

Risk assessment template

Company name: Churchdown Club

Assessment carried out by: G.Sutton

Date of next review:

Date assessment was carried out:

| What are the hazards? | Who might be harmed and how? | Controls required? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--------------------------------|---|--|---|------------------------------------|-------------------------------|------|
| Spread of Covid-19 Coronavirus | <ul style="list-style-type: none"> · Staff · Visitors to your premises · Cleaners · Contractors · Drivers · Vulnerable groups – Elderly, Pregnant workers, those with existing underlying | <p>Hand Washing</p> <ul style="list-style-type: none"> · Hand washing facilities with soap and water in place. · Stringent hand washing taking place. · See hand washing guidance. · https://www.nhs.uk/livewell/healthy-body/best-way-to-wash-your-hands/ · Drying of hands with disposable paper towels.; · Staff encouraged to protect the skin by applying emollient cream regularly · https://www.nhs.uk/conditions/emollients/ | <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/food/dermatitis.htm</p> <p>display the Dermatitis poster at hand wash basins</p> | Manager | 21/06/2020 | |

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| | <p>health conditions</p> <ul style="list-style-type: none"> · Anyone else who physically comes in contact with you in relation to your business | <ul style="list-style-type: none"> · Gel sanitisers in any area where washing facilities not readily available <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-socialdistancing-</p> | <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://coronavirusresources.phe.gov.uk/handhygiene/resources/</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Extra cleaners or extended hours maybe needed to help with the extra routine cleaning of surfaces</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> | | | |

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| | | <p>and-for-vulnerable-people At work persons can pass within 1 metre of each other, where it is not practicable to keep 2 meters apart. Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff. Ensure that where possible staff work from home. Perhaps staff could collect supplies or work and work from home for a few days then return to the office later in the week to replenish supplies etc.</p> | <p>Put in place one-way systems</p> | | | |

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| | | <p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>PPE <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</i></p> | <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Gloves should only be worn where absolutely essential, for example when working with person who have COVID-19 or items that have been in contact with sick persons.</p> <p>Safe removal of single use gloves: https://www.hse.gov.uk/skin/posters/glovesingleuse.pdf</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>www.hse.gov.uk/news/face-mask-ppe-rpecoronavirus.htm</p> | | | |

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| | | <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff has developed Covid-19 their work station and places they may have spent time should be thoroughly cleaned. It is not necessary to clean corridors down which they may have walked.</p> <p>Deliveries of Goods Ensure that delivery drivers remain safe when delivering goods to businesses. Implement a safe system of work.</p> | <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Ensure procedure for cleaning the workstations are in place.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> | | | |

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| | | <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-yourwellbeing/ www.hse.gov.uk/stress</p> <p>Drinking Water Drinking water fountains or water butts can spread the virus as persons touch the spouts or leavers with contaminated cups/glasses. Ensure such items are disabled.</p> <p>Dealing with the public The public should be encourage to make an appointment, to avoid queues and gatherings. Floor marking should be placed in the reception areas or near tills to keep</p> | <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Ensure there is an adequate supply of wholesome drinking water through taps or single use bottles of water. Staff should not share drinking cups/glasses/bottles.</p> <p>Send out e-mails to customers and update social media with your policy for visiting your premises. Use visible tape and clear signage to guide visitors.</p> | | | |

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| | | <p>persons 2 meters apart. Perspex screens should be erected at reception areas or tills to protect employees. Contactless payment methods should be strongly encouraged. Avoid handling cash wherever possible.</p> <p>Maintenance of Equipment It is important to ensure that the equipment that you use in your business is maintained safely. If the equipment becomes unsafe you must not use it.</p> | <p>The Council and the HSE recognise that there may be times when access to inspection and testing services becomes difficult. See the HSE guidance sheet for further information: https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf</p> | | | |

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| | | | | | | |
| <p>Slips and trips</p> | <p>Customers and staff</p> | <ul style="list-style-type: none"> • Good housekeeping –areas kept tidy. • Equipment faults quickly reported to manager. • Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry and clear • Suitable cleaning materials available. • Good lighting in all areas • No trailing cables or obstruction in walkways. • Steps and changes in level highlighted. | <p>Hazard tape, ramps fitted where possible Warning notices put up</p> <p>Training staff to maintain good standard of housekeeping.</p> <p>Repair damaged slabs/ concrete</p> <p>Ensure suitable footwear with good grip worn by staff</p> <p>Encourage customers to wear suitable footwear</p> <p>Bridges/walkways fitted at intervals along bowling green gulley</p> <p>Warning signs, hazard tape fitted where possible</p> | <p>Committee</p> | <p>30/06/2020</p> | |

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| Gates to Tennis courts | Customers and staff | Usually locked | Gates to have hooks/clips fitted to secure open position | Tennis committee | 30/06/2020 | |
| Social distance | Customers and staff Plus anyone else visiting the premises | Staff assessed on health, hygiene and social distance ability, BEFORE returning to work Customer attendance limited with social distance measures and one way system in place | Prevention posters throughout premises Staff and customers asked NOT to attend if feeling unwell members of staff limited in the bar/lounge area PPE Provided to staff Perspex screens fitted across bar Hand washing facilities and or sanitizer/ hand gel made freely available Social distance posters Floor markings Controlled entry and egress of customers TABLE SERVICE ONLY internally Single serving area for external space | Manager Committee | 28/06/2020 | |

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| | | Toilet facilities additional cleaning | <p>Single use plastic glasses</p> <p>Additional signage where needed showing one-way system, personal distance, hand sanitizer, table service etc. Chairs and tables spaced at appropriate intervals</p> <p>Paper hand towels Toilets checked and cleaned regularly by staff using additional ppe. One in one out system for both toilets</p> <p>Additional cleaning supplies to be kept in the toilets for use by customers if required Additional regular toilet checks by staff, with additional cleaning taking place at regular intervals</p> | | | |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/