

Covid 19 Risk Assessment

Risk assessment is a process of determining what hazards exist in the workplace, the likelihood of harm occurring and the need for appropriate control measures.

Activity under assessment:	Use of club premises for social activities including social drinking, member events, entertainment by external acts and bands and in-house provided entertainment i.e. Bingo, Raffles, Charity events		
Assessor:		Contact details: ☎	
Assessment Date:		Assessment Review Date:*	

* This risk assessment should be reviewed by a competent person by the date indicated above or at such times there is reason to suspect that it is no longer valid, or if there is significant change in the matters to which it relates.

Identified Significant Hazards
Exposure to Covid 19 Virus through contact with other persons
Possible Consequences
Staff / visitors become unwell, Staff Absence from work due to Self-Isolating, Long Term Absence, Hospitalisation

Number Persons Identified as Especially at Risk				
Club Employees	Contractors	Members	Children	Visitors
<20	None	>500	Various	None

Specific Significant Hazards	Control Measures
Exposure to the Corona Virus for staff identified as potentially in the high-risk categories	<p>Any member of staff that has been identified or suspects they might be in the high-risk category as detailed below would not be required to return to work</p> <ul style="list-style-type: none"> have had an organ transplant are having certain types of cancer treatment have blood or bone marrow cancer, such as leukaemia have a severe lung condition, such as cystic fibrosis or severe asthma have a condition that makes you much more likely to get infections are taking medicine that weakens your immune system are pregnant and have a serious heart condition <p>Get further advice on protecting yourself if you're at high risk from coronavirus on GOV.UK</p>
Exposure to Corona Virus through poor personal hygiene	<p>All members of staff should follow the given advice on personal hygiene.</p> <ol style="list-style-type: none"> 1. wash your hands with soap and water often – do this for at least 20 seconds 2. use hand sanitizer gel if soap and water are not available 3. wash your hands as soon as you get back home 4. cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze 5. Do not come to work if you have COVID symptoms.

<p>Lack of adequate PPE</p>	<p>Personal Protective Equipment (PPE), as defined by The Personal Protective Equipment at Work Regulations 1992, used for other identified workplace hazards, i.e. gloves, safety footwear, Hi-Viz tabards, hard hats, masks etc will be issued as required by the work specific risk assessments. PPE will not be issued in isolation and will only be made available where all other implemented controls are considered not to control the risk adequately</p>
<p>Lack of provision of Face Coverings</p> <p>NOTE: Face coverings are NOT PPE, they will only provide limited protection for the wearer. Face coverings can be made from a variety of different materials</p>	<p>Face Coverings should not be provided in place of recognised PPE face masks or respiratory equipment i.e. those that require Face Fitting to be carried out. (see above)</p> <p>The Wearing of face coverings should not be considered as a first line of defence.</p> <p>Face coverings should only be made available after all other controls have been considered.</p> <p>Face coverings should be worn in public facing settings where other social distancing measures are difficult to maintain. i.e. inside shops or other internal enclosed areas or where there are large gatherings i.e. public transport.</p>
<p>General controls</p>	
<p>Hygiene Provisions Enhanced cleaning of the main hall, bar area and toilets will be undertaken on a daily basis. Tables will be sanitised after each use. Bar areas and other general areas to be wiped down on a regular basis Hand sanitising gel will be made available throughout all areas for use by patrons Staff will be provided with hand sanitisers and adequate cleaning products to enable them to meet the above requirements</p> <p>Operating times The club will operate on reduced opening times and these will be as follows:</p> <p>Monday – Thursday 3PM-9PM Friday – Saturday 12PM to 9PM Sunday 12PM to 7PM</p> <p>Entry / Exit Entry into the club will be via the main front door only, no other entry points into the club will be made available with the exception of the beer cellar roller shutter door which will only be accessible by members of staff and deliveries</p> <p>Exiting the club for patrons will be via the front garden entrance doors in the main hall. No other exit points from the club will be made available except in an emergency evacuation situation whereby all existing emergency exit routes will be maintained throughout occupation of the club</p> <p>Re-entry after exiting the building for smoking or other reasons will be by the front door only</p> <p>Member / Staff access Only staff and paid up members and their family, if living in the same household, will be allowed access to the club. Members with lapsed membership, non members and members guests will not be permitted entry. Lapsed members should speak to the secretary or president before attempting to visit the club. There will be no new members until further notice Members may be asked to show their current membership pass to a committee member on entering the club. Members can be challenged if there is belief those accompanying the member are not from the same household. NB. Any breach of the above will result in the member and those with them being refused entry on that occasion.</p> <p>Circulation Areas One way systems will be implemented in areas of the club where social distancing is not possible, in addition to this a queuing system will be installed in the main hall for access to the bar (see below)</p> <p>Accessible Areas The following areas will not be available for use by members: Games Room and Members Lounge.</p>	

Main Hall

Tables / seating will be positioned to allow for social distancing

Tables can only be used by one person or by members of the same family household at any one time.

Tables should not be moved at anytime unless agreed by the committee

Gatherings by persons, including children, outside of household units will not be permitted anywhere within the club

Members should not ordinarily queue at the bar and will be served at their table. If the queueing system is being used at a particular time, customers should queue at the bar and pay at the pay point at the end of the bar and collect their drinks from the third shutter where they will be served. Customers must then return to their seat

A clean glass / cup will be issued for every new order. If a beer mat is required, it will be supplied with the drink.

Empty glasses / rubbish should **not** be returned to the bar by members. Staff will collect all empties and remove them.

Rubbish, including beer mats, should be cleared away to the bins by the member.

Children (under 18's) will not be allowed in the club initially. Once they are allowed, children **MUST** be supervised at all times and **MUST** remain within their family groups at all times they are in the club.

Front Garden

Garden seating will be arranged to enable adequate distancing

Garden seating can only be used by one person or by members of the same family household at any one time

Entertainment

No weekly entertainment will be provided and this will include the postponement of weekly bingo and club raffles.

The use of the pool table and darts board in the sports bar will not be permitted.

Gaming machines will be repositioned into the main hall and will be located against their rear wall at a distance away from each other to allow for social distancing to be achieved. Floor markings around the machines will be in place to earmark user space.

Sanitising wipes will be available to sanitise machines before each new user.

Toilets

The following will apply-

Main hall toilets, only the Gents will be in use

Foyer toilets will be for Ladies Use

The Games Room Gents toilet will be for use by the staff only.

The toilets will be cleaned no less than hourly and in line with usage.

Smoking

Smoking will only be permitted within the designated smoking shelters. To avoid congestion, smoking will not be permitted in any other areas around the club including by the front door, other exit doors and in the car park

Smokers must maintain social distancing measures when using the smoking shelters.

Staff safety

Staff will be allocated a team and will only work with others in their team. Teams will be assigned and will remain until further notice. Staff should still maintain social distancing rules.

If someone from a team is symptomatic, that team will not be permitted to work until the symptomatic team member has been tested and received an all clear. Otherwise they will need to self-isolate for the required time.

Staff will be expected to clean and sanitise the bar surfaces, pumps and optics as required throughout the working shift

Staff will be issued with face covering/shields to use if required or if prolonged distancing cannot be achieved.

General Conditions

All members and staff will be expected to abide by all additional club rules and instructions / notices, put in place for their own safety, at all times.

Any member found not to be adhering to club rules will be asked to leave the club immediately

Members not adhering to the rules will for the time being be subject to a three strikes policy. A first infringement of the temporary rules will result in being asked to leave for the day. A second infringement will result in a one-week suspension. A third infringement will result in suspension pending the next committee meeting

External contractors

Any external contractors must be aware they are required to maintain social distancing rules while on club premises, and should be allowed safe access to hand washing facilities when necessary

