

# Nottingham City Council

## Pre – Opening Detailed Operation Planning Template Victoria Leisure Centre

Ref	Swimming	Task	Target Date	Who's Responsible	Date Comple.	Comments
1	General Swimming	<p>Arrange an Away Day for Swimming incorporating public swimming/swim plan/ASA swimming. Including Swim Development Officer, Assistant Manager, Duty Officers, Swim Teachers, Centre Staff</p> <p>Produce Marketing Plan for Swimming including Public Swimming/Swim Plan/ASA Swimming Lessons</p>				
	Public Swimming	<p>General Swim Programme to incorporate 'Dip In' sessions</p> <p>CG &amp; AM to programme to evaluate swimming provision for children and through research include 'kids' swimming into general swimming programme</p> <p>Re-evaluate Swim Plan structure as part of Away Day with Swimming Development Officer and implement changes</p> <p>Produce Swim Plan banner and place at Centre and local roundabouts before opening of new facility</p>				
	Swim Plan	<p>PDR's to be carried out for Swimming Instructors prior to the launch of the new Swim Plan</p> <p>Finalise Swim Plan dates</p> <p>Promote Swimming Lessons to local schools</p>				

	Health & Safety	<p>Set up till system at Portland Leisure Centre for the enrolling of swim plan customers</p> <p>Introduction of Parent Toddler Sessions to Programme</p> <p>Marketing of parent &amp; toddler sessions to play groups</p> <p>Review risk assessments for Swimming and carry out risk assessments for new activities</p>				
--	-----------------	--	--	--	--	--

Ref	Flexible Fitness	Task	Target Date	Who's Respon	Date Comple.	Comments
2	<p>General Flexible Fitness</p> <p>Fitness Classes</p>	<p>Arrange Away Day for Flexible Fitness incorporating classes/fitness gym/flexible fitness</p> <p>Produce Marketing Plan for Flexible Fitness including classes, fitness gym and flexible fitness memberships</p> <p>Include changes within Centre Directory</p> <p>Evaluate current fitness classes using attendance figures from monthly flexible fitness reports.</p> <p>Produce new fitness classes programme with Fitness Manager and Duty Officers and instructors</p> <p>Instructors meeting held to discuss re-programming of classes and assess availability</p>				

	<p>Multi-Activity Room</p> <p>Fitness Gym</p>	<p>Fitness classes programmed into Multi-purpose studio</p> <p>Instructor PDR's carried out before new programme is launched</p> <p>Up-to-date aerobics instructors contact list produced</p> <p>Staff briefing on fitness programme arranged and carried out</p> <p>Fitness programme launched</p> <p>All aerobics instructors contracted within two months of the new fitness programme launched</p> <p>Flexible Fitness notice board placed in studio with programme details and Flexible Fitness information</p> <p>Evaluate aerobics equipment and order additional equipment, reflective of new fitness programme</p> <p>Staff inducted into new fitness equipment and procedures by Fitness Manager and Supplier</p> <p>Staff trained on maintenance care for new equipment by supplier</p> <p>Maintenance and health and safety check sheets in place for new equipment and fitness gym</p> <p>Staff trained on fitness gym operation i.e. air cooling, entertainment system, mood lighting</p> <p>Cleaning check sheets for fitness suite and equipment devised and implemented and placed in a filing system</p>				
--	---	--	--	--	--	--

	Health and Safety	<p>Personal fitness equipment ordered and advisors trained on usage</p> <p>Fitness instructors PDR's carried out prior to opening of Fitness Suite</p> <p>Risk Assessments carried out for Fitness Gym, equipment, multi-purpose studio and new fitness classes</p> <p>Health screening information posters placed in fitness room and dance studio</p> <p>Opening and closing procedure devised for fitness suite</p>				
--	-------------------	--	--	--	--	--

Ref	Bookings	Task	Target Date	Who's Resp	Date Comple.	Comments
3	Block Bookings	<p>All block bookings completed Hire Of facilities form and payment 10 weeks in advance</p> <p>Issue all block bookings letter of procedure and ensure payment is in line with City Councils Financial Regulations</p> <p>All block bookings on till booking system</p> <p>All clubs reviewed prior to opening up</p> <p>Write to all clubs requesting a copy of the clubs public liability and affiliation to the governing body</p>				
	Clubs	<p>Write to all wet side clubs requesting copies of lifeguard qualifications</p> <p>Arrange site specific training for all club lifeguard</p>				

Ref	Training	Task	Target Date	Who's Resp.	Date Comple.	Comments
4		<p>Identify Staff Training Needs</p> <p>Implement front sheets for each staff members training file highlighting essential and desirable training requirements</p> <p>Arrange De-fib course for all staff to attend whilst building closed, issuing letters to staff informing staff of dates</p> <p>Arrange Site Specific Training Day whilst building is closed for all staff, issuing letters to staff informing staff of dates</p> <p>Arrange 3 x one day staff training sessions for all staff to attend, issuing letters to staff informing staff of dates</p> <p>Prepare induction sheets for all staff</p> <p>Collect all training records from staff carried out whilst re-deployed</p> <p>Staff trained on all new equipment purchased as part of the new development</p> <p>Produce 12 month staff training programme, and issue to all staff</p>				

Ref	Operational	Task	Target Date	Who's Respon	Date Comple.	Comments
5						

	Health & Safety	Complete Risk Assessments for Centre				
	Energy	Set up system for recoding weekly energy readings				
		Train all staff in good housekeeping practices				

Ref	Sports Development	Task	Target Date	Who's Resp	Date Comple.	Comments
6		<p>Area 5 Consultation: Facilitate children's activity consultation.</p> <p>Compile distribution list for holiday / after school activities, incorporating all key local partners &amp; organisations (i.e. Area 5 Play &amp; Youth Workers, EIP)</p> <p>Research demographics of Area 5 (utilising NOMAD) &amp; use information to determine the quantity of activities the service will offer for specific groups (i.e. 50+)</p>				

Ref	Health & Safety	Task	Target Date	Who's Resp	Date Comple.	Comments
6	Risk	Review risk assessment for centre and complete for all new				

	<p>Assessment</p> <p>COSHH</p> <p>Pool Plant</p> <p>Fire</p>	<p>activities and areas</p> <p>Review COSHH assessments for Centre and complete for new chemicals/cleaning products</p> <p>Audit Pool Plant Log Sheets and adapt for UV</p> <p>Research pool plant dosing equipment and install in conjunction with UV</p> <p>Produce written procedures for UV and new dosing equipment</p> <p>Arrange staff training on UV and new equipment</p> <p>Contact John Worrell to discuss fire evacuation procedure for the Centre to carry out fire risk assessment</p> <p>Provide evacuation training for all staff with John Worrell</p> <p>Update 'fire' file</p> <p>Contact John Worrell to discuss fire evacuation procedure for the Centre and to carry out fire risk assessment</p> <p>Contact John Worrell to discuss fire evacuation procedure for the Centre and to carry out risk assessment.</p> <p>Arrange 2 x fire evacuation training sessions with John Worrell</p> <p>Staff training given on new fire alarm system by contractor/supplier to carry out weekly tests</p>				
--	--	--	--	--	--	--



	Security	<p>Liaise with local beat Police Office to brief on developments at the beginning of the works and at the end of the programme</p> <p>All staff trained on new CCTV system</p> <p>Duty Officers trained in the new intruder alarm system by contractor/supplier</p> <p>Produce procedure for new intruder alarm</p>				
	Monies	<p>Arrange and Collect float , and transfer to Victoria</p> <p>Cashing up written procedures in place</p> <p>Risk assessment carried out for new reception</p> <p>Work station risk assessment carried out</p> <p>AM and PM check sheets produced and implemented</p>				
	Reception New	<p>Reception procedures file produced with sub sections and index</p>				
	Control Barriers	<p>Risk assessment for control barriers carried out</p> <p>Training on the operation of the barriers carried out to all staff</p> <p>Service agreement in place for control barriers and details filed at</p>				

	Chemicals	<p>COSHH assessments reviewed and additional assessments carried out for new chemicals</p> <p>Cleaning cupboard plan produced, shelves labelled, COSHH sheets placed in cupboard</p> <p>Appropriate safety signage placed on cupboard door</p> <p>Staff trained on handling of new chemicals/COSHH</p>				
	Cleaning Check sheets	<p>Cleaning standards clearly defined for all areas</p> <p>New cleaning sheets implemented – Daily/Weekly/Monthly</p> <p>Risk assessments carried out</p> <p>Staff trained on cleaning procedures for all areas</p> <p>Centre check sheets produced and implemented, ensuring all IMS check sheets are in place and file updated</p>				
	Legionella	<p>Legionella Risk Assessment reviewed and revised in accordance with new water system and legislation</p>				
	Multi-purpose Room & Store	<p>Equipment plan produced for multi-purpose room and labelled accordingly and plan placed in sports store</p> <p>Staff trained on plan</p>				

	NOP	NOP revised with health and safety officer, in accordance industry guidelines and legislation				
	EAP	All staff trained in NOP, site specific training				
	Sauna & Steam	<p>EAP revised with health and safety officer, site specific training provided</p> <p>ISRM guidelines displayed in health suite</p> <p>NCC guidelines placed in health suite</p> <p>Site specific guidelines/NOP procedures completed</p> <p>Cleaning Store plan produced – with labels and appropriate signage</p> <p>Specific chemicals purchased and COSHH sheets filled out</p> <p>Risk assessments carried out</p> <p>Service agreements in place</p> <p>Cleaning schedule produced</p>				
	Changing places initiative	<p>Risk assessment carried out</p> <p>Devise and implement system for registering to use the changing</p>				

	Lift	<p>room</p> <p>Staff trained on equipment</p> <p>Appropriate signage in place</p> <p>Procedure written for lift usage and EAP</p> <p>Staff trained in new lift and procedures</p>				
--	------	---	--	--	--	--

Ref	Systems	Task	Target Dates	Respon. Person	Date Completed	Comments
7	Filing	Introduce Integrated Management System				
	Inventory	Produce inventory				
		Update inventory prior to re-opening				
	City Card	All staff trained on new City Card system Centre Programme Transferred to system				

Ref	Pre-post Opening	Task	Target Dates	Respon. person	Date Completed	Comments
8	Recruitment	<ul style="list-style-type: none"> <li>Organise Recruitment Fair</li> <li>Organise Recruitment Day</li> </ul>				

	Snagging	Walk building with contractors identifying snagging issues prior to re-opening				
	Security	Label keys for opening and closing of building, issue keys to management team				
	Training	<p>Walk building, opening and closing building with management team</p> <p>Check alarm system is on red care</p> <p>Training given on new alarm system/fire alarm/air con units/UV/emergency lighting/lighting/ventilation</p> <p>Cleaning instructions and guidelines provided by contractors on Junkers flooring/tile</p>				
	Health & Safety	Health and safety books handed over to management team				
	Equipment	Centre cleaned by staff prior to re-opening				
		New equipment required ordered prior to opening and put onto inventory				

	<p>Snagging</p> <p>1:1</p> <p>First Day Open</p> <p>First Week</p>	<p>1<sup>st</sup> week of opening, walk building and check for snagging and send to corporate services</p> <p>2<sup>nd</sup> week of opening, walk building and check and record snagging and send to corporate services</p> <p>3<sup>rd</sup> week of opening, walk building and check and record snagging and send to corporate services</p> <p>4<sup>th</sup> Week of opening, walk building and check and record snagging and send to corporate services</p> <p>Every month walk building and check and record snagging and send to corporate services</p> <p>As part of managers 1:1 with Operations Manager, tour building, identify issues and snagging</p> <p>Team brief with all staff prior to re-opening</p> <p>Additional staff for first day of opening</p> <p>First week of opening invite clubs/user groups/users to centre for VIP tour and to sample facilities</p> <p>Hold 1 week of gym and health suite tours, allowing for additional fitness advisors and free re-inductions</p> <p>Write to local schools prior to re-opening to invite them to sample the centre and see the new changing facilities for school</p>				
--	--	---	--	--	--	--

		swimming (first week of opening)				
	Second week	School swimming to start, teachers re-inducted into building, children given safety talk on new drowning and fire alarm  All clubs to commence and given induction into building if appropriate  Fitness classes commence				
	Third Week	Swim Plan commences, children given safety talk and demonstration of alarm systems to swim plan				
	Open Day	Plan open day, produce marketing plan  Invite local cllrs/partners/users and VIP guest to officially open centre  Agree an Official Opening Date to Link with local Olympic celebrations				