

Equality Analysis

This form enables you to reflect on your proposed activity, and to assess the potential positive and negative impacts it might have on different members of the community. The Equality Analysis is designed to help you ensure your activities are meaningfully considered and not spending your time on an activity that will later need to be changed or disbanded due to not thinking about the practical needs of diverse communities who we are required to protect. If you have any questions about how to complete this Equality Analysis, please read the [Guidance](#) or contact the Equality and Diversity Unit: EqualityandDiversityUnit@uwe.ac.uk.

Activity Title	Safe re-opening of sports facilities at UWE Bristol
Project Manager and Contact	Laurence Gully/Alex Isaac

1. Proposed activity (change, refresh, policy, process or practice) being analysed

Enter short description of what it is, the objectives and why you are doing it. If you are amending a current activity, what changes are proposed? Please outline the ways that students, staff, visitors or contractors might experience changes in their day to day lives, e.g. changes to buildings, working hours, administrative processes.

The aim is to start to re-open the Centre for Sport & Hillside Gardens in the 1st Semester and then Wallscourt Farm Gym in the 2nd Semester. W Block is no longer going to be used by UWE Bristol Sport due to other University teaching requirements. The Student Union sports clubs which had been using W Block for training will be re-located to other training venue's once there individual sport's governing body's give the go-ahead to resume training so they don't miss out on activity. No impact on staff as the majority of the clubs using W Block were student coaches.

Students, staff and the community will be able to use the facilities but will notice a number of changes to the day to day operation of the facilities due to COVID-19 social distancing measures that we are putting place to protect everyone from the risk of infection whilst using the facilities.

We are proposing the following changes in the following areas.

Building Access/Exit - appendix 1

- User access will be via the main entrance
- Main exit will be via the astro corridor

One Way System

The one-way system throughout the building is illustrated in Appendix 1. This system has been put into place to allow for social distancing guidelines to be followed, both staff and users will be expected to follow this at all times.

Building Signage

To ensure that both staff and users are reminded of the guidelines and 'rules' of the building, temporary signage is in place throughout the building.

Cleaning and Sanitizer

Enhanced cleaning procedures will be in place across the University Campus and Sports Facilities particularly in communal areas and high 'touch points', which will be carried out by Bespoke Cleaning staff and UWE Bristol Sport staff. Our cleaning team are on site for the duration of our opening hours to customers.

As well as an increased cleaning regime, hand sanitizer will be located throughout the building, as well as blue roll dispensers. This will allow for both staff and users to sanitise as they move around the building, but also to sanitise equipment before and after use.

Cleaning hours for September and October (reviewed thereafter) – Bespoke Cleaning Ltd

Centre for Sport

Monday to Friday – 7am to 2pm

Monday to Thursday 2pm to 9pm

Saturday 9 – 12 noon

Sunday 8.20 am to 12 noon

Hillside Gardens

39 Weeks 1 operative 1pm-5pm Term time, Monday to Friday

12 weeks 1 operative 9am -11am Non-term time, Monday to Friday

Saturday 10 – 1pm

Sunday 10 – 1:30pm

Recreation Assistants/Gym Instructors will continue to pick up the cleaning duties outside of the Bespoke cleaning contract. This has been the case since the centre for sport was opened in 2006.

Room by room plan - Centre for Sport

Entering the building and queue system

Slope walkway next to the astro to be used as our queuing system using social distancing. When at the bottom of the slope there will then be a gap to enter the CFS controlled by a member of staff when it is clear to enter (during peak times). Signage to be displayed of where people must queue. For those with mobility challenges a queuing system will be in place on level ground and work in the same way as the main queue on the slope.

Reception area

Single occupancy by staff member.

Card or contact payments and where possible prepaying over the phone is preferred.

Scanner to be placed in front of desk for gym cards.

Hand sanitizer on entry.

Turnstiles open and middle gate.

Screen in place on main desk

Fold out chairs to be made available for those that need it.

Lift

Single person occupancy for those unable to use the stairs, a carer or support worker within the individuals bubble can use the lift with the individual.

Bespoke staff to move the cleaning trolley between floors.

Climbing wall

Closed until further notice

Changing rooms, Showers and Lockers

Closed until further notice

Customers to be advised that they cannot bring bags in to the CFS and only to carry what they need for their session or to use the gym. Where medicines, medical equipment or items for physical needs these will be allowed.

Toilets will be open to all members but will be limited to 1 person per toilet room. For example the ladies toilets by the main changing rooms normally have 3 cubicles but only 1 will now be in use due to distancing measures. Accessible toilets and changing rooms will remain open as normal.

One-way system to move around the CFS

This will be clearly sign posted and communicated to all visitors. For those that are using the lift they can exit the building via the exit in the one-way system or can use the fire exit by the 'up' staircase.

Fitness suite

The following systems have been put into place to manage the flow and safety of both staff and users within the gym:

- Initially the user capacity will be capped at 25 (30% approx. capacity).
- All users will need to book their gym session so that we can manage capacity and keep to social distancing guidelines.
- Queuing and one-way system in place.
- Gym Door will be propped open to reduce touch points, but users will be asked to swipe their card to ensure that they hold a valid membership and that they are booked in for the timeslot.
- A member of the gym team will be located at the entrance, meeting, greeting, advising and carrying out checks.
- Sanitiser and blue roll will be available at fixed location through the Gym for both staff and users to access
- Each user will be issued with a spray bottle to allow for them to wipe down all of their pieces of equipment before and after use. These bottles will be cleaned between each gym session.
- Gym equipment, where possible, has been relocated or put out of use to create safe training distances. (see appendix)
- Gym towels will not be permitted within the gym (Blue roll is available).
- Gym mats that are leatherette texture will be made available due to ease of cleaning. Foam based mats will not be permissible as they cannot be easily cleaned. Users are encouraged to bring their own mats.
- To allow for social distancing, kit within the gym has been temporarily put out of use or moved to allow for safe use and a one-way system.
- Water Fountains/Ice Machines in and around the gym will not be in use, users will be advised to bring their own drinks.
- Enhanced cleaning schedules will be in place which staff are to follow.
- Exit will be via main entrance and using the CFS one-way system will exit via the far side stairwell and exit the building via the fire exit at the bottom of that stairwell.

Aerobics studio

- Studio changed to floor stretch area as part of the gym. Bookable on a booking only basis with 15-minute interval for cleaning after.
- Door propped open.
- Each station will be taped so that the stations have a walkway to get to them (signage provided) and each area will be 2-meters-squared to keep to distancing rules.
- Each member using the area will have a spray bottle to sanitise, provided by CFS and paper towels and additional bins will be provided.
- Staff to clean area after sessions.
- If returning to the gym after using the studio you will need to use the centre's one-way system.

Viewing gallery

To be used as staff room complete with fridge, kettle and microwave and tables and chairs to social distance. Staff must clean the area before and after use.

Staff room

Closed for breaks. Washing machine can be used by duty officer and recreation assistants

Viewing Gallery will be the new staff room as is a larger space. Staff will be able to relax and have quiet reflection time exactly the same as they would be able to in the staff room. The Duty Officer will ensure that anyone who is pregnant or staff who want to express or store breastmilk will be permitted to use the original staff room for additional privacy as we are still able to accommodate 1 person in that area for special circumstances. The same applies to staff who need to store and take medication or similar. If anyone requires quiet space for prayer then the Duty Officer is again the main point of contact who can assist in finding a quiet space.

Sports hall 1

Sports hall 1 will be used for sport clubs, MOVE, some academic sessions, Performance teams and bookings from the community. Plans are being put in place as more guidance comes out as to which sports can be played and we will update staff as we get that guidance.

Sports hall 2

Sports hall 2 is going to be used for our class timetable to ensure we meet social distancing rules. All our classes will out of the hall, and we will be converting the cricket store to ensure we can fit the equipment in.

Both halls

There are only a few occasions per week that we need both halls for one booking. Prior to Christmas 2020 this will be for the Tour De Bristol in October and the Avon Netball league.

Sports hall general guidance for users

The following systems have been put into place to manage the flow and safety of both staff and users in the Sports Hall:

- Other uses of the arena will be subject to NGB guidance being released
- User capacity of 20 (excluding the Instructor).
- All users will need to book their 'Group Exercise' class so that we can manage capacity and keep to social distancing guidelines.
- A one-way system from Reception to the Sports Hall is in place
- A partial one-way system in place within the Sports Hall, with an emphasis on users to follow social distancing guidelines as they move around the space. Unless there is a requirement to re-enter the building, Instructors will be advised to open the Fire Exits for users to exit the building and close once all users have vacated the Sports Hall.
- The Sports Hall doors will be set to automatic and the outer doors propped open during opening hours.
- The Class Instructor will carry out registers on attendees to ensure that the user has booked their timeslot.
- Sanitiser and blue roll will be available at fixed location within the Sports Hall for both staff and users to access.
- Spray bottles will be available to allow users to wipe down the equipment and floor before and after use.
- Gym towels will not be permitted within the Sports Hall (Blue roll is available).
- Gym mats will not be made available to users as these cannot be easily wiped down. Users will be asked to bring their own mat.
- To allow for social distancing there will be demarcation lines outlining 'personal workout space' to allow for safe use of the Sports Hall and must be adhered to.
- Water Fountains will be out of use for the foreseeable future.
- Enhanced cleaning schedules are/will be in place which staff are to follow.
- Class Instructors will all be issued with a mic cover that is reusable and will be required to wipe down the mic and music system before and after use.
- Class Instructors are to ask users to 'place' weights/equipment down onto the floor and not to drop them due to potential damage to the floor.
- All equipment, balls and cones are to be cleaned by the rec assistant team.
- All bibs are to be washed after every session at 60 degrees.

Water fountains:

- Water fountains will be out of use in the Centre for Sport, all customers to bring their own bottles.

Storerooms:

- Sports Hall main store to be accessed by UWE Bristol Sport staff only. 1 staff member at any time unless heavy or large equipment needs lifting safely between 2 people. Keypad to the sports hall store door and buttons to garage doors to be wiped down after use.
- Cricket store (Sports Hall 2) will be cleared to make space for all spin bikes and other gym/classes equipment when other socially distanced activities and events occur in the sport halls. Cricket mats, inflatables and wooden hockey boards will be moved to other store rooms such as the faculty store and astro changing rooms which won't be being used.
- Sports Hall 1 trampoline store to stay the same. Trampolines and crash mats are only to be accessed by UWE Bristol Sport Staff.
- Cleaning store to be accessed only by UWE Bristol Sport staff and Bespoke cleaning staff. Only 1 person at a time can be in the cleaning store due to how small the area is.

Squash courts

Open for those that want to train individually, if a coach is present, they must stay out of the court.

Astro

Open for hockey (following NGB guidance)

Physio room

No physio appointments until further notice. Due to the size of the physio room and the nature of treatment the industry isn't currently operating apart from the NHS. We will be reviewing this when we receive future guidance. If any disabled users require physio then we will of course seek advice ourselves to see what provision we are allowed to give.

Rec assistants to use this space to check their emails, to be cleaned before use by all staff.

Hillside Gardens

Rockleaze Rangers FC coaches and Bristol Rovers coaches will be inducted to the site following our new processes. Once inducted they will lead as before and ensure the safety and wellbeing of all their users.

For all other sessions the Sports Ground Assistant will be present for all sessions.

Access to the building/opening up

Social distancing markings will be put in place outside the building and leading down to the main gate if there is a need for a que.

Automatic door function will be in place for the front door and door out to the pitches. Intercom system will be in place as normal and cleaned on a regular basis. Receptionists at the CFS will need to be quick to respond to avoid any delay and further queuing times.

The Ground Assistant or lead from Rovers/Rockleaze will open the building up and prop open the inner door both sides of the building during opening hours.

They will then move to the side double gates and unlock for all other participants. All gates to the pitches will be open during opening hours.

Toilets and changing

There will be no changing or shower facilities at Hillside Gardens until further notice.

Customers can only access the building if they need to use the toilet.

Cleanliness

Hand sanitizers will be in place at entry points to the pitch and at both entrances to the building.

Storage shed

Players are not permitted into the shed. Access only to the coach or Grounds Assistant. If kit requires two people to lift it then it cannot be used until further notice.

Goals

Goals are to be kept in their normal position and not to be moved around the pitch.

Which sports can be played/How will training look?

Plans are being put in place as more guidance comes out as to which sports can be played and we will update staff as we get that guidance.

Dugouts

Dugouts are not to be used or back rooms until further notice.

Taps at pitch side

Taps at pitch side will not be in use until further notice, all customers must bring their own drinks.

Emergency Action Plan (EAP)

There current EAP will continue to be followed with the additional measure put into place:



- Emergency Fire Routes – Where doors have been propped open to reduce ‘touch points’ throughout the building, staff will need to ensure that these are removed.
- Administering First Aid or performing a Rescue – Following NGB and Government guidance, where appropriate, staff will be trained and issued guidance to ensure the safety of both the staff member and the casualty.

2. What sources of information/data, or who have you identified to help explore potential equalities impacts?

We are working with UWE Health and Safety and Estates and Facilities departments to ensure we are opening appropriately and following all guidance set by the University.
 We are also following all guidance set by UK Active, National Governing Bodies, Public Health England and the Government.
 With specific regard to inclusion we are using the guidance from the Activity Alliance as the supporting professional body

3. Assessing the activity from different perspectives

Might your proposal impact people who identify with the protected groups below in the following contexts?
 - Access to or participation in UWE Bristol Faculties or Professional Services?
 - Student experience, attainment or withdrawal?
 - Staff experience, representation, or progression?
 Explain why you have made that assessment, and plan your response.

	Possible Negative or Positive Impact on Groupsⁱ Include relevant data if possible.	Action Planning: how will you mitigate negative and maximise positive outcomes? Please feed information from this action plan to your activity’s own planning documents e.g. action plans, risk registers, benefits maps				
		Actions Required	Responsible Person	Target date	Success indicators	Progress to date
All (possible impacts affecting many groups)	Positive impact We will be providing a full training package for all staff members to make sure that every staff member is clear on their roles and responsibilities.	Provide a positive experience whilst operating differently due to covid- 19	All staff at UWE Bristol Sport – monitored by Laurence	ongoing	Customer feedback	

	<p>Training will be in groups of 4 which of course will be social distanced.</p> <p>To reduce stress we will be introducing a phased return so staff can get used to the changes and be re-introduced to the working environment over a 4 week period. To also reduce stress we have already provided an anonymous survey to all staff which included questions about fears that they might have returning to work and questions about their expectations on returning into the covid secure modified workplace.</p> <p>Communication about the changes to our service will be broadcast through our social media channels to members.</p> <p>Centre for Sport staff will also be communicated via email and phone once they are taken off of furlough and brought back for training.</p> <p>The booking system will be on an app/over the phone which again we will explain in full when we communicate to our members over social media.</p>		<p>Gully and Alex Isaac</p>			
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<p>Age (older people, younger people)</p>	<p>Possible impact It is possible that some of our programs will not be available due to NGB guidance we will be limiting the capacity of most of our sessions and activities.</p>	<p>Continue to follow all guidance set and review when we can open to more people.</p>	<p>SMT</p>	<p>Ongoing</p>	<p>Customer feedback</p>	
<p>Disability, including mental health and non-visible disabilities</p>	<p>Changing spaces are not open at the moment. We are asking all to arrive ready for their session. Accessible changing rooms will remain open. We will ensure we work with all individuals to ensure we provide an area to change if required. The lift will be available to disabled users. We wouldn't be able to make alternative queues for disabled users due to limited space but the Duty Officer will be on hand to assist and speak with the user to try and make the experience into and out of the centre as smooth and as comfortable as possible for them. Again the Duty Officer when speaking with the user will be able to offer assistance to store medical kit. Alcohol Gel stations will be available to clean bags/carrying kit if needed. With screens likely to be in place at reception we are retraining all staff on how to use the hearing loop.</p>	<p>Continue to follow guidance and ensure our team are meeting customer expectations.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Customer feedback</p>	

	We will have staff on hand to answer any questions that customers may have prior to or during their visit to our facilities.					
Women and men	Changing spaces are not open at the moment. We are asking all to arrive ready for their session. Should this not be possible we will ensure we work with all individuals to ensure we provide an area to change. For the Centre for Sport to keep everyone safe, we aren't currently able to offer locker spaces or storage spaces for coats etc in the 1 st phase of re-opening but if members contact us in advance we will work with them to try and find a solution to storing coats and coverings if we can. We appreciate that we are going to be heading into the winter months and will be providing communication via our social media channels about this subject.	Continue to follow guidance and ensure our team are meeting customer expectations.	All staff	Ongoing	Customer feedback	
Trans and non-binary people , including gender reassignment	Changing spaces are not open at the moment. We are asking all to arrive ready for their session. Should this not be possible we will ensure we work with all individuals to ensure we provide an area to change.	Continue to follow guidance and ensure our team are meeting customer expectations.	All staff	Ongoing	Customer feedback	

Marriage and/or civil partnership	No impact	n/a	n/a	n/a	n/a	
Pregnancy and/or maternity , including Adoption	Potential Impact Up to the individual if they want to continue to train and must follow our health commitment statement and return to exercise signage	Work with customers to make everyone feel comfortable whilst visiting our facilities.	All staff	Ongoing	Customer feedback	
Race , including ethnicity and citizenship	Potential Impact Up to the individual if they want to continue to train and must follow our health commitment statement and return to exercise signage	n/a	n/a	n/a	n/a	
Religion and/or belief , including those without religion and/or belief	Possible impact Areas that are used for prayer may not be available due to spaces being adapted for alternative uses. Up to the individual if they want to continue to train and must follow our health commitment statement and return to exercise signage. If member's want to bring prayer kit with them we advise that they speak with the duty officer when they arrive at the centre for sport. This can be achieved	We will work with individual requests so that we can ensure if a customer needs private space, we will provide this. If feet washing is requested, we will provide this in one of our 3 accessible changing rooms. The Duty Officer will be on hand to assist at reception when people report to enter the building.	Operations team	ongoing	Customer feedback	



	by requesting assistance at reception.					
Sexual orientation	No impact	n/a	n/a	n/a	n/a	
Other specific group (e.g. International or Access)	n/a	n/a	n/a	n/a	n/a	

A **positive outcome** or impact is where a person or people may experience an advantage or benefit as a result of the proposed change. This includes positive action to overcome a disadvantage, meet different needs or encourage participation. For example, increasing lighting in public spaces of campus, which increases personal safety, particularly for people from protected groups. A **negative outcome** or impact is where a person or people may experience a disadvantage compared with others, or compared with what was previously available, or planned. For example a new bus service is set up to help all students travel between campuses, but no drop kerbs or accessible buses are available. Bear in mind that some negative outcomes may be justified on the basis of a legal requirement or applicable exemption including use of positive action or where the outcome would conflict with other legislation, e.g. Health & Safety. If a negative outcome can not be mitigated due to a legal requirement, identify the legislation and considerations you have considered to reduce the negative impact and/or rationale for the decision.

4. Project Manager Next Steps		Delete or complete as appropriate	
Does this Equality Analysis require consultation of 3 or 6 weeks (chart to help you decide)		3 weeks	
Is further monitoring or engagement required? (in addition to the formal Equality Analysis consultation, e.g. with the Students' Union, Disability Services, relevant staff groups)			No
What measure / statistic / data will you use to check if the activity has had a positive, negative or neutral outcome?	We will be constantly reviewing our methods and asking for feedback from our students and visitors.		
When will you review this Equality Analysis?	2 weeks after re-opening and then monthly		

5. Equality and Diversity Unit Review			
The Equality and Diversity Unit has reviewed this Equality Analysis and is satisfied that it is ready for formal consultation			
Equality and Diversity Unit representative		Date	



6. Faculty/Service/ Departmental Sign off

I am satisfied with the results from investigation, consultation and analysis. The progression of this EA will continue to throughout the activity/project and I will ensure that a review is undertaken following the final implementation of the proposal, to assess its actual impact. Any actions or feedback that results as a consequence of ongoing project changes will be monitored and incorporated within the stated processes. Any negative outcomes will be resolved with the appropriate stakeholders identified.

Faculty Dean / Head of Department / Head of Service	
Faculty / Department / Service	
Date	

7. So what?

Consultation and engagement feedback is extremely important in Equality Analysis. Listening to student and staff voices and acting on their feedback mean that activities become fit for purpose for diverse student and staff communities. Complete the 'You Said, We Did' table **before and after formal consultation**, and throughout the remaining lifetime of your activity to show the impact of feedback on your activity. The Equality and Diversity Unit will be in touch to gather examples of this feedback to share with equality stakeholders. Please add additional rows to the table as required.

You said	We did

Please forward an electronic copy to the E&D Unit by emailing EqualityandDiversityUnit@uwe.ac.uk

The original signed hard copy and/or electronic copy should be kept with your team for actions, review, and progression of Freedom of Information requests.