

Guidance for Re-Opening Sports Pavilions and Facilities in Perth & Kinross



Purpose of this guidance document

This document has been produced in collaboration with Community Greenspace, Property Services and Estates Management within Perth & Kinross Council to help advise the Head of Establishment within each User Group about the re-opening of their sports pavilion or similar facility after the COVID-19 pandemic lockdown.

This document is intended to inform the Building User of risks and requirements that need addressed as part of this process. It also references other guidance from the Scottish Government and the governing bodies.

Important Considerations

Perth & Kinross Council Property Services have continued to attend all buildings across the estate to ensure that minor maintenance, servicing and compliance checks have continued to be carried out during lockdown. Please be aware Property Services are at capacity preparing and adapting key Council buildings. Any request for works will be looked at when possible.

Community Greenspace have provided some guidance on other requirements for the Re Occupation. All information must be in place within the facilities and signed off by your Head of Establishment before Re-Occupation takes place.

Any queries with information required within the re-occupation checklist and other documentation can be sent to PropertyHelpDesk@pkc.gov.uk or ParkEvents@PKC.gov.uk to be addressed.

Although the country is coming out of lockdown, the risk of Coronavirus (COVID-19) transmission has not gone away. That's why building users are being asked to think about and follow appropriate measures to reduce the risk of infection and prevent the risk of a localised outbreak. Measures should be based on best practice and national guidance and apply to everyone in the building, whether they are working there or just popping in to collect something. The most important thing you can do to reduce the risk of infection is to discourage users who may be infectious or already have the symptoms of COVID-19 from coming out and entering the building. The advice outlined below will only mitigate the risks to other users once they are inside the building.

Things to consider:

- **Hand hygiene** – Clearly marked areas to wash hands. Soap, water, paper towels or hand sanitiser provided
- **Physical distancing measures** – Respect the 2-metre rule.
- **Toilets** – Toilets, taps and sinks to be cleaned regularly. Users should disinfect the seat, flush and door handle area after using the toilet.

Guidance for Re-Opening Sports Pavilions and Facilities in Perth & Kinross



- **Cleaning** – A strict cleaning regime in place. All surfaces, hard flooring, doors and contact points to be cleaned/ disinfected before and after each session
- **Kitchen spaces** – Numbers within an enclosed kitchen area must be reduced, as with toilets.
- **Building usage** – All rooms which are enclosed and not naturally ventilated should remain out of use. Please refer to the Ventilation Flowchart.
- **Ventilation** – Ventilation systems and open windows are key to ensuring adequate air circulation and reducing the risk of infection.



Ventilation
Flowchart.July2019.pc

IMPORTANT BUILDING CONSIDERATIONS

- Where users can intervene in the **control of the ventilation** be aware of the benefits, this will reduce the circulation of infectious material.
- Although Doors can be wedged open to reduce physical contact with handles, etc. **Fire doors should remain closed where they are stated for smoke/ fire control.**
- Although new guidance from BESA and CIBSE recommends works to ventilation systems, Property Services are at capacity preparing and adapting key buildings (e.g. schools). Where such works are not possible, a Risk Assessment to ensure good Air Flow/ Circulation should be part of your management arrangements.
- **Educate Building Users** in the recommendations and benefits of maximising the supply of outside air as reasonably possible by opening windows.
- Windows should be opened at least 15 minutes prior to room occupation.
- Remind users that preventing infection and protecting public health is more important than thermal comfort.

Insurance checks and Initial Building Inspection

Any building owned by Perth and Kinross Council is covered by the Property Insurance Policy. We advise you check the details of your own insurance before re occupation of the facilities.

The main requirement from Perth & Kinross Council is to complete the Re-Occupation Checklist which must be submitted into Property Services. There are fundamental checks that need to be carried out prior to staff and the public occupying the building. There are also changes to alleviate spread of COVID-19 which require special attention. This Checklist has been derived from operational requirements and Zurich Insurance requirements.

Please fill in the form contained within the link below: -

<https://forms.office.com/Pages/ResponsePage.aspx?id=6dxqdyZdSUEiAvCf7-FFkPechjVAEW9BsRqcpuAZ0PpJMEpUUKIWSU01NlpKQTRON0FNU0FWWTRQMi4u>

Guidance for Re-Opening Sports Pavilions and Facilities in Perth & Kinross



When all the required information is submitted, PKC Property Services will assess then assume that all weekly building checks will then resort back to Business as Usual to the Occupier.

Building Risk Assessments

Risk Assessments should be carried out before the re occupation of the facilities: - Example Risk Assessments available:



short RA.docx

Further consideration should be to prepare if not already in place:

- Building Operator Procedures
- Cleaning and Hygiene plan
- Cleaning Schedules
- Track and Trace / Attendance Record

Additional Guidance

Useful guidance pertaining to Sports and Activities during Pandemic.

Additional Guidance: -

<https://sportscotland.org.uk/covid-19/getting-your-facilities-fit-for-sport/>

Additional Guidance for Football: -

<https://www.scottishfa.co.uk/football-development/return-to-football-hub/>

Additional Guidance for Bowls:-

<https://www.bowlsscotland.com/clubs/club-support-covid-19>

Additional Guidance for Tennis:-

<https://www.lta.org.uk/globalassets/news/2020/guidance-for-tennis-venues--oaches--players-in-scotland---covid-19.pdf>