



RISK ASSESSMENT LANCASTER UK

Risk Register For (club name):	Snap Fitness Lancaster 247
Name of Assessor (club mgr):	Nadine
Name of Reviewer (TSO):	TSO
Date Created:	22.01.26
Date for Review (annual):	22.01.27

RISK ASSESSMENT GUIDANCE

The risk key used to complete this risk assessment is based on the risk level estimator and control plan in BS 8800:2004 (Guide to Occupational Health & Safety Management Systems).

Table 1: Risk Level Estimator

	Severity of Outcome		
Probability of an accident	SLIGHTLY HARMFUL	HARMFUL	EXTREMELY HARMFUL
HIGHLY UNLIKELY	1 TRIVIAL RISK	2 TOLERABLE RISK	3 MODERATE RISK
UNLIKELY	2 TOLERABLE RISK	3 MODERATE RISK	4 SUBSTANTIAL RISK
LIKELY	3 MODERATE RISK	4 SUBSTANTIAL RISK	5 INTOLERABLE RISK

Table 2: Risk Level Control Plan

RISK LEVEL		ACTION AND TIMESCALE
1	TRIVIAL	No action is required and no documentary records need be kept.
2	TOLERABLE	No additional controls are required. Consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
3	MODERATE	<p>Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reductions measures should be implemented within an agreed time period.</p> <p>Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.</p>
4	SUBSTANTIAL	<p>Work should not be started until the risk has been reduced. Considerable resource may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.</p>
5	INTOLERABLE	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.

Hazard	Potential Harm	Likelihood of Harm	Risk Level	Current Controls	Are current controls effective (Y/N)	Residual Risk Level	Comments - record details of further controls from reviews or incidents.
General							
Awareness of Risks of Covid-19 by Staff	COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces	Low/ moderate	Moderate	Staff will be asked to take induction training and complete back to work protocol before commencing work in the building. Staff must indicate that they have read and understand the protocol before returning to work. This should be done electronically and submitted via Bamboo. There will be a high level of signage throughout the building to heighten awareness of Covid-19 and to enable staff to follow the building protocols. <i>However risk is smaller now due to vaccinations.</i>	Yes	Tolerable	
Minimisation of person to person contact within the building.	COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.	Low/ moderate	High	Staff: In order to comply with social distancing, no staff members will be working within two meters from each other. They will be separated throughout their working day. Should social distancing not be possible between staff members, ppe equipment including masks and gloves have been provided to the staff members. Members: A booking system has been put in place to control the amount of people attending the building at one time. <i>However risk is smaller now due to vaccinations.</i>	Yes	Tolerable	Club will still be operating 24 hours and club will be unstaffed from 7pm in the evening until 6am the following morning. This could potentially cause greater risk if members do not follow protocol.
Hygiene hazard – hand sanitiser, hand-washing facilities, anti-bacterial wipes for surfaces and	COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or	Low/ moderate	Moderate	There are recently installed hand sanitizing stations around the building. The gym has been divided into zones where each zone has access to viralicide to disinfect surfaces and equipment.	Yes	Tolerable	

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equipment.	by contact with contaminated objects and surfaces.			<p>However risk is smaller now due to vaccinations.</p> <p>Displaying communications and reminders in the gym in key places e.g. at hand washing points, at entrances and exits, in toilets, in each zone, in bathrooms and changing facilities etc</p>			
<p>Cleaning – regularity and focus on high touch points such as door handles, light switches, equipment etc.</p>	The coronavirus persists on surfaces that are smooth, like doorknobs and handles where it can survive for up to 3 days.	Likely	Substantial	<p>Contract cleaners will perform a daily sanitisation of commonly touched surfaces in the early morning e.g. door handles, etc. STAFF themselves will work with viricide to sterilise surfaces three times per day where the gym will be closed for two out of these three times. The gym will also be cleaned during staff hours after each 60-90 minute session block booked by members. All equipment should be sanitised before and after use by members where staff will enforce this by signage, verbally communicating and email. Cleaning stations containing viricide spray misters and disposable tissue will be available in each zone for use. Where health and safety regulations allow, doors (if non-fire doors) may be left open to limit contact with door handles.</p> <p>However risk is smaller now due to vaccinations.</p>	Yes	Moderate	Although controls have been put in place, the risk of a surface being touched which has not been sanitised due to negligence from a member is a possibility however the risk has been greatly reduced due to controls put in place such as staff training, signage, information provided to members and cleaning stations available in the gym.
Personal Protective Equipment	Bodily fluids containing virus can be present on fabric.	Low	Moderate	Staff have been advised to wash their uniforms daily so that they are wearing fresh clothes at each work day. Lockers where members store	Yes	Tolerable	

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				<p>their clothes have signage advising them to sanitise the locker before and after use with virucide spray provided.</p> <p>However risk is smaller now due to vaccinations.</p>			
Disposal of waste	The live virus survives on surfaces for long time periods – be vigilant when disposing of paper towels, gloves etc..	Low	Moderate	<p>All waste generated in the gym must be carefully consigned to bins which are covered by lids. When the bin is no more than 75% full, it should be carefully sealed and disposed of, it's important not to overfill the bins to aid handling.</p> <p>However risk is smaller now due to vaccinations.</p>	Yes	Tolerable	
Management of Covid 19-infection Response	Risk of multiple infections of Covid-19 within the building	Likely	Moderate	<p>If Staff have any of the symptoms outlined below by the HSE they should immediately self-isolate and inform their manager and Danielle Williamson. All close contacts will be immediately notified and asked to self-isolate until confirmation of Covid-19 status of the initial person is confirmed.</p> <p>*Information from HSE website 3/6/2020</p> <p>It can take up to 14 days for symptoms of coronavirus (COVID-19) to appear. They can be similar to the symptoms of cold and flu.</p>	Yes	Tolerable	

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				<p>Common symptoms of coronavirus include: a fever (high temperature - 38 degrees Celsius or above)</p> <p>a cough - this can be any kind of cough, not just dry</p> <p>shortness of breath or breathing difficulties</p> <p>loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p> <p>Compare symptoms of coronavirus, flu and cold</p> <table border="1" data-bbox="1088 1182 1527 1393"> <thead> <tr> <th>Symptoms</th> <th>Coronavirus</th> <th>Flu</th> <th>Cold</th> </tr> </thead> <tbody> <tr> <td></td> <td>Symptoms range from mild to severe</td> <td>Abrupt onset of symptoms</td> <td>Gradual onset of symptoms</td> </tr> <tr> <td></td> <td>Fever or</td> <td>Commo</td> <td>Comm Rare</td> </tr> </tbody> </table>	Symptoms	Coronavirus	Flu	Cold		Symptoms range from mild to severe	Abrupt onset of symptoms	Gradual onset of symptoms		Fever or	Commo	Comm Rare			
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				chills	n	on				
				Cough	Common (usually dry)	Common (usually dry)	Mild			
				Shortness of breath	Common	No	No			
				Lost or changed sense of smell or taste	Common	Rare	Rare			
				Fatigue	Common	Common	Sometimes			
				Aches and pains	Common	Common	Common			
				Sore throat	Sometimes	Sometimes	Common			
				Headaches	Sometimes	Common	Rare			
				Runny or Stuffy Nose	Sometimes	Sometimes	Common			
				Feeling sick or vomiting	Rare	Sometimes	No			
				Diarrhoea	Rare	Sometimes	No in children			

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				<table border="1"> <tr> <td></td> <td></td> <td>n</td> <td></td> </tr> <tr> <td>Sneezing</td> <td>No</td> <td>No</td> <td>Common</td> </tr> </table> <p>If you have any of these symptoms, you should behave as if you have the virus and self-isolate for 14 days. People in your household will need to restrict their movements.</p> <p>You may also need to be tested for coronavirus. Find out when you should call your GP to be assessed for a test.</p> <p>However risk is smaller now due to vaccinations.</p>			n		Sneezing	No	No	Common			
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Minimise hard copies of documents	The coronavirus can live up to 24 hours on cardboard & paper.	Unlikely	Tolerable	Staff communication is completed over email and phone.	Yes	Tolerable									
Minimise unauthorised access	Verbal physical abuse	Unlikely/Low	Moderate	Staff to use their sia training in conflict resolution tactics.	Yes	Moderate									

Additional information for Security staff working at Snap TBT V3 2026

You must arrive for duty 15 minutes before your shift times, for handover takeover duties with Snap staff, if staff are working.

Swipe card to gain access and log on to duty, CCTV is checked accurately.

Sit at reception desk to observe access control.

Challenge every member if they try to access gym, without a gym swipe card.

If the member has no card with them, or its swiping but not opening the door **NO ACCESS WILL be allowed.**

If proof can be shown of paid membership but no card or card not working still, **NO ACCESS WILL be allowed.**

Any complaints, ask them to see the manager during the day hours from 09.00 Monday to Friday.

Record ALL incidents or refusals on the TSO Incident chat, along with times of duty, accurately as SNAP will check your times on report and CCTV to match everything up, or to identify members etc.

Anyone loitering outside make a note of it and times with descriptions, so Snap staff can check CCTV.

SIA badge must be worn at all times.

Check all exits for unauthorised access or any health and safety or fire hazards during your shift.

Don't eat food at the desk, keep card on you if you leave you will be locked out with nobody to let you back in.

When you leave swipe out, put your report on the chat.

NOTES:

The snap fitness role will be customer service, smart appearance, polite, arrive 18.45 hrs for a 19.00 and 20.00 start till 00.00. Do not leave before your time. There is cctv that's checked regularly. Everyone MUST swipe in with their own card, anyone who follows in MUST be challenged to swipe in before accessing the gym. To prove their card opens the door, if it doesn't no entry. NO CARD NO ACCESS, any issues complaints, tell them politely to inform the manager in the morning, 09.00 Monday to Friday ONLY. it's their rules we are enforcing. Your report MUST be detailed, and if anyone is refused or gives abuse. A description and exact time MUST BE PUT IN REPORT so management can check cctv and swipe card reader, to see who they were, in order he can challenge them. When security on snap YOU MUST NOT BE TEMPTED TO TRAIN DURING YOUR SHIFT, that's what we are here for to stop, cctv covers everywhere. Don't bring or use laptops, monitor the door.

WiFi for security you must physically put it in to find it.



F.A Box location- Reception

Defibrillator location- Gym floor

Fire exit- rear end of gym next to lockers. Fire exit if opened will set alarm off close it go to alarm panel



Intruder Alarm code- 2471 (Located next to managers office on wall) white box

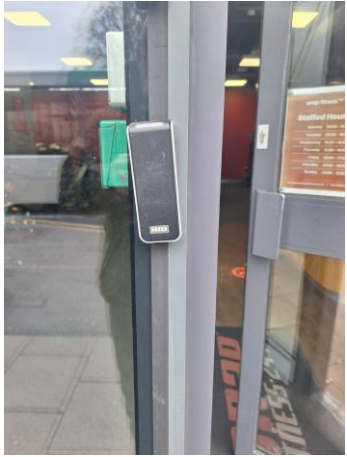


The only way the intruder alarm can be triggered is if the Rear fire exit is used- put alarm code in to silence and re-set.

People leaving or you leaving it's the top access exit button. Silver button.



Main door access point must be scanned and door closed before other person comes in, to know if their card works. If it doesn't no access allowed, inform them to speak to manager during the week, during the day, that's the policy, no exemptions !!!



Emergency contact- Nadine- 07802485714