers.
- Make toilets available for use if this can be done safely. In terms of team sports and games, toilets will need to be opened for pre-match, match and for 30 minutes following.
- Consider maximum numbers of users where toilets can be used by more than one customer at a time.
- Ensure frequent and proper cleaning of toilets and have a rota or schedule of toilet cleaning times in a visible location.
- Ensure there is adequate ventilation.
- Make sure toilet areas are well stocked with supplies such as paper towels and hand soap or sanitiser for those using them.

Cleaning and equipment

- Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day.
- Maintain good ventilation in the facility, for example opening windows and doors frequently wherever possible.
- Ensure frequent cleaning of work areas and equipment including stationary gym equipment between uses, using your usual cleaning products.
- Ensure frequent cleaning of objects and surfaces that are touched regularly, including stationary gym equipment, free weights, mats, balls, etc.
- Provide spray and cloths and instructions for users to wipe down each machine.
- Reduce or avoid the use of non-personal kit. Any non-personal kit or equipment must be carefully cleaned between use.



Supporting Test and Trace

- Using an appointment system which collects and retains client contact information for 21 days after their visit will be crucial to this, as will the retention of any staff rotas.
- Collect sufficient data on each attendee - name, home phone number, mobile number, date and times of entry and exit - so that each person could be contacted if there is a case of Covid-19 connected to your facility.
- Businesses will need to consider the requirements of Data Protection legislation and to make it clear to clients why and how the information is being held.
- Information should be stored securely and destroyed when it is no longer needed.

Equality and vulnerabilities

- When making alterations to your workplace, you will also need to consider Equality legislation. It is illegal to discriminate against a person because of their age, sex, disability, race or ethnicity. Employers also have specific responsibilities towards new or expectant mothers.

Frequently Asked Questions (FAQs) – A useful summary

Do I have to undertake a risk assessment?

- Yes. Failure to complete a risk assessment which takes account of Covid-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of Covid-19, could constitute a breach of Health and Safety law.
- Government has warned that regulators are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.
- Check any guidance from your national or industry body, including sporting bodies, as part of preparing your risk assessment.

I run a sports club from a community facility, am I allowed to reopen?

- From 25 July, any venue wishing to provide sporting and fitness services can do so, as long as they adhere to the guidance for sport and leisure services and community facilities as released by the Government.
- Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of those premises and should take account of any guidance relevant to their specific activity or sector.

What are the rules around providing personal training?

- If you are a personal trainer/coach you can work with clients outdoors, providing you are meeting no more than 5 other people from outside of your household, outdoors, and you follow social distancing guidelines.
- You can meet with different clients in a single day as long as it is in gatherings of no more than 6 and you are maintaining social distancing.
- You should also enforce strong hygiene measures. This might be cleaning any equipment rigorously in line with wider guidance on hygiene, for example by using antiviral spray and washing hands thoroughly before and after use.
- Personal trainers will also be able to work indoors from 25 July. The guidance will be updated and can be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-personal-trainers-and-coaches-on-the-phased-return-of-sport-and-recreation>



Am I able to arrange a sporting event?

- As an event organiser then health and safety must be a key part of the event planning. The Wakefield Safety Advisory Group (SAG) advises on safety aspects for public events planned to take place in the Wakefield area. The SAG can assist by providing a 'one stop' location for communication with the relevant public agencies. This is done following an online application process hosted on the Wakefield council web page <http://www.wakefield.gov.uk/events-and-culture/events/organising-an-event/safety>
- Council land - If you wish to hold an event on council land or in a council building an application must be made at least two months in advance.
- Private land - Whilst it is not mandatory for you to apply to the Council if the event is being held on private land we would ask that you still complete an application as this means your event will be shared with our SAG partners.
- Sporting events are considered in the same vein as recreational team sports, and should consider the rules on gatherings.
- Each event organiser should produce a written delivery plan and consider any related guidance, demonstrating its mitigations, how it plans to operate including responsibility for overseeing compliance, and any adaptations required.
- All events should ensure that they comply with the relevant National Governing Body safeguarding policies and procedures and conduct a thorough risk assessment which should be included as part of the action plan.
- See here for the most up to date guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation#organising-outdoor-sport-and-physical-activity-events>

How can I keep people safe?

- Identify the maximum number of people (clients and staff) who can use your premises at any one time in line with Government guidance, and do not exceed this.
 - Carry out a full risk assessment before reopening.
 - Make hand sanitiser etc. available for clients.
 - Set up an appointments system where appropriate.
 - Ensure waiting areas, and areas around equipment, entrances and exits are suitably marked to enable social distancing.
 - Frequently clean all areas, equipment etc. which clients and staff can come into contact with.
 - Ensure a socially distanced queueing system outside the premises, with staff available and trained to manage queues where necessary.
 - If you can, inform clients in advance of the arrangements in place at your business.
 - Ensure social distancing measures are adhered to and take action where it becomes apparent this is not possible/not happening.
 - Minimise background noise so no-one needs to raise their voice to be heard.
 - Given the high risk of transmission from visiting instructors, where possible establish a private testing programme for rotating/visiting instructors.
 - Consider limiting the number of classes that rotating instructors teach in order to minimise exposure.
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How can I support social distancing within my premises?

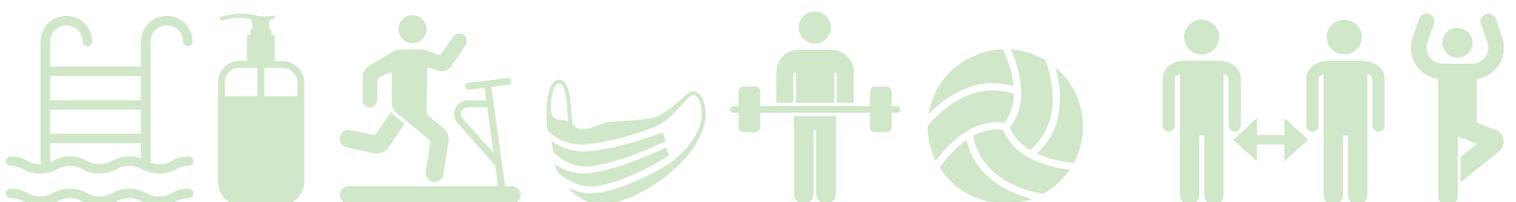
- Make sure service points can handle social distancing, by installing queueing systems, and making sure equipment and locker areas are socially distanced within premises.
- Limit the number of people in the facility, overall and in any particular congestion areas, for example doorways between outside and inside spaces, using floor tape or paint to mark areas within the premises to help people keep to a safe distance.
- Review incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.
- Remind clients who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.
- Look at traffic flow through the premises and how you could adjust this to reduce congestion and contact between staff and clients.

How should I set out any queueing signs/markers outside my premises?

- Where the queueing is on the public highway, no barriers, physical queueing systems, physical signage units, A-Boards etc. should be used. The queueing area should be no more than 0.5m from the building frontage, where the overall width is 3m or more. If less space is available then no markings should be provided and queueing should be managed by your staff.
- The queueing area marked out should only be directly in front of the property owned or rented by your business.
- If you think that you require an area wider than your frontage, then this should be done in agreement with your neighbouring businesses.
- Any 'markings' must be temporary and removable, such as tape, vinyl or chalk spray.
- Use a colleague to meet clients, explain the social distancing requirements within the facility and control the number of people (staff and clients) in your facility at any one time.

What actions should I take with vulnerable people?

- Consider designated time slots.
- Ensure hand sanitising products etc. are within reach of disabled clients.
- Ensure lifts etc. are still available for disabled clients and that those with guide dogs can still access the premises.
- Ensure disabled visitors can safely access toilet facilities.
- Ensure staff are briefed to provide to support people with issues around queueing and/or social distancing within the premises.



What actions should I take to keep staff and volunteers safe?

- Review layouts to allow workers to work further apart from each other.
- Install perspex screens where appropriate.
- Install facilities to permit increased frequency of hand washing and sanitising by staff, and surface cleaning, during working hours.
- Use screens or barriers to separate people from each other where possible.
- Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reduce movement by discouraging non-essential trips within buildings, for example restricting access to some areas, encouraging use of radios or telephones, where permitted (these items will require cleaning between users if multi-use).
- Stagger break times to reduce pressure on the staff break rooms or places to eat.
- Use safe outside areas for breaks.

Should staff and clients wear face masks?

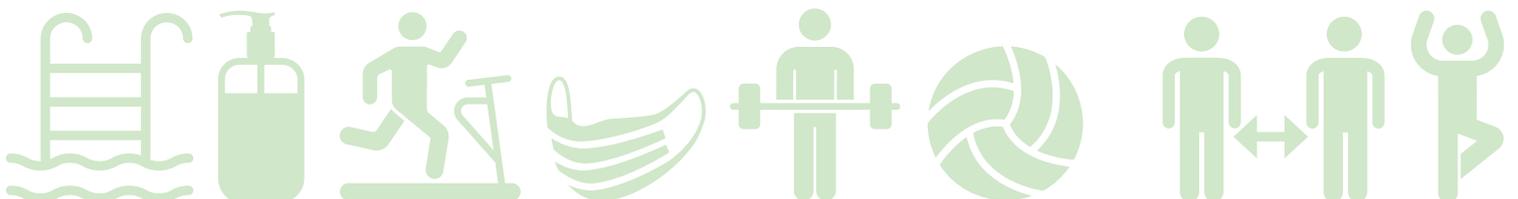
- Face masks will not be mandatory for staff, unless their role requires this.
- All forms of face coverings may restrict breathing efficiency and should not be used during exercise except on specific advice from a physician.
- It is recommended that during team sports face coverings are used when undertaking treatment.

What are the cleaning guidelines for my premises?

- Government guidelines for gyms, sports and leisure facilities can be found at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>
- Frequently clean all workstations, counters, work areas and equipment between uses, using your usual cleaning products.
- Frequently clean objects and surfaces that are touched regularly.
- Frequently clean and do not share equipment between clients.
- Make sure there are adequate disposal arrangements for cleaning products.
- Clear workspaces and remove all waste and belongings from the work area at the end of a shift. If you are cleaning after a known or suspected case of Covid-19 then refer to the specific guidance: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

What if a member of my staff or a customer develops symptoms of Covid-19?

- Familiarise yourself with the guidance around Test and Trace, and keep up to date with any changes. The guidance can be found here: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>
- If anyone develops symptoms of Coronavirus in the business or workplace they should be sent home and advised to follow the Government's stay at home guidance and order a test.
- If there is more than one case of Coronavirus associated with a workplace, employers should contact their local health protection team to report the suspected outbreak. You can find your local health protection team here: <https://www.gov.uk/health-protection-team>
- All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: objects which are visibly contaminated with body fluids; all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, equipment and grab rails. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.
- It is not necessary to close the business or workplace or send any staff home unless Government policy changes, or unless you are advised to do so in the event of an outbreak.
- Remember that you may get approached by the NHS Test and Trace service for details of staff and clients to help contain clusters and outbreaks of the virus. Keeping temporary records of clients and visitors will assist should this information be needed.



UK Government advice for wider businesses

Outdoor working guidance

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

Factories and warehouses

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

Restaurants, pubs, bars and takeaway services

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

Food businesses

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

Hotels and other guest accommodation

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation>

Heritage locations

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/heritage-locations>

Performing arts

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Offices and contact centres

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Working in, visiting or delivering to other people's homes

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

Shops, branches or stores

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

Close contact services

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>

People who work in or from vehicles, including couriers, mobile workers and lorry drivers

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>

Indoor and outdoor attractions, and business events and consumer shows

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

Labs and research facilities

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities>

Travel guidance for passengers

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

- You should wear a face covering while travelling.
- Some people may not be able to wear a face covering, for example young children, people with breathing difficulties and people whose disabilities makes it difficult for them to wear a face covering.
- Where possible, book travel online through a ticketing app or website. Consider contactless payment to buy tickets.
- Wait for passengers to get off first before you board.
- Ensure you maintain social distancing, where possible, including at busy entrances, exits, under canopies, bus stops, platforms or outside of stations.
- Be prepared to queue or take a different entrance or exit at stations.
- Wait for the next service if you cannot safely keep your distance on board a train, bus or coach.
- Respect other people's space while travelling.
- Avoid consuming food and drink on public transport, where possible.
- Be aware of pregnant, older and disabled people who may require a seat or extra space.
- Be aware that some individuals may have hidden disabilities.

