

**KILLAMARSH PARISH COUNCIL**  
**SPORTS CENTRE COMMITTEE MEETING**

**Wednesday 22nd July 2020 at 14:00pm.**

**This meeting will be held in the Parish Suite**

Members of the public are welcome to attend this meeting.



Lisa J Powell (Ms)  
Acting Parish Clerk/RFO

**AGENDA**

Please be aware that meetings open to the public may be recorded by representatives of the media or by members of the public. Any persons intending to record this meeting are:

Requested to respect the wishes of members of the public who have come to speak at a meeting; and reminded that it is not permitted for oral commentary to be provided during a meeting.

The Chairman may ask people to stop recording and leave the meeting if they act in a disruptive manner.

**1. Apologies for Absence**

To receive and accept, if appropriate, apologies for absence from the meeting.

**2. Declarations of members interests**

To enable Members to declare the existence and nature of any Disclosable Pecuniary interests to declare in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.

**3. Chairman's announcements – For information only**

**4. Public Participation**

A period of no longer than 15 minutes for members of the public to put questions or bring matters to the attention of the council.

**5. Minutes**

To consider and adopt, if appropriate, the minutes of the Sports Centre Committee of 12<sup>th</sup> February 2020

**6. End of Lease on Gym Equipment**

To consider what recommendation to make over the end of the lease on the gym equipment, options being:

Return equipment to supplier

Buy equipment at £10,893.99

Extend lease for 1 year: £965.89 per month (11,590.68)

Extend lease for 2 years: £496.15 per month (11,907.60)

To request an extra 3 months hire

**7. Moving of Gym Equipment**

To consider how and where to move the gym equipment in order to comply with government guidelines.

**8. Sports Centre Re-opening**

To consider:

a) when to un-furlough staff

b) A date for re-opening the sports centre

**9. Date & Time of next meeting**

**Minutes of Killamarsh Parish Council SPORTS CENTRE COMMITTEE**  
**Meeting held at 9.30am on Thursday 12<sup>th</sup> February 20 in the CLUB ROOM at the Killamarsh Sports Centre**

Present:

Cllr S Clough (Chairman), Cllr S Mullins, Cllr M Potts, Cllr L Robinson, Cllr N Whitehead, Darren Hibberd – Operations Manager, Alana Morris – Minute Taker

- 1. To receive apologies for absence**  
There were no apologies received.
- 2. Declaration of members interests**  
There were no declarations made.
- 3. In accordance with the Public Bodies (Admission to Meetings) Act 1960, S1, the Council is to determine which items, if any, should be taken with the public excluded.**  
There were no items proposed.
- 4. Public Speaking**  
There were 3 members of the public present.  
  
A resident made comment regarding the unwelcoming attitude of the reception staff. This was noted by the committee and training will be considered.
- 5. Approval of accuracy of the minutes of the meeting held 15<sup>th</sup> January 20.**  
There were no minutes circulated with the agenda. Approval of accuracy will be deferred to the next meeting.
- 6. NEDDC Subsidy reduction scheme proposal – update**  
It is hoped that the report will be available some time in March.
- 7. Sports Centre report**
  - a) Membership & demographic report  
The report was noted and it was suggested that an online survey be implemented for those who cancel their direct debit payments to get feedback as to the reason behind their cancellation.
  - b) New members  
The information regarding new members was noted. The figures are very positive.
  - c) Block bookings  
The information was noted. DH is looking into possible school holiday activities to generate extra income and footfall.
  - d) Non paid bookings since last SCC meeting  
There was no further update at this time.
  - e) EZ system update  
Work is ongoing with NEDDC procurement to use XN Leisure which is server based rather than browser based.
  - f) Sauna update  
The external report is expected imminently. It was agreed to put out a survey/poll relating to sauna usage to get some feedback from customers.
- 8. Killamarsh Bears internet**  
It was agreed by majority vote to give 1<sup>st</sup> Call access to the server cabinet in order to patch in to the socket required to make the connection live.
- 9. Sports Centre Marketing**  
The Operations Manager is to look into the possibility of putting a banner on the CLOC building on Stanley Street. Marketing should also begin for the Holiday Activities should this come to fruition.
- 10. Frequency of meetings and future planning**  
The committee noted the concerns from Officers regarding meetings but felt that, due to the imminent report from NEDDC, now was not the right time to reduce the number of meetings. However they are receptive to look at pencilling in future dates on the calendar and to readdress frequency in the future.
- 11. Items from committee members to be included in the next agenda**  
Notice boards
- 12. Time and date of next meeting**  
26<sup>th</sup> March at 1pm

Hi Lisa

I have read the Government guidelines and slightly change the reopening plan.

The amended plan is attached with changes highlighted in yellow, to summarise these changes:

- Booking only for gym workouts with a maximum of 20 persons spread across the three areas (if CV equipment is moved into small hall) these session will be 60 minutes long with a 15 minute changeover at the end.
- Changing rooms closed and customers asked to arrive 'gym ready' and shower/change at home.

I have also attached the UK Active frame work for re-opening gyms/leisure centres and the quote for moving the gym equipment.

I have worked out the capacity for the three zones with the recommendations from the government of 100sqft per person (if agreed to move equipment)

Fitness suite 10 persons (we have 10 weight stations)

Small Hall (CV equipment) 13 persons (we have 12 CV stations)

Functional suite 15 persons

We have removed all the gymnastics equipment from the sports hall and hopefully if approved this will become our studio for the fitness classes with a capacity of 11 customers plus instructor.

With regards to staffing in the reopening plan I have said we would need to look at reduced hours, we only have 136 hours of Sports staff this includes myself working full time on sports and no office/administration time. To ensure that we monitor public we need a minimum of two sports staff and one receptionist at all times. One sports staff will be based in the gyms and the other walking around the sports areas checking/cleaning toilets and other cleaning duties.

I would recommend for the first two months opening 7:30am – 12:30pm and 5pm – 10pm Monday to Friday and only start opening weekends when staffing has increased.

Hope all this makes sense and I will try and do a draft rota for the meeting on the 22<sup>nd</sup>.

Many Thanks

Darren Hibberd  
**Operations Manager**

Killamarsh Sports Centre  
Killamarsh Community Campus  
Stanley Street  
Killamarsh  
S21 1EL

Tel: 0114 2485554

Email: [darren.hibberd@killamarsh-pc.gov.uk](mailto:darren.hibberd@killamarsh-pc.gov.uk)

Please bear in mind that I am dyslexic and whilst I use spell & grammar check I do make some unwitting errors - thank you

**From:** Parish Clerk

**Sent:** 13 July 2020 09:34

**To:** Darren Hibberd <[darren.hibberd@killamarsh-pc.gov.uk](mailto:darren.hibberd@killamarsh-pc.gov.uk)>

**Subject:** FW: Sports Centre Committee

**From:** Steve Clough [<mailto:s.clough@killamarsh.info>]  
**Sent:** 12 July 2020 11:01  
**To:** Parish Clerk <[Parish.Clerk@killamarsh-pc.gov.uk](mailto:Parish.Clerk@killamarsh-pc.gov.uk)>  
**Subject:** Sports Centre Committee

Hi Lisa

In preparation for the Sports Centre Meeting could you please ask Darren to review latest updated guidance (below), if he hasn't already and highlight the key issues we need to consider, especially around all areas, the ventilation aspect especially and what will any extra costs look like.

We also need to understand what the initial staffing structure will look like, when we first re-open, so we can be clear on how we manage furloughed staff.

I'm hoping we can reach agreement at the Committee meeting and put forward a recommendation to reopen Gym areas safely at this month's FPC, obviously this will be shortly after the 25th, so we need to try and get this across the line in the right way.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

Happy to speak with both you and Darren if we need a clearer objective but I think Darren is really on top of this and possibly close to the guidance already, we just need to try and provide clear information where possible for a clear decision to be made.

Thank you.

Regards

**Cllr Steve Clough**



More people  
More active  
More often

## COVID-19 – A framework for the re-opening of gym, leisure centre and wider fitness industry during social distancing



# 1. Context

## Overview

This framework is aligned to the Government document, '[Working safely during Coronavirus – Providers of grassroots sport and gym/leisure facilities](#)', and has been updated as a 'how to' guide – providing specific and practical steps to support these facilities in meeting the Government requirements as a bare minimum.

This document sets out the framework for opening gym and leisure facilities during an anticipated period of "social distancing" following the full closure of the sector due to COVID-19. It also provides the basis for individual operators to develop their own required technical operating guidance for customers, staff and supply chains once the Government has said facilities, or parts of facilities, can open.

The framework has been developed in full partnership with the major fitness and leisure operators, and has been reviewed by leading medical experts. It has also been informed by best practice from international markets where governments are at different stages of managing the COVID-19 crisis, and working with their own fitness sectors.

The gym and fitness industry will have a vital role in ensuring the ongoing health and wellbeing of the nation following the lifting of COVID-19 restrictions. We believe this role has never been more important than at the current time in helping the country and British society regain its health. The Government realises how important 'exercise' is, and as the Chief Medical Officer stated: "There is no situation, no age, no condition, where exercise is not a good thing."

It is not intended to be exhaustive in covering every possible scenario but aims to provide a clear direction of travel for the sector. Nor is it intended to cover all aspects of every operator: there will be special undertakings for those with specific offerings. Operators can make their own decisions and can go above the standards within this document, **but not lower**. We are tailoring this as a two-stage opening approach – this document looks at the initial opening period and anticipated social distancing restrictions.

## GENERAL

## CLEANING

## RECEPTION AREAS

## CHANGING ROOMS/SHOWERS/TOILETS

## GYM FLOORS

## STUDIOS

## COURTS/SPORTS HALLS

## SWIMMING POOLS AND WET SIDE FACILITIES

## CAFÉS/RESTAURANTS

## OUTDOOR FITNESS

## FIRST AID/LIFEGUARDS

## VENTILATION

## MISCELLANEOUS

## FURTHER SPORT GUIDANCE

## OPERATIONAL – FOR EACH FACILITY TO AGREE



## 2. Guidelines: Re-opening

### General

- Public Health England (PHE) or equivalent posters will be on display informing customers and staff of social distancing and cleanliness/hygiene protocols throughout the facility.
- Operators will commit to the wellbeing of their staff and customers, and if they show/have any signs of COVID-19 (temperature, cough and difficulty breathing), they will be sent home to follow Government regulations.
- Operators will comply with any health designation documentation that the Government implements.
- Hand wipes/sanitiser will be on offer (or people will be directed to where they can clean their hands).
- Operators will ensure that social distancing is adhered to, further criteria is below for certain areas.
- Face masks will not be mandatory for staff, unless their role requires this.
- It is down to the individual customer to take reasonable personal responsibility when taking part in physical activity.
- Operators to maintain a commitment to the Equality Act 2010 and legal obligations to ensure that the decisions made in response to Coronavirus (COVID-19) do not discriminate against customers or staff **with protected characteristics**.
- Operators should employ one way people flow systems to reduce congregation in any area of the facility where possible.
- Operators who are allowing non-members in, must have a process in place to retain contact details for 21 days (in-line with GDPR legislation).
- Markings should be put round machines or workout benches to denote social distance areas where appropriate.

### Cleaning

- Continue rigorous cleaning procedures.
- If there is a COVID-19 case in the facility, the operator will follow the PHE Guidance – **COVID-19 Cleaning in non-healthcare settings** while cleaning all areas of the facility.
- Staff will carry out regular cleaning of high-contact touch points throughout the premises.

### Reception Areas

- Hand wipes/sanitiser will be on offer (or directed to where people can clean their hands).
- Gloves are not mandatory as the World Health Organisation (WHO) advice is that it is preferable not to wear gloves but to regularly wash your hands.
- Processes to make sure social distancing remains in place for reception staff/or screens are in place.
- Queue management - markings on the floor and if necessary outside the entrance.

### Changing Rooms/Showers/Toilets

- Operators will promote that customers should come swim or gym ready, where appropriate.
- Extra care/signposting will be provided to maintain social distancing when in these areas.
- Lockers will remain in use, as long as social distancing can be maintained.
- Spray and cloths<sup>1</sup> will be available for customer use for touch points.

<sup>1</sup> Spray and cloths – this is a generic term and could be any cleaning apparatus eg – handwipes, paper towels and spray



## Gym Floors

- Only equipment that is spaced far enough apart to maintain social distancing will be used – as an example this can be done via moving equipment or marking every other piece of equipment in the gym out of order.
- Users should not be working out face to face.
- Touch points of equipment should be cleaned after use – this can be done either by the customer or staff using spray and cloths provided. This is in addition to the cleaning schedule.
- Extra signage regarding social distancing will be in place around the free-weights area.
- Maximum gym capacity will be based on 100sqft per person.

## Studios

- Social distancing guidelines must be followed.
- There will be a minimum of a 10-minute window in between classes, so no 'waiting around' in groups.
- Equipment (including mats etc) will be cleaned in between use. This can either be done by the customer or staff member using spray and cloths provided.
- No equipment will be shared during the classes.
- If possible, markings will be made on the floor to show the area for individuals.

## Courts/Sports Halls

- If social distancing can take place, courts and halls will be open. However, for any activity where social distancing is not possible, these facilities/activities will remain closed/not played.
- Cleanliness protocols must be followed.
- If you are not sure which sports are suitable, please contact the relevant national governing body.

## Swimming Pools and Wet Side Facilities

- Swimming pools will open as long as properly chlorinated (as there is no evidence that COVID-19 can be spread to humans through the use of pools, hot tubs or spas).
- Social distancing must be maintained in the pool.
- Extra care/signposting will be shown to maintain social distancing when getting in/out of the pool.
- Hot tubs/spa pools will only open if social distancing can be adhered to.
- Saunas and steam rooms should stay out of use for the time being as the risk of transmission is unclear.
- Teachers/instructors/coaches and students on the poolside must follow social distancing guidelines between each other.
- Only one parent/carer per child will be allowed to supervise their child during swimming activities (external to the pool).
- The parent/carer/spectator must follow social distancing guidelines.
- Any equipment used will be cleaned after/between use.
- Considerations should be made to ensure limited time is taken in changing areas, especially during the changeover of group activity to maintain social distancing.
- Hand sanitiser and/or soap will be available poolside for staff.
- Prior to re-commissioning a swimming pool facility, the following re-commissioning advice should be followed [PWTAG Technical note – technical operation after Covid-19 shutdown \(TN46\)](#).
- If flumes are available, social distancing must be followed.
- Maximum pool capacity based on 3sqm per bather.
- Pool activities will be considered individually by operators and give due consideration to guidance from other industry bodies.

### Cafés/Restaurants

- Additional signs will be put up around cleanliness and social distancing.
- Vending machines will remain in use but will be cleaned regularly.
- Government [Guidance for food businesses on COVID-19](#) will be followed.

### Outdoor Fitness

- Social distancing and cleanliness will be promoted when booking online.
- Social distancing and cleanliness will be promoted by the instructor(s) at the beginning and throughout classes.
- Group classes will be organised in a series of formations to comply with social distancing, with appropriate spacing between participants monitored by the instructor throughout the class.
- Nothing will be passed to/from the instructor to the customer – including personal items, water bottles, bibs etc.
- Customers should not cluster in groups before/after sessions.

### First Aid/Lifeguards

- Operators will follow the HSE guidance on '[first aid requirements in non-healthcare settings](#)'.
- Lifeguards should follow the [RLSS guidance on first aid requirements](#).
- The Resuscitation Council UK has provided [specific guidance on CPR delivery](#).
- Where relevant, lifeguards will remain in place.

### Ventilation

- A target ventilation rate of 20l/s/p is advised for facilities. This can either be attained through adjustments to ventilation systems themselves, or by controlling numbers (based on 100sqft per person, net usable indoor space available to members to use, including changing rooms) and using natural ventilation.
- Ventilation systems should provide 100% fresh air and not recirculate air from one space to another.
- Increasing the existing ventilation rate by fully opening dampers and running fans on full speed.
- Operating the ventilation system 24 hours a day.
- Increase the frequency of filter changes.
- In the absence of known ventilation rates, a carbon dioxide sensor shall be used as a surrogate indicator to switch on additional mechanical ventilation or open windows.
- [Further guidance is provided in CIBSE COVID-19 Ventilation Guidance](#).

### Miscellaneous

- Operators to follow Government guidance for workplaces.
- Towels/'sweat towels' will not be taken onto the gymfloor/into the studio.
- Personal training sessions can continue as long as social distancing is in place.
- Card/contactless payment will be promoted.
- For further information regarding external qualifications/training, please contact your training qualification body.

- Consider special provision for vulnerable groups using your facilities.
- All contractors must follow social distancing and cleanliness guidelines.
- Health consultations will remain if strict cleanliness of individuals and rooms is enforced and relevant PPE is worn (eg. in hospital, the patient simply wears a surgical mask and the doctor wears simple eye cover, a surgical mask an apron as full PPE is reserved for aerosol-generating procedures), or this could be done online.
- For further details on volunteers please look at the Government document '[Operating safely during COVID-19 for providers of grassroots sport and gym/leisure facilities](#)'.

#### **Further Sport Guidance (will be updated when available)**

- [Golf.](#)
- [Table Tennis.](#)

#### **Operational – for each facility to agree**

- Health and Safety checks pre-opening – eg. Legionella.
- Training of staff in the above procedures.
- Pre-opening – operators will commit to a level of communication to customers explaining the nature of re-opening, advising them of the responsibility they have regarding cleaning touch points, providing Q&A, and ultimately reassuring customers.
- Operators to develop a risk assessment and operating plan covering all of the above and relevant other information.

ukactive would like to thank our members and partners for their continued support in creating this framework





**Origin Fitness**

21 Cliftonhall Road  
Edinburgh EH28 8PW  
+44 131 335 3145  
www.originfitness.com

Account Name Killamarsh Sports Centre

Billing Address Stanley Street

S21 1EL  
United Kingdom

Quote Name Killamarsh Sports Centre - Kit Move June 2020

Quote Number 00055470

Sales Manager Angela McLelland

Expiration Date 16/07/2020

Shipping Account Name Killamarsh Sports Centre

Shipping Address Stanley Street

S21 1EL  
United Kingdom

Delivery Method Delivery Only

Code	Product Description	Quantity	Price	Total (ex VAT)
AL-ECO1	Engineer Call Out	1.00	GBP 1,500.00	GBP 1,500.00
			Total Price	GBP 1,500.00
			VAT Total(20%)	GBP 300.00
			Total Price Incl Vat	GBP 1,800.00

Payment Terms Payment Upon Order

**Payment Details**

Payment due on invoice date unless agreed in writing.

Payments can be made via bank transfer, please use your invoice number as a reference.

Origin Fitness is a trading name of Origin Fitness Leisure Limited, Company No. SC339149

- Account Name: Origin Fitness
- VAT Number: 943 404 534
- Sort Code: 40-20-44
- Account No: 82214830
- IBAN: GB24MIDL40204482214830
- SWIFT: HBUKGB4111M

Please make cheques payable to Origin Fitness

All goods remain the property of Origin Fitness until payment has been made in full.



**Order Acceptance**

1. This quotation is valid for 31 days from date of quotation (special offers excluded, and details are above).
2. Once the order is confirmed payment is non-refundable.
3. All equipment remains the property of Anytime Leisure Limited until payment has been made in full.
4. Delivery & Installation quoted is subject to site survey.
5. Warranty: Standard manufacturers warranty applies unless otherwise specified.
6. Payment Terms: Full payment on order unless otherwise specified.
7. Leasing: A copy of your lease agreement must accompany this order.

I confirm I am an authorised signatory. I have read and understood the terms and conditions (<http://www.originfitness.com/commercial-terms-and-conditions>) of this quotation and agree to abide by them.

Date: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed (Authorised Signatory): \_\_\_\_\_

**Delivery Details:**

Delivery Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Requested Delivery Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I confirm that the Shipping Address above is correct: Yes / No



**Installation Details (if applicable):**

**Road Access:** are there any restrictions that may hinder access of a large vehicle? Yes / No  
If yes, please provide details and photos.

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**Parking:** please give details of where the vehicle could park in relation to your premises?

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Highlight all applicable: On Street / Metered / Private Car Park

Other: \_\_\_\_\_

Distance from Entrance: \_\_\_\_\_ Is the parking on an incline or decline: Yes / No

External Access: Are there any restrictions when accessing your premises? If yes, please give details: *(e.g. height, width, steps, ramps, walkways etc.)*

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Internal Access: Please state how far the gym is from where we will enter. \_\_\_\_\_

Installation Floor: \_\_\_\_\_

If your delivery is not on the ground floor please complete the following:

Number of Stairs: \_\_\_\_\_ Elevator for install use: Yes / No

Elevator Dimensions: \_\_\_\_\_x \_\_\_\_\_x \_\_\_\_\_

Will our installation team be required to carry equipment upstairs? Yes / No

Doorway width: \_\_\_\_\_ (if multiple doorways, please specify the smallest doorway)



**Technical Requirements**

1. Each commercial treadmill requires a dedicated power supply. Please see manufacturers technical specification sheet for details.
2. Origin Fitness does not supply coax or ethernet cabling.
3. Origin Fitness does not wall or ceiling mount equipment unless specified above.
4. For equipment that requires floor fixing, speak to Origin Fitness for details.
5. For equipment loadings please see specification sheets.
6. The preparation of adequate sub-floor prior to delivery and/or installation of flooring products is the customer's responsibility unless specified in the above quotation. The customer must ensure that any existing flooring is uplifted before the floor fitter arrives. As a guide, we recommend Level + or – 5mm over a 5m length as the floor tolerance. Flooring can be laid on suitable concrete screed floor, wood or synthetic hard surfaces. A quotation for sub-floor preparation can be provided.

### Killamarsh Sports Centre Re-Opening Action Plan

Key Issues	How/Why or Reasons?	Who?	Timescale?	Comments/Complete
Covid-19 restrictions, relating to social distancing, on re-opening	<ul style="list-style-type: none"> <li>External of building to be marked outside with social distancing marking either on wall or floor for if customers need to form a queue</li> </ul>	DH/DK/MC	Prior to re-open date	<b>In line with R/A</b>
	<ul style="list-style-type: none"> <li>Facility Entrance – staff to be positioned at the front doors to control admissions to building either for taking part in an activity, use or toilet facilities</li> </ul>	DH/DK/MC	Once we know re-open date, organise staff run through	<b>In line with R/A</b>
	<ul style="list-style-type: none"> <li>Foyer area to marked up with social distancing information/notices/floor markings, barriers could be used if necessary</li> </ul>	DH/DK/MC	As soon as materials arrive	<b>In line with R/A</b>
	<ul style="list-style-type: none"> <li>Operate a 'Keep Right' policy throughout the centre ensuring customers and staff adhere to this.</li> </ul>	DH/DK/MC		
	<ul style="list-style-type: none"> <li>Changing rooms – following Government guidelines changing rooms will be locked and customer to come gym ready</li> </ul>	DH/DK/MC	As soon as materials arrive	<b>In line with R/A</b>
	<ul style="list-style-type: none"> <li>Showers – following Government guidelines changing rooms will be locked and customer to come gym ready</li> </ul>	DH/DK/MC	As soon as materials arrive	<b>In line with R/A</b> <b>Price required to cap off certain showers</b>
	<ul style="list-style-type: none"> <li>Studio – Fitness classes to be reduced in numbers to approximately 50%, reduced programme to start with internal instructors most classes</li> </ul>	DH/DK/MC	Discuss with staff And in place weeks before open date	<b>In line with R/A</b>

	to take place in the FTS and large sports hall.			
	<ul style="list-style-type: none"> <li>Staff – Use of staff room for breaks to be staggered, staff must social distance themselves as appropriate and not work in close proximity. Staff also to be aware when dealing with members of the public to again ensure enough distance.</li> </ul>	DH/DK/MC	As soon as staff back in facility	<b>In line with R/A</b>
Income/Fees and Charges review due to reduced service	<ul style="list-style-type: none"> <li>Some work has already gone into organising days that will need adding to annual dates to ensure customer starts where they left off.</li> </ul>	DH/DK/MC		
	<ul style="list-style-type: none"> <li>Memberships will recommence once re-opening begins (reduced monthly fees to be considered due to reduction in admission numbers and reduced classes)</li> <li>Reduce membership to Gym only prices as we are only offering a small number of classes</li> </ul>	DH/DK/MC	Dependant on re-open date will decide when DD's restart as finished prior to end of March	
Programme reviews to ensure social distancing measures are adhered too	<ul style="list-style-type: none"> <li>Fitness Suite to operate with reduced admission of around 50%, some equipment closed off to enable social distancing, some equipment can be moved to create more space in-between. <ul style="list-style-type: none"> <li>Fitness suite weights only</li> <li>Small hall CV equipment</li> <li>Functional as it is but remove prowler</li> </ul> </li> </ul>	DH/DK/MC		

	<p>Following government guidelines each customer needs 9m<sup>2</sup> space so the following capacity for each area</p> <ul style="list-style-type: none"> <li>○ Fitness suite weights only 10 persons</li> <li>○ Small hall CV equipment 13 persons</li> <li>○ Functional as it is but remove prowler 15 persons</li> </ul> <p>The overall capacity would be at any one time for a fitness workout would be 37 but this will be capped at 20</p> <p>Customers would also need to book for sessions in the gym no walk-ins these session will be 60 minutes long with a 15 minute changeover to allow customers to vacate and staff to clean equipment.</p>			
	<ul style="list-style-type: none"> <li>• CV equipment moved to studio to create more workout space</li> </ul>	DH/DK/MC		
	<ul style="list-style-type: none"> <li>• Fitness Instructors to monitor gym floor and advise/ assist customers as required</li> </ul>	DH/DK/MC		
	<ul style="list-style-type: none"> <li>• Fitness Classes – waiting for class &amp; class changeover periods – cleaning procedure</li> </ul>	DH/DK/MC		<b>In line with R/A</b>
	<ul style="list-style-type: none"> <li>• Health Referral programme suspended</li> </ul>	HLI TEAM/ MW		

	<ul style="list-style-type: none"> <li>Booking for activities has been discussed as an option to control admissions.</li> </ul>	DH/DK/MC		
Sports Activities Squash, Badminton, Football, basketball etc.	<ul style="list-style-type: none"> <li>Bookings and payment in advanced no walk ins</li> </ul>	DH/DK/MC		
	<ul style="list-style-type: none"> <li>5 to 10 minute change over between each booking dependant on activity time.</li> </ul>	DH/DK/MC		
	<ul style="list-style-type: none"> <li>Customers advice only arrive 5 minutes before session starts and no waiting outside activity hall/courts</li> </ul>	DH/DK/MC		
	<ul style="list-style-type: none"> <li>Customers called off at the end of the session no overtime customer must finish on time</li> </ul>	DH/DK/MC		
Health and Safety	<ul style="list-style-type: none"> <li>Ensure service/maintenance works have been completed prior to opening, Estates and facilities to organise as appropriate.</li> </ul>	DH/DK/MC & outside contractors		
	<ul style="list-style-type: none"> <li>Consider appropriate Risk Assessments for changes due to Covid-19</li> </ul>	DW		
	<ul style="list-style-type: none"> <li>Protective screens for reception and have been organised</li> </ul>	DH/DK/MC		ORDERED
	<ul style="list-style-type: none"> <li>Staff to ensure more cleaning around facilities especially touch points, potentially leave one gym doors, corridor doors, small and sports hall doors open</li> </ul>	DH/DK/MC		

	<ul style="list-style-type: none"> <li>Membership Cards – Do we ask member to give number/name rather than card contact?</li> </ul>	RECEPTION TEAM		
	<ul style="list-style-type: none"> <li>Hand gels/sanitiser stations/ surface wipes, located in all main areas for staff and customers</li> </ul>	DH/DK/MC		Extra sanitisers/wipes/gels on order
	<ul style="list-style-type: none"> <li>PPE for staff e.g. face masks if required, latex gloves and hand washing facilities already in place, protective reception screen for reception.</li> </ul>	DH/DK/MC		Screens ordered, some PPE on site, face masks to be confirmed
	<ul style="list-style-type: none"> <li>Reception area – receptionists to discuss ways of working, breaks, use of key board, stationary, phones, who else works in that area etc.</li> <li>ONLY ONE person behind reception at any one time reception to be closed for 10-15minutes in between shift change overs to allow cleaning.</li> </ul>	DH/reception team		<b>In line with R/A</b>
	<ul style="list-style-type: none"> <li>Risk Assessments in place to cover staff, customers, facilities and activities</li> </ul>	DH		R/A's started for all areas, waiting on some feedback and further guidance for professional bodies & companies
	<ul style="list-style-type: none"> <li>Doors wedged open to certain areas to decrease touch points.</li> </ul>	DH/DK/MC		To be dicussed
	<ul style="list-style-type: none"> <li>Increased cleaning to maintain high levels of hygiene</li> </ul>	DH/DK/MC		

	<ul style="list-style-type: none"> <li>• Fitness class timetable amended temporarily to assist with social distancing, ease of access.</li> </ul>	DK		
	<ul style="list-style-type: none"> <li>• Operations manager to brief staff once back in the work place on social distancing, ways of working, breaks, contact with customers, cleaning routines and levels, R/A's</li> </ul>	DH	Once staff back in facilities	
Partnership working	<ul style="list-style-type: none"> <li>• Continue close networking with partners and organisations-PH, Active Derbyshire, County Collaboration, Education, etc.(schools- not in until September at earliest)</li> </ul>	Leisure team		
	<ul style="list-style-type: none"> <li>• <i>Follow guidance provided through CIMSPA, UKActive, Sport England, PWTAG and Governing bodies (relating to sport specific advice)</i></li> </ul>	DH/DK/MC		
<i>Strategic modelling</i>	<ul style="list-style-type: none"> <li>• <i>Financial planning-Budget planning and forecasting</i></li> </ul>	Finance Dept		Some work has gone in to reducing budgets
	<ul style="list-style-type: none"> <li>• <i>Business modelling-</i> to provide business modelling which ensures that decisions by ourselves are informed by the latest industry intelligence and provide financial viability to reopen safely</li> </ul>	DH		
	<ul style="list-style-type: none"> <li>• <i>Review performance targets linked to Council Plan and ambitions</i></li> </ul>	DH		



	<ul style="list-style-type: none"> <li>Policy support via UKActive- driven by ukactive in its conversations with the Government, ensuring that policy decisions deliver what is needed to support the sector through additional or extended financial measures, and regulatory and taxation changes, once the sector is allowed to reopen.</li> </ul>	DH		
Public information campaigns	<ul style="list-style-type: none"> <li>Sports Centre Marketing Plan- publicity (Use Covid-19 in publicity, not to shy away from it, use as positive to build health)</li> </ul>	DH		
	<ul style="list-style-type: none"> <li>Collaboration work with communications team</li> </ul>	DH		
	<ul style="list-style-type: none"> <li>Deliver UKActive public information campaign which includes the dissemination of guidelines to operators and provides them with assets to engage and reassure their customers, while inspiring the public to step back into gyms and leisure centres.</li> </ul>	DH		
	<ul style="list-style-type: none"> <li>Social media posts to inform customers and current situation/changes</li> </ul>	DH		
	<ul style="list-style-type: none"> <li>Website links to above</li> </ul>	Parish Office		
Terminology and scripts for staff when dealing public around				

admissions, activity use and generally around the facility				
Reduced opening times	<ul style="list-style-type: none"> <li>• Before the centre was closed the centre was open form 7:30am Monday to Sunday and Closed at 10:30pm Monday to Friday and 5:30pm Saturday and Sunday</li> </ul>	Discuss with Clerk and SCC		
	<ul style="list-style-type: none"> <li>• We would need to increase staff levels to ensure customer adhere to new social distancing guidelines</li> </ul>	Discuss with Clerk and SCC		
	<ul style="list-style-type: none"> <li>• Also when we reopen we will be reduced in staff numbers due to temp contracts beaning terminated</li> </ul>	Discuss with Clerk and SCC		
	<ul style="list-style-type: none"> <li>• Phase 1 open 7:30am – 12:30pm &amp; 3:30pm – 8:30pm Monday to Friday and 8am – 2pm Saturday and Sunday</li> <li>• The above will allow clean down midday</li> </ul>	Discuss with Clerk and SCC		
	<ul style="list-style-type: none"> <li>• Phase 2 up until October hopefully same as above but have do midday close down</li> </ul>	Discuss with Clerk and SCC		
	<ul style="list-style-type: none"> <li>• Phase 3 hopefully from October when all the winter booking want to commence normal opening Monday to Friday as before lockdown with a review of weekend opening hours dependent on Staff numbers at this time.</li> </ul>			