

LUDGERSHALL SPORTS AND SOCIAL CLUB

COVID-19 Managing the risk when the Club is open and trading (Main Risk Assessment)

The following assessment looks at how the club will potentially manage the risk of COVID-19 when it is re-opened from 4th July 2020. All government guidelines will be followed where practical. The controls will look at scenarios and ease of implementation.

The risk from COVID-19 appears to be less high risk outside so with good control measures this could be an area where the Club could benefit

PEOPLE EXPOSED

- Members / Guests / Visitors
- Members of the Public
- Staff / Colleagues
- Visiting Company Representatives

HAZARDS

- **Spreading COVID-19 amongst staff**
 - By having no additional controls in place then the risks of someone bringing in the disease and spreading it further is possible.
- **Spreading COVID-19 to the wider public community**
 - By having no controls in place this will allow COVID 19 to enter the premises and not be controlled to employees but will spread around the local community and possibly further. This uncontrolled hazard will potentially lead to civil and criminal investigation, claims and prosecutions.
- **Spreading COVID-19 through poor contractor control**
 - Even though this risk assessment looks at the BOH and staff, contractors will enter these areas and therefore if no controls in place the risk of the virus spreading to other parts of the country increase
- **Increased violence and aggression**
 - The members, guests and visitors are not necessarily used to be being told what to do in a club / pub environment. If restrictions are in place this may cause issues.
- **Slips trips and falls**
 - With more people in the external areas the risk of slips and trips will increase
- **Dealing with adverse weather**
 - The Club needs to consider how it is going to deal with people in the garden if it suddenly starts raining

- **Excellent personal hygiene practices by all employees**
 - All staff members wash their hands at the beginning, during and after shifts. They are actively encouraged to clean their hands after every task completed. Members, guests, visitors and visiting company representatives will be requested to wash their hands on entrance to the club, Customers will be reminded as well with clear sanitiser stations visible and with posters and regular toilet checks. Good personal hygiene practices should also be discussed for home life as well so that good personal hygiene is not just practised at work but at home too.
- **Zoning of working environments – Bar Area, Members Bar, Paddock Suite, Toilets, Outside Areas**
 - To prevent the risk of cross over and not maintaining social distance, where possible working areas will be zoned. Only allowed to go in to other areas after hand washing and only if totally required. It is recognised that working practices will have to change, staff will be required to stay in that zone and only come out for specific reasons.
- **Maintenance of social distancing (employees and customers)**
 - Where possible for all employees and customers the 2m social distancing should be implemented where possible. It is regarded by the WHO and the HSE that there may be necessity of some operations where this may not be possible and social utility will be allowed as it is a benefit to the wider majority. All government guidance will be followed where practical, it is acknowledged social distancing will mean a reduction in numbers of people within the club.
- **Maintenance of existing property equipment (Glass washers / Hot water)**
 - All glass washers and hot water will be maintained. All statutory inspections to continue. If faults are discovered, they will be prioritised for repair.
- **Reviewing the back bar**
 - Where possible the club will ensure back bars are maintained in such a way that this limits the crossover of any zones for staff members. However, all reasonable efforts will be made to complete this task once re-opened
- **Signing In**
 - All customers will be asked for details and contact details on a daily basis to assist in the Governments Test and Trace scheme, these are temporary records and will be destroyed within the timescales set by Government
- **Seating layout**
 - All seating will be positioned in such a way that there is social distancing. It is not expected that the club tell people where to sit but will ask that Government guidelines for Internal and External seating in groups is followed.
- **Hand sanitising stations**
 - The Club will have a hand sanitizer station located at entrances. This with clear posters and signage encourages all types of customers, visitors to wash and sanitise their hands as they enter and leave the Club
- **Clear process for the Club if they suspect an employee has COVID-19 and checking if staff have symptoms**
 - Implementation of a clear policy and training on what to do if a member of staff has COVID-19, either suspected at work or they ring in. Although the Club is open we will not lose the fact that the disease is still within the community The process also needs to cover in a customer friendly way, how the club will deal with a member of the public whom they suspect may have COVID-19, and inform Test and Trace.

- **Majority of payments to be taken by contactless method**
 - This will naturally increase as the public are getting used to paying this way. Cash should not be refused but with clear communication from staff at the point of entry we should be encouraging contactless payment. Cash should not be refused as this may affect the older or vulnerable categories but the employee must wash or sanitise their hands after each cash transaction.
- **Training and changing ways of working**
 - Clear staff training via a staff briefing will be provided for all members on COVID-19 and how to sensibly manage the risks. All staff will be instructed on personal hygiene and as a Club we will consider working practices. 1- When you pour a pint the person may place it on the bar, customer collects : 2- The perfect pint and the positioning of the hands to prevent cross contamination is now very important : 3- Regular toilet checks to ensure tidy and soaps / sanitisers checked that they have sufficient liquid.
- **Perspex barriers at the tills**
 - To provide a physical barrier, agreed areas may have a perspex barrier, such as the till points. This will give better protection to employees when they are most likely to be in contact with customers.
- **Traffic flow and markings to maintain social distance**
 - To help the customers maintain a social distance the Club will introduce a one-way system to limit the numbers at the bar, although this is acknowledged it will be difficult to enforce and manage., but customers will be requested to follow the Clubs instructions. Ultimately it is recognised that this may cause other issues.
- **Clear signage**
 - There will be clear signage in place stating what is expected of customers. signage will include floor markings, pay point, collection point, directional signage, social distancing signage.
- **Entrance and exit separated**
 - To limit crossover the exit to the Club may be different from the normal exit. This will be clearly signed and explained to customers
- **Hand wash facilities at the bar**
 - The Club has a hand wash basin in the bar area, to allow staff to wash their hands. This will be cleaned and maintained with soap / sanitiser available. Frequent breaks to wash hands will be allowed.
- **Paper towels in toilets**
 - There is some thought that air drying of hands is not the most hygienic way to deal with a disease like COVID-19. However, the key control is still washing hands. The air dryers and paper towels will remain in place but the risks of cross contamination after washing hands is low.
- **Adequate supply of all chemicals**
 - Supply chain to be checked to ensure soap and sanitiser are available and any other cleaning options are available.
- **PPE considerations- masks / gloves**
 - The Club will offer face masks and gloves to staff for their, use, these will be disposable one use. It needs to be clear that gloves DO NOT replace the need for excellent personal hygiene and the washing of hands as the best control measure against COVID-19. Wearing gloves can give false security. For cleaning purposes latex gloves will be used.

- **Over hand washing**
 - With more frequently hand washing this could be removing the healthy oils and also good bacteria that defends against disease. A person may also suffer from hand dermatitis, due to over washing. The Club will consider barrier creams if requested, but people who suffer from this will already be aware of the condition and manage it themselves.
- **Enhanced cleaning checks**
 - The toilet area will be inspected frequently and all touch surfaces like door handles, locks, taps, will be sanitised.
- **Propping access doors open**
 - Where the toilet area has an access door area before the main toilet door, to minimise contact points this door will be propped open. Consideration of people's privacy is not being affected will dictate this action.
- **Signage to the customer in toilet areas**
 - The Club must be realistic that this is going to be a very difficult area to manage and control. Signage will be installed to help to ask customers to remember social distancing - wash your hands - if you pass go back to back.
- **Urinals and sinks**
 - Too try and maintain social distancing consideration will be given to blocking of a urinal or a section of it (bin bags would suffice). It is recognised the numbers in the Club. Consideration of the same with the sinks will be instigated.
- **Cellar safety**
 - Only one person at a time to enter the cellar as this may be difficult to maintain social distance but let someone know you are in there. The person should wash their hands before they enter and wash their hands again once they complete the task and leave the cellar. Touch points like door handles should then be wiped clean as well.
- **Violence and aggression risk assessment review**
 - In implementing controls for social distancing and customer traffic management it is an unfortunate fact that customers do not necessarily like being told what to do and the effects of alcohol differ from person to person, so the likelihood of violence and aggression increases. Historically the Club has an excellent record on control of violence and aggression, this will be continually reviewed, and any additional control measures will be implemented as required.
- **Minimising touch points**
 - The Club will have enhanced cleaning, but consideration will be given to propping open doors that are not required so this minimises the need to touch them in the first place. Internal fire doors DO NOT apply and must be kept closed.
- **Manage the numbers within the garden area**
 - The weather will be checked each day so the Club is aware of what to expect, as this may influence the numbers we accept. If the external areas are busy and it rains, we will ensure we can manage customers coming inside, without compromising social distancing requirements.
- **Accompanied Children**
 - Customers who are accompanied by children will be reminded that they are responsible for supervising them at all times and to follow social distance guidelines.

- **Darts / Pool**

- The dart boards, pool table, table football machine and snooker room will not be available

- **Fitness to work forms**

- Staff have been asked on their fitness to return to work including signs of COVID-19, at the staff meeting and before working again for the first time the Club will also make it a requirement that staff notify the Club if they or household member are displaying symptoms. Temperature checking is impractical. The Club needs to be aware of any pre-existing conditions in staff, anyone shielding in the family under medical grounds, these affected staff have been taken off shifts. The Club will regularly check on staff, verbally to ensure they are fit to work.