

QUEST RISK ASSESSMENT & RE-OPENING GUIDELINES Last Update: 10/08/2020-

GENERAL GUIDELINES		
Item	Guideline	Action
1	Public Health Wales Guidelines will be on display. We also try to follow UKACTIVE guidelines for fitness clubs.	Add link to website https://phw.nhs.wales/ https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/ https://www.ukactive.com/covid-19/
2	We are committed to the wellbeing of our staff and customers.	Our staff will observe social distancing guidelines at all times. This is currently at 2m. Should our staff need to be any closer they will be advised to wear a suitable facemask.
3	If either show any signs of COVID19 they will be sent home.	We will ensure our staff do not come to work with any COVID symptoms and get themselves tested. If we detect any members or guests exhibiting COVID symptoms they will be requested to leave the premises.
4	We will comply with all Welsh Government health designated documentation.	
5	Hand wipes and sanitisers will be on offer at multiple locations throughout the gym so staff and customers may clean their hands.	We have installed sanitisers at many locations within the gym premises.
6	It is down to the individual to take reasonable personal responsibility when taking part in physical activity.	We expect our members to take personal responsibility for following Welsh Government guidelines relating to COVID.
7	We subscribe to the Equalities Act 2010 and legal obligations to ensure that decisions made in response to COVID-19 do not discriminate against customers or staff.	
8	We will do our best to ensure that social distancing rules are adhered to, and reserve the right to request customers to leave our premises if these rules are deliberately ignored.	
9	We will do our best to reduce congregation of our customers in any area of the facility where possible.	Please observe any one way systems we may have in-place and avoid queues.
10	Non members or guests may only enter our premises and use our facility by supplying full contact details. Any information provided will be held in-line with GDPR guidelines.	Only members may use our facility. Prospective members may request a tour of our facility if accompanied by a member of staff. Customers of our sub-tenants may have access to the toilet facilities in the gym. All members and non-members must observe social distancing rules.
11	Markings should be put around machines or workout benches to denote social distance areas where appropriate.	

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CLEANING GUIDELINES

Item	Guideline	Action
1	We employ continuous and rigorous cleaning procedures	We employ professional cleaning at the beginning of each day. Our staff carry out cleaning rotas at least 3 times a day. Members are also requested to clean fitness machines after use.
2	If there is a COVID case in the facility we will follow the PHW guidance."Cleaning In Non-Healthcare settings" while cleaning all areas of the facility.	We will close the facility and undertake a deep clean.
3	We will carry out regular cleaning of high contact touch points throughout the premises.	These will be included in our staff cleaning rota.

MAIN ENTRANCE AND RECEPTION AREA

Item	Guideline	Action
1	Hand wipes or sanitisers will be on offer where customers can clean their hands.	
2	Gloves are not mandatory and it should be noted that WHO advice is not to wear gloves.	
3	Social distancing rules remain in-place for our reception staff.	
4	There will be no queuing in the facility	We have 2 new kiosks for membership sign-on. There also should be no need to queue for machines or classes.

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CHANGINE ROOMS / SHOWERS / TOILETS		
Item	Guideline	Action
1	We would like our customers to come to our facility gym ready and to minimise use of changing areas.	We accept that some members will come to our facility before work. We would encourage them to change at work but if this is not possible members must take care when changing and observe social distancing guidelines.
2	We will have reminders about social distancing in our changing rooms.	
3	We have new lockers for our customers placed near reception. These should be used wherever possible and social distancing maintained.	
4	Spray and cloths will be available for customer use at all touch points.	

GYM FLOORS		
Item	Guideline	Action
1	Only equipment that is spaced far enough apart to maintain social distancing will be used.	Some equipment will be marked "do not use".
2	Customers must not be working-out facing eachother.	
3	Touch points should be cleaned after use – this is in addition to any cleaning schedule.	
4	Extra signage regarding social distancing will be in-place around the free-weights area.	
5	Maximum gym capacity will be based on 100sq ft per person. This is estimated at a 100 person maximum.	Even in busy times we are unlikely to get close to this limit. We offer most "space per person" than any other Caerphilly based fitness facility.

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STUDIOS

Item	Guideline	Action
1	Social Distancing guidelines must be followed.	We will clearly mark personal space with mats. We will not run classes where equipment is shared.
2	There will be a minimum of a 10 minute interval between classes so there is no waiting around in groups.	
3	Equipment and mats will be cleaned in-between use.	
4	No equipment will be shared during classes	
5	Where-ever possible markings will be made on the floor to show the areas for individuals.	

SAUNA & STEAMROOM AREA

Item	Guideline	Action
1	Sauna, Steam Room and relaxation area.	Our sauna and steam room will remain CLOSED until further notice.

MISCELLANEOUS

Item	Guideline	Action
1	Towels and Sweat towels may not be taken into our facility.	Please can members only bring clean Towels and Sweat Towels into our facility. Or you can purchase these from us at reception.
2	Personal training sessions can take place as long as social distancing is in-place.	Personal Training is cancelled until further notice.
3	We promote cashless payment.	
4	There may be special provisions for any groups using our facility.	Groups will require special consent to use the facility
5	Any contractors must follow social distancing and cleanliness guidelines	

OPERATIONAL

Item	Guideline	Action
1	Health & Safety checks pre-opening	We have been introducing these over a 4 week pre-opening period. These are under continual review by our managers.
2	Training of staff in above procedures	All our staff must read and observe these guidelines.
3	Pre-opening – we will communicate with our customers advising them of their responsibilities and any restrictions. (Especially in the area of cleaning).	We will put COVID and other related information on our Website.