

# Health and Safety Risk Assessment



Aspect: COVID - 19  
 Date of HSRA: 24/04/2021

Ref.	What are the hazards?	Who might be harmed and how?	What actions are required to reduce risk?	Who is the action with?	When should the action be taken?
1	Insufficient information and guidance for GSC Staff and Customers	GSC Staff Customer Associated Parties	<ul style="list-style-type: none"> <li>▪ GSC COVID Officers will provide regular updates to GSC Staff and Customers on all changes to procedures and Health and Safety documents relating to COVID -19. These Health and Safety documents will be published on the Club website (<a href="http://www.ski-glasgow.co.uk">www.ski-glasgow.co.uk</a>).</li> <li>▪ GSC Staff will undertake an induction on new working procedures prior to their first shift after re-opening. GSC Staff will not return to work until induction has been completed and signed off by GSC COVID Officers.</li> <li>▪ GSC Officers, or a GSC Officer delegate, will be present at all times to relay COVID-19 related guidance and information to GSC Staff and Customers.</li> <li>▪ A Re-opening Strategy document will be produced and be reviewed by GSC COVID Officers following any Scottish Government or governing body update. The document will be available to view on the Club website (<a href="http://www.ski-glasgow.co.uk">www.ski-glasgow.co.uk</a>).</li> <li>▪ Signage will be displayed throughout the building advising on social distancing, good hygiene procedures and the one-way system.</li> <li>▪ A regular GSC member newsletters will be sent via email and will include status updates associated with COVID-19.</li> </ul>	GSC COVID Officers	Prior to re-opening and ongoing

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			<ul style="list-style-type: none"> <li>GSC Staff and Customers contact details will be updated, if necessary, to ensure good flow of information and contact systems are in place.</li> </ul>		
2	Spread of COVID-19 via human to human contact or human to surface contact	GSC Staff Customer Associated Parties	<ul style="list-style-type: none"> <li>GSC management will provide facilities for GSC Staff to work from home where possible. Home working policies will be provided.</li> <li>All GSC Staff, Customers and Associated Parties will be asked to avoid touching their face and wash their hands with soap and warm water for a minimum of 20 seconds on arrival at GSC. Alternatively, hand sanitiser will be provided in the GSC building and may be used instead, although good hand washing will be the preference. Wash facilities and sanitiser stations will be available and signposted throughout the GSC building.</li> <li>GSC Staff will avoid engaging in any physical contact with colleagues or Customers, e.g. hugs, high fives, handshakes, etc., unless necessary, e.g. providing First Aid.</li> <li>Face masks are to be worn when walking around the facility by all GSC Staff, Associated Parties and Customers over the age of 12, unless they have a medical exemption. For this, the facility is deemed to begin at the traffic bollards between the car park and main slope.</li> <li>Any Customer who refuses to wear a mask and does not have a medical exemption may be asked to leave the facility by the GSC COVID Officer.</li> <li>Customers engaging in a physical session, e.g. skiing, snowboarding or tubing, will not be required to wear a mask during session times. GSC Staff, including instructors, will be asked to wear masks during sessions</li> </ul>	GSC COVID Officers GSC Staff	Prior to re-opening and ongoing

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			<p>as much as reasonably practical. Instructors may remove masks when they are on the tow or can be sure they can be socially distanced.</p> <ul style="list-style-type: none"> <li>▪ Gloves will be mandatory on the slopes at all times for all slope users, including GSC Staff and tubing party participants.</li> <li>▪ A social distancing requirement, in accordance with latest Scottish Government guidelines, will be in operation both indoors and outdoors within the GSC premises and will be monitored by the on-shift GSC COVID Officer. The social distancing requirement will not be applicable to people who share a household or anyone under the age of 12. Customers engaging in a physical session, e.g. skiing, snowboarding or tubing, will not need to be socially distant. GSC Staff, including instructors, will abide by social distancing rules during sessions as far as reasonably practical.</li> <li>▪ Should First Aid be required, GSC Staff will take all reasonable precautions to protect themselves and others e.g. using disposable gloves and face masks.</li> <li>▪ A reduced maximum capacity will be in effect throughout the facility in line with the GSC Re-opening Strategy and current Scottish Government guidelines.</li> <li>▪ Where possible, GSC will assign GSC Staff to shift teams so that the same staff members work the same shift each week, limiting social interaction between GSC Staff.</li> <li>▪ Entry and exit from GSC will be monitored by GSC Staff to ensure the reduced maximum capacity of the Club is not exceeded.</li> </ul>		

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			<ul style="list-style-type: none"> <li>▪ A one-way system will be in place throughout the building, with signage displayed to direct people where to go.</li> <li>▪ Lesson check-ins will be undertaken outside of the building, reducing the need to queue at the office.</li> <li>▪ The Club café will be closed and access to the bar area restricted to GSC Staff only.</li> <li>▪ People wishing to view sessions, including parents/guardians, will be asked not to congregate at the bottom of the slopes where possible. Exceptions to this can be made with approval of the GSC COVID Officer.</li> <li>▪ GSC Staff will have a phased return to work, with staggered shift patterns and working from home where possible.</li> <li>▪ Perspex screens have been installed between adjoining office desks and at the reception desk.</li> <li>▪ Each slope will have a maximum capacity in line with governing body guidelines. These capacities, which include GSC Staff, are as follows: <ul style="list-style-type: none"> <li>• Main slope = 30</li> <li>• Small slope = 25</li> <li>• Freestyle slope = 18</li> </ul> </li> <li>▪ Instructors will be offered training on lesson planning, with a clear objective to manage personnel space on the slopes.</li> <li>▪ Lessons will be staggered, with a new timetable ensuring change over times and slope capacities are quieter and keep within the guideline limits.</li> </ul>		

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			<ul style="list-style-type: none"> <li>▪ Open practice sessions will be available at set times in the updated timetable. Open practice will not be available during lesson times.</li> <li>▪ Birthday parties will have reduced numbers, max 12, with less bookings throughout the day. Food for parties will change to only serving drinks and snacks with no personnel preparation required.</li> <li>▪ Tubing sessions will no longer be automatically provided with the Hobbit Hut as part of the booking, as social distancing is not considered to be practical for all sessions. The decision on the use of the Hobbit Hut will be made together with GSC COVID Officers and the Customer.</li> </ul>		
3	Spread of COVID-19 via surface to human contact	GSC Staff Customer Associated Parties	<ul style="list-style-type: none"> <li>▪ GSC Staff will fulfil a robust cleaning schedule throughout each day.</li> <li>▪ All hire equipment, including skis, snowboards and ski poles, will be cleaned after every use.</li> <li>▪ Counter tops, door handles, ski poles, poma tows and barrier pads will be cleaned a minimum of 3 times per day. A minimum 30 minutes slope closure will be scheduled into the updated lesson timetable to allow cleaning of tows and certain barrier pads.</li> <li>▪ The minimum regular handwashing expected from all staff will be on the following occasions: <ul style="list-style-type: none"> <li>• On arrival at the Club.</li> <li>• After every large turnover of Customers.</li> <li>• Before and after mealtimes.</li> <li>• After using the bathroom.</li> </ul> </li> <li>▪ GSC Staff will be provided their own wash basin in the meeting room to reduce potential queuing for the bathroom wash basins.</li> </ul>	GSC COVID Officers GSC Staff	Prior to re-opening and ongoing

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4	Experiencing COVID -19 symptoms	GSC Staff Customer Associated Parties	<ul style="list-style-type: none"> <li>▪ GSC Staff will be advised to avoid coming to the Club if they have tested positive or start displaying COVID-19 symptoms and begin self-isolation in accordance with Scottish Government guidelines.</li> <li>▪ GSC Staff who have come into contact with someone with COVID-19, or have been notified by Test and Trace, should avoid coming to the Club and self-isolate in accordance with Scottish Government guidelines.</li> <li>▪ GSC Staff displaying symptoms are required to inform the COVID Officer as soon as symptoms develop. If symptoms develop during a shift, the GSC Staff will stop working immediately and return home.</li> <li>▪ Records of GSC Staff showing symptoms will be kept and reported appropriately.</li> <li>▪ Customers displaying symptoms of COVID -19 will be asked by the GSC COVID Officer to leave the premises as soon as possible and begin self-isolation in accordance with Scottish Government guidelines.</li> <li>▪ Once a case of infection is suspected, any area the person contacted will be cleaned thoroughly by GSC Staff as soon as possible.</li> </ul>	GSC Staff	Ongoing
5	Poor Psychological Wellbeing	GSC Staff	<ul style="list-style-type: none"> <li>▪ GSC have introduced temporary wellbeing managers to all GSC Staff to provide staff with a senior staff member to whom to express any concerns or struggles with the changing demands of their roles. Wellbeing managers will act as support to individual staff and provide a link to GSC management.</li> <li>▪ Workloads will be monitored and distributed to ensure GSC Staff are not overloaded with work commitments.</li> <li>▪ GSC Staff who are in vulnerable groups, either with physical or mental health conditions, will be encouraged</li> </ul>	GSC Staff	Ongoing

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			<p>to contact their wellbeing manager and discuss how GSC can provide support.</p> <ul style="list-style-type: none"> <li>Wellbeing managers will aim to stay in contact with GSC Staff who are either vulnerable or self-isolating.</li> </ul>		
6	Increased risk travelling into and leaving Club	GSC Staff Customer Associated Parties	<ul style="list-style-type: none"> <li>GSC Staff will be encouraged to use their own mode of transport and avoid car sharing, (or walk, or cycle if it is safe to do so) when getting to and from work to maintain social distancing.</li> <li>In keeping with Scottish Government advice, GSC Staff are advised to only use Public Transport if necessary.</li> </ul>	GSC Staff	Ongoing
7	General housekeeping	GSC Staff Customer Associated Parties	<ul style="list-style-type: none"> <li>Appropriate cleaning products will be provided in the café, office and ski store areas so that GSC Staff can frequently clean their working areas during their shift.</li> <li>Personal protective equipment such as disposable gloves will be provided for cleaning purposes only. Disposable gloves must be disposed of after each use and not re-used.</li> <li>External doors will remain open where possible to allow ventilation and flow of fresh air, weather permitting.</li> <li>Windows will remain open whenever possible to ensure constant flow of fresh air is provided in the GSC building.</li> </ul>	GSC Staff	Ongoing

**Terminology:**

- GSC:** Glasgow Ski & Snowboard Centre.
- GSC COVID Officers:** Ski Centre Manager, Julie Vinter. Support from Graham Jack and other delegated staff.
- GSC Staff:** All staff employed by GSC.
- Customer:** All users of the facility.
- Associated Parties:** External companies, contractors and tradesman engaged by GSC.

**Signed by Staff Member** .....

**Date** .....