

<p style="text-align: center;">North Lincolnshire Council</p> <p style="text-align: center;">www.northlincs.gov.uk</p>	Business Performance System (BPS)			Document Ref. No.	BPS 4.3.1.F1
	<h1 style="margin: 0;">Building Risk Assessment Form</h1>			Author	Safety Solutions
				Version	01
				Issue Date	03.12.2022
				Review Date	02.12.2023

Section 1: Assessment Details

Assessment No.	BV001	Directorate / Service:	PARTICIPATION & ACHIEVEMENT			Location:	THE PODS
Assessment Date:	03.12.2023	Review Date:	02.12.2024			Assessor/s Name:	JOHN GREY
Activity to be Assessed:	Building Venue – The Pods						
Persons at Risk: (Delete as appropriate)	Employees	Children	Public	Contractors	Visitors	Others (Detail)	

Section 2: Guidance

L	Likelihood (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	ER	Existing Risk - Evaluation of the risk with existing control measure in place.
S	Severity (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	RR	Residual Risk - Evaluation of risk following implementation of additional actions required due to unacceptable level of existing risk.

- Section 7 the Health and Safety at Work etc. Act 1974 places a general duty upon employees to take reasonable care for the health and safety of themselves and any others that may be affected by their acts and omissions and to cooperate with the employer to enable them to fulfil their legal obligations under the Act. Therefore it is important that employees fully understand and are able to comply with the contents of this risk assessment.
- Risk assessments should be completed by managers and employees together and signed to confirm both accept and understand its contents. A record of this should be kept. Risk assessments should be reviewed when they might no longer be considered valid e.g. changes in legislation or technology or changes within the workplace; if an employee's circumstances change; or following an accident or incident.

Section 3: Risk Assessment

Identify the Hazards:	How Could Harm Result from the Hazard:	Current Control Measures:	Existing Risk: (L x S = ER)			Additional Control Measures Required:	Residual Risk: (L x S = RR)		
			L	S	ER		L	S	RR

<p>Entrance Hall including Café and Reception</p>	<p>Slips, Trips and Falls Crushing/Entrapment Cuts/Abrasions Muscular skeletal injury Eyesight (Glare/Sunlight)</p>	<p>Area to be kept clear from obstruction and cables. During cleaning or maintenance work appropriate signage will be displayed and covers or sectioning/cordoned off will be used.</p> <p>Any damage or faults will be reported by a Duty Manager to Maintenance Services with DM team copied in and recorded on the Maintenance Tracker if it cannot be repaired or parts replaced internally.</p> <p>Lots of natural light from Café dome windows as well as roof windows during daylight hours. Well-lit with artificial light from hanging ceiling and wall mounted lights. Windows in both the front glass dome and the roof can be opened on the BMS system to allow for natural ventilation. Café Dome windows are fitted with an Anti-Glare film.</p> <p>Dual double automatic doors and dual single manual doors (Internal and External with 5m spacing between) for easy access/egress. All internal doors have finger trap covers to prevent fingers being trapped. These doors are the designated Fire Escape for the Area with clear signage that is checked on a daily basis.</p> <p>Area free from water, mats are placed in high traffic areas to reduce slips and wet floor signs displayed when water is on the floor.</p> <p>Layout is very open with wide walkways to</p>	1	4	4	<p>Anti – glare properties of Café Dome windows to be reviewed for renewal/upgrade.</p> <p>All other control measures appear to be acceptable.</p>	1	4	4
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		<p>allow safe access, egress and circulation of all building occupants. Floor space covers 2 floors. Ground Floor includes Reception, 2 Self-Service booking kiosks, Café, Small Pool Viewing Area and Buggy Park. First Floor includes Hub Seating Area and Café Mezzanine seating area.</p> <ul style="list-style-type: none"> • CCTV covers most views of the area and can be viewed from the Duty Manager Office or IT Room. 							
Gym	<p>Muscular skeletal injury</p> <p>Slips, Trips and Falls</p> <p>Cuts/Abrasion</p> <p>Medical Condition (Cardiovascular, Stroke and Diabetes)</p> <p>Crushing/Entrapment</p>	<p>90 station Gym including a mix of Cardiovascular equipment, Weighted Resistance equipment, Free Weights area and Floor Space with various small equipment presented in such a way to reduce trips hazards. All small loose equipment has adequate shelving and storage containers.</p> <p>Wet floor signs will be displayed to warn people of any water to reduce slips.</p> <p>Stairs in the Gym are fitted with handrails on both sides to reduce falls.</p> <p>Fitness Assistants will report any damage to a Duty Manager or Health and Fitness Supervisor to report to Maintenance Services and circulate to DM's and record on the Maintenance Tracker.</p> <p>As part of joining the Gym members are offered an induction to be shown the proper use of equipment, evacuation routes and other building usage. Qualified Fitness Assistants will be present in the Gym wearing NL Active uniform to answer any questions and advise on safe use of equipment.</p> <p>6 Side windows on the ground floor and 4 triangular roof windows allow for natural light. Both ground floor and first floor have wall/ceiling lights providing adequate lighting throughout the Gym.</p>	1	5	5	No additional controls currently required			

		<p>5 Ground Floor and 6 First Floor Air Conditioning units are wall mounted around the gym to control the temperature. Both Ground Floor and First Floor control panels are set to 'Cool' and temperature is set to 19°C.</p> <p>Water dispensers (1 ground floor and 1 first floor) are present in the gym as well as a small water fountain in the Changing Room corridor allow customers access to drinking water.</p> <p>Both Male, Female and 2 Disabled Changing facilities available for customer use with Toilets, Showers, Hand Basins and Lockers (66 Male, 48 Female and 3 Disabled) for personal belongings all of which are checked on a regular basis.</p> <p>2 Ground Floor and 2 First Floor CCTV cameras present to cover the Gym floor which can be viewed in both the Duty Manager Office and the IT Room.</p> <p>Customer Access to the Gym is directly from Reception or from the Sports Hall Corridor. All Fire Exits and Doors are clearly marked with appropriate signage. 3 Fire Exits on the ground floor (Entrance door from Reception, Entrance from Sports Hall Corridor leading to Reception or Staff Entrance and at the bottom of the Gym next to the RIG machine leading to the Staff Entrance). First floor Fire Exit is in the Free Weight area via Energy Studio stairs and out the Staff Entrance.</p>								
Pool Hall	<p>Drowning</p> <p>Slips, Trips and Falls</p> <p>Muscular skeletal injuries</p> <p>Cuts/Abrasions</p>	<p>The Pool Hall contains a large open Hall with Main Pool and Small Pool as well as changing facilities, toilets, showers, store cupboard, First Aid Room and Viewing Balcony.</p> <p>NL Active Leisure Attendants constantly</p>	1	5	5	<p>Re-positioning of pool side panic alarms suggested for more accessibility from pool patrolling routes.</p> <p>All other control measures</p>	2	3	6	

	<p>Medical Condition (Cardiovascular, Stroke and Diabetes)</p> <p>Bruising/Contusion</p>	<p>supervise the Pool Hall following procedures outlined in WI001 – The Pods NOPs throughout opening hours. Condition of all equipment and environment standards will be continuously monitored. Leisure Attendants maintain hygiene and cleanliness standards within the Pool Hall and will report any damage to a Duty Manager to repair or report to Maintenance Services with DM's copied in and recorded on the Maintenance Tracker. Facility Daily Checklist is completed.</p> <p>NL Active-Duty Managers are responsible for the running of the Pool cleaning and filtration system and will carry out regular water tests before daily opening and throughout opening hours to monitor Free Chlorine (0.5mg/l to 2.0mg/l), Total Chlorine (0.5mg/l to 3.0mg/l) and pH levels (7.2 to 7.4) of the water and maintain temperature to ensure safety for bathers. Details can be found on WI053 – Swimming Pool and Spa Water Treatment. Tests are recorded on QR144 – Pool Water Test Sheet and stored in the Pool Plant Room.</p> <p>13 wall windows and 11 roof windows in the dome allow for natural light. Flood lights on lampposts or suspended from the ceiling and wall mounted lights provide adequate lighting. Underwater lighting in the Main Pool to assist Leisure Attendants view of the whole Pool. Floor to ceiling windows to Reception viewing area allow natural light from Café Dome.</p> <p>Viewing Balcony contains 145 foldable chairs in a sloped stadium style layout. Stairs are fitted with a handrail and visible strips. 6 of the chairs are disabled accessible. Space for further temporary seating. Barriers are fitted around the back of the higher level chairs and glass</p>				appear acceptable			
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		<p>barrier down to the Poolside.</p> <p>Air Circulation runs on a schedule controlled by the BMS system located in the IT Room. Pool temperatures are maintained between 27°C and 29.8°C in the Main Pool and 29°C and 31°C in the Small Pool. Air temperature is maintained approximately 1°C above the pool temperature. Details can be found on WI053 – Swimming Pool & Spa Water Treatment and records kept QR144 – Pool Water Test Sheet.</p> <p>Unisex Changing Village provides 30 private changing cubicles, 2 Male and 1 Female change, 2 Family Change, 2 Disabled Change and 229 Lockers for personal belongings. Male and Female toilets are located within the Changing Village with 12 showers along poolside, 4 showers on aisles (2 on aisle C and 2 on aisle D) and 2 cubicle showers located at the Deep End.</p> <p>CCTV cameras present to cover all of the lockers which can be viewed in both the Duty Manager Office and the IT Room. Aisle A does not have any CCTV as there are no Lockers present down this aisle.</p> <p>Customer Access to the Pool Hall is directly from Reception. All Fire Exits and Doors are clearly marked with appropriate signage and Intumescent Brush and Strips. 3 Fire Exits present within the Pool Hall (Deep End of Poolside, End of Changing Village and Customer Entrance to Main Entrance).</p>							
Sports Hall	<p>Muscular skeletal injury</p> <p>Slips, Trips and Falls</p> <p>Cuts/Abrasion</p>	<p>The Sports Hall contains a large open Hall which can be split using a removable wall or curtain nets. At one end there is a storage cupboard with maglocks on so only NL Active staff can gain access. These cupboard doors remain closed</p>	1	5	5	<p>Sports Hall floor markings need repainting.</p> <p>Sports Hall edging requires replacing/repairing.</p>	1	4	4

	<p>Medical Condition (Cardiovascular, Stroke and Diabetes)</p> <p>Crushing/Entrapment</p>	<p>when no access by staff to the cupboard is required. Viewing balcony located on First Floor with Climbing Wall.</p> <p>NL Active Leisure Attendants setup and take down all equipment in the Sports Hall throughout opening hours.</p> <p>Internally qualified NL Active staff will lead all Climbing Wall sessions. Main part of the wall has 6 support ropes evenly spread apart with moveable hand/foot attachments to alter routes. Smaller 'Boulder Wall' provides a warm-up space to the side of the main wall. Folding safety mats attached to the bottom of the wall prevent access when the wall is not in use and provide a soft landing in case of a fall. Climbing Wall can accommodate 12 persons.</p> <p>Daily checks are carried out to monitor damage or need for repair. Any faults found will be reported to Maintenance Services by a Duty Manager and any hazards will be appropriately signed and sectioned off. NL Active Staff will remove all hazards such as Wet Floors and display appropriate signs.</p> <p>The Sports Hall has no windows to allow for natural light. Lights are suspended from the ceiling and can only be controlled from the Duty Manager Office. The DM will turn the lights on in the morning before the building opens and switch them off once the building is closed. At no point will the lights be switched off when the Sports Hall is open to the public.</p> <p>Air Circulation runs on a schedule controlled by the BMS system located in the IT Room. Air temperature in the Sports Hall is maintained between 16°C and 18°C.</p>				<p>.</p> <p>Monitor and ensure all new instructors/activators are fully aware of all emergency procedures/evacuation procedures.</p> <p>All other control measures appear acceptable</p>	1	3	3
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		<p>Toilet and Changing Facilities are located in the Corridor just outside the Sports Hall containing Toilets, Sinks, Showers and lockers (24 Male, 24 Female and 6 Disabled) for personal belongings.</p> <p>2 CCTV cameras cover the Sports Hall floor space which can be viewed in both the Duty Manager Office and the IT Room. One above customer entrance door and one above Grounds Maintenance entrance.</p> <p>Customer Access to the Sports Hall is from a Corridor just off Reception. All Fire Exits and Doors are clearly marked with appropriate signage. 4 Fire Exits present within the Sports Hall, one in each corner (Customer Entrance then through Reception, Compound Exit, Grounds Maintenance Entrance and Staff Entrance). All access and egress areas are to be kept clear from obstructions.</p>							
Studios	<p>Drowning</p> <p>Slips, Trips and Falls</p> <p>Muscular skeletal injuries</p> <p>Cuts/Abrasions</p> <p>Medical Condition (Cardiovascular, Stroke and Diabetes)</p> <p>Bruising/Contusion</p>	<p>Energy Studio and Wellness Studio for group fitness classes. Open space with store cupboards in each room. Max capacities are 35 plus one instructor in the Energy Studio and 26 plus one instructor in the Wellness Studio.</p> <p>Any damage, maintenance, or hazards such as wet floors will be appropriately cordoned off and signage put in place. Duty Managers will repair or replace damaged parts where possible or report faults to Maintenance Services and record this on the Maintenance Tracker.</p> <p>NL Active Leisure Attendants will set up and take down of Spinning Bikes in the Wellness Studio. All other session equipment is set up by participants as per the need for each class under the supervision of NL Active instructors.</p>	1	5	5	All existing control measures appear acceptable			

		<p>Wellness Studio has no natural light, the lights are controlled by the Duty Manager who turns lights on before the building opens and remain on until the building closes. Energy Studio has a sky light window in the roof and wall lights controlled via switches installed within the studio and Disco style lighting for Glowbics classes controlled via remote by the NL Active Instructor.</p> <p>Air Conditioning is fitted in both studios (4 in the Energy Studio and 3 in the Wellness Studio) which are individually controlled within each studio store cupboard. Control panel is set to 'Cool' and temperature remains at 19°C.</p> <p>Studios are serviced with toilet and changing facilities via the Sports Hall and Gym.</p> <p>Both studios have CCTV coverage (2 in the Energy Studio and 1 in the Wellness Studio) which can be viewed from the Duty Manager Office or IT Room.</p> <p>Customer access to the Energy Studio is via Reception stairs or through the Gym. These are both Fire Exits with a 3rd Fire Exit downstairs from the Energy Studio to the Staff Entrance. Customer access to Wellness Studio is through the Free Weight Area within the Gym on the First Floor which is one of two Fire Exits, second Fire Exit is a stairwell down the back of the Studio into the Staff Corridor to either Grounds Maintenance Entrance or Staff Entrance. All access and egress areas are to be kept clear from obstructions.</p>							
Offices	<p>Slips, Trips and Falls</p> <p>Muscular skeletal injuries</p>	<p>Offices are strictly Staff and Contractor access only. Office spaces include Duty Manager Office (Cash Office), Healthy Lifestyles Office (former Creche), Memberships Office, Main Admin Office</p>	1	5	5	All existing control measures appear acceptable			

	<p>Cuts/Abrasions</p> <p>Medical Condition (Cardiovascular, Stroke and Diabetes)</p> <p>Bruising/Contusion</p>	<p>(including 4 smaller private offices within) and Grounds Maintenance Office (used by Outdoor Sites DM).</p> <p>Office spaces are all well-lit with electrical lighting. Main Admin Office, Memberships Office and GM Office have windows to allow natural light in.</p> <p>All offices are serviced with air circulation from the AHU (Air Handling Units) controlled by the BMS computer in the IT as well as central heating and radiators from the domestic hot water system also controlled on the BMS computer.</p> <p>Only the Duty Manager Office and Healthy Lifestyles Office have CCTV present which can be viewed from the DM Office or the IT Room.</p> <p>All electrical equipment including computers, printers and extension cables are PAT tested annually to ensure they are safe to use. Wires and cables are arranged in such a way to keep them from trailing on the floor. No external electrical devices are brought in and used.</p> <p>All Offices are well serviced with Fire Exits, Grounds Maintenance Office is closest to the Grounds Maintenance Entrance, Memberships Office is closest to the Staff Entrance and Main Admin Office is in between Grounds Maintenance and Staff Entrance to use either. Healthy Lifestyles Office can use Main Entrance via Reception or Staff Entrance via Sports Hall Corridor. Duty Manager Office is closest to the Main Entrance.</p>							
Meeting Rooms	Slips, Trips and Falls	Located on the First Floor at the top of Main Reception stairs, 2 Meeting Rooms each with the capacity to hold up to 20 people depending on the room set up.	1	4	4	All existing control measures appear acceptable			

	<p>Muscular skeletal injuries</p> <p>Cuts/Abrasions</p> <p>Medical Condition (Cardiovascular, Stroke and Diabetes)</p> <p>Bruising/Contusion</p>	<p>Primary 'Meeting Room' overlooks the Main Pool with floor to ceiling safety glazing. Blinds fitted for privacy. Contains Project and Smart Board for presenting. Flat carpet flooring. Fitted with roof mounted Air Conditioning unit and control panel within the room. Lighting controlled from switches within the room.</p> <p>Secondary 'Function Room' overlooks the Small Pool with one single wall window fitted with safety glass and roller blind. Soft rubber flooring. Fitted with roof mounted Air Conditioning unit and control panel within the room. Lighting controlled from switches within the room.</p> <p>No CCTV is available.</p> <p>Meeting Rooms have 2 Fire Exits. Customer Entrance via the Main Reception stairs and Staff Entrance via the Energy Studio emergency stairs.</p>							
Changing Facilities	<p>Muscular skeletal injury</p> <p>Slips, Trips and Falls</p> <p>Cuts/Abrasion</p> <p>Crushing/Entrapment</p>	<p>The Pods has 3 sets of Changing Facilities – Pool Change (Unisex cubicles, Male/Female/Disabled toilet facilities, Family Change, Male/Female group change and large Vanity area), Sports Hall Change (Male, Female and Disabled) and Gym Change (Male, Female and Disabled). All Changing Facilities have Toilet and Shower facilities within.</p> <p>All changing facilities are thoroughly cleaned daily as well as constant hygiene and standards checks throughout the day by NL Active Cleaners, Leisure Attendants and Fitness Assistants.</p> <p>Any damages or faults will be repaired or replaced internally or reported by a Duty Manager to Maintenance Services copying in DM's and recorded on the Maintenance Tracker.</p>	1	4	4	All existing control measures appear acceptable			

		<p>All Changing Facilities are ventilated by AHU systems controlled by the BMS system in the IT Room.</p> <p>Lighting in the Sports Hall and Gym Change is automatically censored, and the Pool Change lighting is controlled by the Duty Managers Office, a DM will turn on the lights before opening and turn them off once the building has closed.</p> <p>CCTV is only present in the Pool Change to view the lockers only for public privacy reasons. This footage can be viewed in the DM Office or the IT Room.</p> <p>Pool Change has 2 Fire Exits, Customer Entrance to the Pool Hall and via Reception or bottom end of Pool Change and via Compound Fire Exit. Sports Hall and Gym Change both share 2 Fire Exits, one via Reception to Main Entrance and one via Sports Hall Corridor to Staff Entrance. All Fire Exits are appropriately signed and dressed and all areas are kept free from obstruction.</p>							
Structure – Building, Walls and Ceilings	<p>Structural Failure</p> <p>Crushing/Entrapment</p> <p>Fire</p> <p>Asphyxiation</p>	<p>The Pods base framework is a mixture of Steel and Wood. All wood has been treated with Fire Retardant coating at initial build stage.</p> <p>Building is visually inspected both internally and externally on a daily basis by a Duty Manager, checking windows, roofing and building is structurally sound and is to be kept free from damage. All faults with structure, walls and ceilings will be reported by a Duty Manager to Maintenance Services for a contractor to repair and this is recorded on the Maintenance Tracker.</p> <p>All parts of the structure, walls and ceilings are to be kept clean.</p>	1	5	5	<p>Control measures in form of turnstiles to prevent unauthorised access to the building</p> <p>AFM to investigate Fire Retardant coating renewal for the wood.</p> <p>All other control measures appear acceptable.</p>	1	2	2
			1	5	5		1	5	5

		<ul style="list-style-type: none"> No asbestos is present within the building. 							
Doors	Crushing/Entrapment Fire Asphyxiation	<p>Dual Automatic Doors at Main Entrance have sensors to open when entering the building and require a push button to exit. Signs on the inside of the door instruct people to 'Press Button to Exit'. There is sufficient opening time on the automatic doors with sensors to detect collisions. Control panels to control the Automatic Doors are located just inside each set of doors above head height and have 3 settings (Auto, Continual Open and Manual).</p> <p>Automatic sliding door using push button access and egress provides access to Pool Viewing Balcony with sensors to prevent collision. Control panel located within the Pool Viewing Balcony area has 3 settings (Auto, Continual Open and Manual). Gym access door has an electric Mag Lock feature requiring Members swipe card or code to access the Gym and a push button for egress.</p> <p>Staff Pass Mag Lock doors include Staff Entrance, Grounds Maintenance Entrance, 3 internal corridor entry doors, 2 doors to enter Office Space (former Creche) and 2 Sports Hall cupboard doors. All are push button to Exit.</p> <p>Following the activation of the Fire Alarm all electric doors listed above have a Failsafe system to release all locks. Automatic doors at Main Entrance and Pool Viewing Balcony will open to allow for easier Exit of the building.</p> <p>Internal doors are fitted with appropriate Intumescent Brush and Strip and have the appropriate blue signs to keep closed.</p> <p>All external doors are fitted with magnetic</p>	1	5	5	All existing control measures appear acceptable			

		<p>sensors connected to the Main Building Intruder Alarm and is monitored by NLC CCTV Control.</p> <p>All Fire Exit doors have the appropriate signs and fittings.</p> <p>All faults and damage will be reported by a Duty Manager to Maintenance Services and recorded on the Maintenance tracker.</p>							
Floors	<p>Slips, Trips and Falls</p> <p>Strains/Sprains</p> <p>Muscular skeletal injury</p>	<p>All flooring is kept in good condition. There are to be no raised edges.</p> <p>Any wet floors will be appropriately signed and as much water removed as possible. Signs will be removed once floor is dry.</p> <p>Carpet mats have been strategically placed to try keep heavy traffic areas dry and non-slip. Any kinks or folds in these mats will be adjusted accordingly by NL Active staff as they constantly circulate the building during opening hours as part of their daily duties.</p> <p>Any damaged flooring will be reported by a Duty Manager to Maintenance Services and recorded on the Maintenance Tracker.</p>	1	4	4	<p>Anti-Slip flooring in Gym and Sport Hall corridors to be reviewed.</p> <p>All other control measures appear acceptable.</p>	1	4	4
Stairs	<p>Slips, Trips and Falls</p> <p>Strains/Sprains</p> <p>Muscular skeletal injury</p>	<p>All stairs are kept in good condition. There are to be no uneven edges and any damage or faults is to be reported to Maintenance Services and recorded on the Maintenance Tracker.</p> <p>Three public use stairs in the building (all of which are wooden) are located one directly opposite the Reception Desk, one spiralling around the Café area and one in the Gym.</p> <p>Three emergency use stairs in the building which each have a Refuge Point, Evacuation Chair and a Refuge Intercom</p>	1	4	4	<p>All existing control measures appear acceptable</p>			

		<p>which is linked to the Duty Manager Office. One from the Energy Studio Entrance and backing onto the Free Weight Area in the Gym, one at the back of the Wellness Studio and one at the bottom of the Pool/Sports Hall viewing galleries.</p> <p>Any wet floors will have appropriate signage and as much water, dirt and debris removed as possible. Signs will be removed once water, dirt and debris removed.</p> <p>None of the stairs within the building are covered by CCTV.</p>							
Windows and Glazing	<p>Glare</p> <p>Overheating</p> <p>Cuts/Abrasions</p> <p>Crushing/Entrapment</p>	<p>All of the building glazing, both internal and external, is of the highest standard.</p> <p>Windows fitted within the Front Café Dome and Reception Roof Windows can be opened for Natural Ventilation by the BMS computer in the IT Room. CSAs to communicate with DM that windows are clear from obstruction when closing.</p> <p>Windows in Pool Hall on Ground Floor level all have blinds to reduce glare. Office Windows have roller blinds fitted to reduce glare on computer screens.</p>	1	4	4	<p>Anti – glare properties of Café Dome windows to be reviewed for renewal/upgrade.</p> <p>All other control measures in place seem to be acceptable</p>	1	4	4
Lighting	<p>Impaired visibility</p> <p>Electric shock</p> <p>Crushing/Entrapment</p> <p>Cuts/Abrasions</p>	<p>All lights within the building are securely fixed to walls or ceilings. Some lights area fitted within ceiling tiles.</p> <p>Electrical safety of the lights is tested by an external contractor (qualified electrician) annually.</p> <p>RCD checks are carried out 3 times a year by at least 2 members of the Duty Manager team. These checks are recorded on a table kept on the RCD box located in the Duty Manager Office.</p>	1	4	4	All existing control measures appear acceptable			

		<p>All areas of the building are deemed to have adequate lighting, both artificial and natural.</p> <p>Emergency lighting is fitted throughout the building and automatically engages in the event of a power failure. These lights are tested weekly and recorded on form SUF20 and kept in the Fire Safety File.</p> <p>Any faults with lighting are reported by a Duty Manager to Maintenance Services for repair by a contractor and recorded on the Maintenance Tracker.</p>							
Lifts	Power failure Crushing/Entrapment	<p>The building has 2 lifts, Main Lift located in Reception and Disabled Lift in the Gym. Checked daily on walk round the building and recorded on Daily Building Checklist.</p> <p>Both lifts have sensors on the doors to prevent collisions with people or objects blocking doorways.</p> <p>Any fault or damage will be reported by a Duty Manager to Maintenance Services and recorded on the Maintenance Tracker.</p> <p>Duty Managers hold the keys to access the control panels and can release anyone who is trapped in the lifts. Lifts should not be used when only one person is in the building.</p> <p>Both lifts have an Emergency Call button fitted inside which can be pressed in case of Emergency.</p> <p>During activation of the Fire Alarm both lifts will activate Failsafe mode and automatically return to the Ground Floor with doors open and can not to be used.</p>	1	4	4	All existing control measures appear acceptable			
External									

<p>Car Park</p>	<p>Slips, Trips and Falls Collision Cuts/Abrasions Abuse/Conflict Theft</p>	<p>The Pods Car Park is well lit and clearly laid out. One way in and out with a Junction to Centenary Way and pedestrian access. 120 spaces including 7 Disabled spaces. Bike Rack available with space for 10 Bikes.</p> <p>Speed limit (10mph) signs clearly displayed as well as double yellow parking restrictions, Bus Stop markings and Compound Gate.</p> <p>Drop off area close to the Main Entrance is 5 minutes only and is an access point for Emergency Vehicles.</p> <p>Area is flat level ground with identifiable parking bays to road space. No uneven ground or bumps.</p> <p>Area is well lit with multiple lamp posts. CCTV covers the majority of the car park.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Signage required stating no parking or dropping off directly in front of entrance doors (for Emergency vehicle access required at all times)</p> <p>All other control measures appear acceptable</p>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Compound</p>	<p>Slips, Trips and Falls Collision Cuts/Abrasions Abuse/Conflict Theft</p>	<p>The Pods Compound is a secure gated area with Staff and Deliveries access only.</p> <p>Vehicle Access is via a sliding gate with entry by code or through intercom to Reception. Exit is automatic when driving up to the gate. Pedestrian Access is controlled by NLC Staff Pass for Entrance and Exit.</p> <p>Both gates have collision sensors fitted to prevent collisions.</p> <p>CCTV covers the compound on a rotating view.</p> <p>External Silo holds Biomass pellets located within the compound with a maximum capacity of 18 tonnes. Systems fitted within the Biomass boiler system</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>All existing control measures appear acceptable</p>			

		<p>control the combustion to the internal part of the boiler only and flames will be extinguished automatically should flames start to ignite within the feed pipe well before the silo.</p> <p>Ground Maintenance staff have keys to the Garages. Keys for all containers are kept in the Duty Manager Office.</p>							
Water – Building Swale, Lagoon and Swamp	<p>Drowning</p> <p>Slips, Trips and Falls</p> <p>Cuts/Abrasions</p>	<p>Open Water outside the building. Perry Buoy life rings are fitted (3 around the Lagoon, one on The Pods outdoor Balcony and two opposite the building, 1 at the Swamp).</p> <p>Railing fitted around The Pods Moat to stop people from going near the water and a raised wall around the Pond.</p> <p>Floor lights are placed behind the railing around the Moat to identify where the water's edge is at night.</p> <p>Signs are displayed warning people of 'Deep Water, No Swimming'.</p>	1	5	5	All existing control measures appear acceptable			
Hygiene									
Toilets	<p>Lack of provisions</p> <p>Slips, Trips and Falls</p> <p>Cuts/Abrasions</p> <p>Muscular skeletal injury</p>	<p>Toilets in the building are located in Reception, Pool Hall Change, Gym Change, Sports Hall Change, Energy Studio Entrance, Staff Room Area and Ground Maintenance Change.</p> <p>Reception, Pool Hall, Gym, and Sports Hall all have separate Male, Female and Disabled provisions.</p> <p>All Toilets are built to Building regulations .</p> <p>Any damages or faults are repaired internally or reported by a Duty Manager to Maintenance Services and recorded on the Maintenance Tracker. Appropriate</p>	1	5	5	All existing control measures appear acceptable			

		signage will be displayed.							
Welfare	Infections	<p>Sanitizer and Washroom facilities are available throughout the building where toilet facilities are located.</p> <p>Water outlets are all ran off weekly and temperatures taken and recorded monthly to prevent any growth of Legionella. Due to the hard water in North Lincolnshire, it is imperative that showers are descaled on a monthly basis.</p> <p>Infrequently used outlets include Small Pool tap, First Aid Room Sink and Biomass Line End.</p>	1	5	5	All existing control measures appear acceptable			
Environmental Conditions									
Heating / Cooling	Hypothermia/Hyperthermia Heat exhaustion Unsuitable working conditions	<p>All building heating is controlled automatically via the BMS system located in the IT Room. Once the building reaches optimum temperature for each area the BMS will maintain that temperature</p> <p>7 Air Conditioning units are fitted around the building where it is needed such as Gym, Studios, Meeting Rooms, Café and IT Room.</p> <p>Any faults within the system will be reported by a Duty Manager to Maintenance Services, circulated to DM's and recorded on the Maintenance Tracker.</p>	1	4	4	All existing control measures appear acceptable			
Ventilation	Hypothermia/Hyperthermia Heat exhaustion Unsuitable working conditions	<p>Ventilation around the building is controlled by the BMS in the IT Room using 5 AHU units. This system is automated and runs to a time schedule around the building opening hours.</p> <p>Service contracts are in place to keep all components running smoothly.</p> <p>Windows in the Café dome and Reception</p>	1	4	4	All existing control measures appear acceptable			

		<p>area roof windows can be opened during warmer weather to allow for a natural flow of air through the building.</p> <p>Any faults with ventilation systems will be reported by a Duty Manager to Maintenance Services and recorded on the Maintenance Tracker.</p>							
Equipment									
Plant Machinery	<p>Crushing/Entrapment</p> <p>Cuts/Abrasions</p> <p>Slips, Trips and Falls</p> <p>Electrocution</p> <p>Burns/Scalds</p> <p>Fire</p>	<p>The Pods has 3 Plant Rooms (Pool Plant, Spa Plant and AHU Plant).</p> <p>All Plant Rooms are to be kept locked with fully trained Duty Managers having the only keys to access. Duty Managers are to communicate to other Staff when they will be entering any of the 3 Plant Rooms. All Plant Machinery including Pumps,</p> <p>Boilers, Heaters, Filters and Dosing units are fitted in such a way that any moving parts cannot be accessed.</p> <p>Heat exchange plates within AHU Plant and Pool Plant can get hot due to hot water passing through. Sight specific trained DM's are to only contact the test handle.</p> <p>3 Gas Boilers and 1 Biomass Boilers are located within the AHU Plant. 2 Gas Boilers are kept switched off as the building primarily runs on Biomass Boiler. Service contract is in place with Acumen for Fortnightly servicing to keep the Biomass running efficiently. Biomass is the main boiler, but gas boilers are in place as a contingency if the Biomass is switched off.</p> <p>All machinery is kept in good condition and checked Daily by a Duty Manager. All inspections are recorded on a check sheet located within each Plant Room. All Plant Rooms should be clean, safe and</p>	1	5	5	All existing control measures appear acceptable			

		<p>tidy.</p> <p>Any damages or faults are to be reported by the Duty Manager to Maintenance Services and recorded on the Maintenance Tracker.</p>							
Electrical – Fittings and Appliances	<p>Electrocution</p> <p>Fire</p> <p>Burns</p>	<p>All electrical appliances are PAT tested annually to check their safe to use.</p> <p>Labels are attached once this has been done detailing when it is due again.</p> <p>All RCD checks are carried out by Duty Managers to check the electrical safety of fitted equipment. This task is to be completed by a minimum of 2 staff members. RCD checks are recorded and displayed on the RCD box within the Duty Manager Office.</p> <p>Any damage or faults are to be removed from use immediately and reported by a Duty Manager to Maintenance Services and recorded on the Maintenance Tracker.</p>	1	5	5	All existing control measures appear acceptable			
Hoists	<p>Equipment Failure</p> <p>Electrocution</p> <p>Muscular skeletal injury</p>	<p>The Pods has 4 hoists, 2 electrical hoists suspended from railings within Pool Hall Disabled Change and the Health Suite, a portable Electric Hoist in the Sports Hall and a Mechanical Hoist with 3 positions on Poolside. When not in use Leisure Attendants are to ensure the electrical hoists remain charged.</p> <p>All hoists are serviced and tested every 6 months to ensure they are safe to use.</p> <p>NL Active Leisure Attendants who use the hoists all have the appropriate training during induction period on proper use of the hoists to ensure proper use and user safety.</p>	1	5	5	All existing control measures appear acceptable			

		Any faults or damage is reported by a Duty Manager to Maintenance Services and recorded on the Maintenance Tracker.							
General Considerations									
Fire	<p>Failing in procedure</p> <p>Fire / Chemical Leak / Power Failure / Bomb Threat</p> <p>Asphyxiation</p> <p>Death</p>	<p>Fire Risk Assessment (F001) for The Pods is in place.</p> <p>Assembly Point is situated away from the building, located at the end of the Lagoon with a clear Assembly Point sign. In case of a prolonged evacuation, we have a Refuge Building (Brumby Hall) located to the rear of The Pods approximately 500 yards away.</p> <p>Fire doors are checked daily to be functional and clear from obstruction.</p> <p>5 Exit points from the Pods (Main Entrance, Staff Entrance, Grounds Maintenance Entrance, Compound Exit and Pool Hall Fire Exit). The closest egress point is to be used depending on location within the building.</p> <p>Fire Extinguishers and Fire Blankets are placed appropriately around the building. Correct signage and servicing is in place to keep all equipment functional in case it is needed.</p> <p>Duty Managers are Fire Warden trained and Leisure Attendants are Fire Safety trained. These qualifications are recorded on Training Matrix and refresher courses are carried out to ensure competency levels.</p>	1	5	5	All existing control measures appear acceptable			
Emergency Procedure	<p>Failing in procedure</p> <p>Fire / Chemical Leak / Power Failure / Bomb Threat</p>	WI002 – EAP is in place in case of Emergency including Fire, Gas/Chemical Leak, Power Failure and Bomb Threat.	1	5	5	All existing control measures appear acceptable			

	Asphyxiation Death	<p>Within the Pool Plant Room there is a Chlorine Gas Detection and Alarm system fitted. Upon the activation of this Alarm, WI002 stipulates the procedure NL Active Staff must follow.</p> <p>All NL Active Staff who have a role within the EAP are trained during induction period and assessed for competency before being signed off to work alone. This training is recorded in induction booklets.</p>							
First Aid	Minor/Major injury Lack of provisions Lack of training	<p>First Aid provisions are kept in the First Aid Room located within the Pool Hall. Stocks are maintained within all First Aid Bags/Boxes around the building (Reception, Café, Pool Hall, Sports Hall, Gym, both Studios and Admin Office). When stocks are running low the Duty Manager will order more.</p> <p>AED is located in a secure locked box outside the Staff Entrance. Checked daily by a Duty Manager.</p> <p>All NL Active Leisure Attendants are trained in First Aid within their NPLQ certificate. Contracted LA's are Emergency First Aid trained and DM's are First Aid at Work trained.</p> <p>NL Active Leisure Attendants and Duty Managers are to attend a monthly training session to upkeep and develop knowledge and skills.</p> <p>First Aid and BBV (FAB001) and Defibrillator (AED001) Risk Assessments are in place.</p>	1	5	5	All existing control measures appear acceptable			

Section 4: Further Actions

Detail Additional Control Measures Identified in Section 3

Action Ref:	Recommendation:	Responsible Person:	Target Date:	Close Out Date:

Section 5: Review

Revision:	Reason for Review:	Reviewed By:	Date of Review:
001			
002			
003			
004			
005			

Name of Employee Signed Date


Name of Employee Signed Date

Name of Employee Signed Date

Name of Employee Signed Date

Name of Employee Signed Date

Section 6: Risk Factor Scoring Matrix

 NORTH LINCOLNSHIRE COUNCIL www.northlincs.gov.uk	Likelihood	Almost Certain	5	5	10	15	20	25	1 to 4 = Low <u>Accept the Risk:</u> No further actions required, if current control measures are used.
		High	4	4	8	12	16	20	
		Medium	3	3		9	12	15	
									5 to 8 = Medium

				6						
	Low	2	2	4	6	8	10			
	Improbable	1	1	2	3	4	5			
			1	2	3	4	5			
			Minor	Low	Medium	High	Major			
			Severity							
Review the Risk: Review the assessment(s) to establish if further measures could be implemented										
9 to 12 = High										
Reduce the Risk: Ensure additional control measures are implemented to reduce the level of risk prior to carrying out activity.										
15 to 25 = Very High										
Unacceptable Risk: Activity can not be progressed until actions taken to reduce the level of risk to an acceptable level.										
Likelihood:										
1	Improbable	Well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace.								
2	Low	Generally well managed however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained.								
3	Medium	Insufficient or sub-standard controls in place. Loss is unlikely during normal operation however, may occur in emergencies or non-routine conditions, (e.g. obstructed walkways or re-fresher training required).								
4	High	Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor, (e.g. ladder not secured properly, oil spilled on floor or poorly trained personnel).								
5	Almost Certain	Absence of any management control. If conditions remain unchanged there is almost a 100% certainty that an accident will happen, (e.g. broken rung on a ladder, live exposed electrical conductor or un-trained personnel).								
Severity, (Consequences):										
1	Minor	Causing minor injuries, (e.g. cuts, scratches). No lost time likely other than for first aid treatment, superficial damage to assets								
2	Low	Causing significant injuries (e.g. sprains, bruises, lacerations). Minor damage to assets, fixtures or fittings.								
3	Medium	Causing temporary disability, (e.g. fractures). Some loss or damage to assets causing minimal disruption.								
4	High	Causing permanent disability, (e.g. loss of limbs, sight or hearing). Loss or damage could cause some business disruption.								
5	Major	Causing death to one or more people. Loss or damage is such that it could cause serious business disruption, (e.g. major fire).								