

TEYC Club House RISK ASSESSMENT (June) 2020

This risk assessment has been compiled taking into account HM Government Guidance Notes (Keeping workers and customers safe during Covid-19) dated 23rd June 2020

We envisage compliance checks may be carried out by enforcement bodies such as EHO (Environmental Health Officer).

All staff completing COVID19 training must sign to confirm training has been completed and they have read this risk assessment.

Staff to be briefed to ensure they fully understand the controls put in place in our completed Risk Assessment and each staff member must sign to say they understand the controls.

Track and trace will be driven via the NHS for any member tested positive for Covid 19. However, in the event of a staff member contracting the disease then track and trace becomes the responsibility of the club, therefore we will follow HM Government guidelines.

We will publish the Risk Assessment on our website and display a notice in the clubhouse stating the club has followed the government guidance “Staying Covid-19 Secure in 2020” which lists the Five steps to safer working together.

RISK ASSESSMENT (June) 2020

Name of Premises & Location: Thames Estuary Yacht Club Western Esplanade, Southend-on-Sea, Essex SS0 7QB

Activity: Protection against Covid-19

Potential hazards: Infection & illness

- 1. Coronavirus infection is acquired by 2 principle routes** - Whilst Coronavirus symptoms are often mild, it can cause acute illness and in some individuals death. Infection is acquired by 2 principle routes:
 - A. Airborne droplets carrying the virus which have been exhaled by an infected person. The risk is greatest when a person is displaying symptoms, but not all infected persons have symptoms. Coughs and sneezes increase infection risk. The virus can enter another person via mouth, nostrils or eyes.
 - B. Contamination of hands from touching a surface contaminated with virus particles (because an infected person has coughed or sneezed over it, or passed on the germs with their hands) and then touching your own face (mouth, nostrils, eyes) with your contaminated hands.

- 2. Protect yourself from infection in 2 principle ways** - Assume everyone is infected:
 - A. SAFE SOCIALISING - Social distancing – as far as possible, keep the minimum distance advocated by government from all other people. This will reduce the risk that you inhale airborne virus particles from an infected person.
 - B. WASH HANDS REGULARLY. Ensure all staff members have adequate training and that they wash hands frequently and vigorously using soap and water for 20 seconds. They should avoid touching their face. Both hand washing and face touching should be monitored throughout the working day and staff should be reminded to adopt this practice if they are seen to fail to do so. Regular reminders will help employees adopt this safe behaviour.

- EFFECTIVE HANDWASHING WITH SOAP & WATER IS YOUR BEST DEFENCE AGAINST INFECTION**

- 3. Looking after your staff** - Effective precautions must be employed which will significantly reduce transmission of the virus between people
 - A. All staff members must complete in-house Coronavirus Training before returning to work. This will make them aware of the controls within this RA (Risk Assessment). No staff members may work unless they have completed the training.
 - B. Should a staff member develop symptoms whilst at work, they will be sent home immediately to self-isolate. We will then follow NHS guidance

4. Keep virus out of the building – The Virus will only enter the building with another human. Either because they are infected or carry the virus on their hands. It is unlikely to be on stock delivered to the club.

We will...

- A. Display conspicuous signs that persons can read before entering the building, instructing persons with Covid-19 symptoms not to enter the building.
- B. Brief staff members not to come to work if they have symptoms, or have had symptoms in last 7 days OR someone in their household has had symptoms in previous 14 days.
- C. Before each staff member starts a shift, take their temperature. If above 37.8C, that individual must immediately return home & self-isolate for 14 days. The staff daily temperatures will be recorded in a book kept behind the bar.
- D. Erect hand hygiene stations at clubhouse entrances, together with signage requiring all persons on entering the building sanitise their hands. Staff members must wash hands thoroughly & in accordance with their training, on arrival at work.
- E. Unless travelling alone in a private vehicle, staff members should wear outer clothing over their workwear which can be removed on arrival.

5. Contractors & Suppliers – Contractors to attend outside of trading hours when possible. If they are required to attend during trading hours, we will request they do the following:

- A. Make an appointment with club secretary.
- B. Call from car park/street on arrival so that access can be arranged, maintaining social distancing & coming into contact with minimum number of people.
- C. Wear a face covering mask whilst in the building.
- D. Beer deliveries will require access whilst stock is being delivered. Or alternatively social distance whilst delivery takes place. If possible, leave stock for 24hours or more before handling.
- E. Always wear disposable gloves or wash hands after handling newly delivered stock.

Risk Assessment control table: The following table is a checklist for your risk assessment. If you answer “no” for any item you should provide further information on what alternative actions you are able to take to mitigate the risk.

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
1.0	CUSTOMER			
1.1	Customer encouraged to sit at tables.		No	The club is laid out to accommodate this and a covid safe system is in place to let members know we are full prior to entering the building
1.3	Vertical drinking will not be permitted, seating only.	Yes		
1.4	Put tape on floor parallel to bar to ensure tables & chairs do not encroach within the safe social distance of anyone working behind the bar.	Yes		
1.6	Alternative access point may be necessary for persons with impaired mobility. Ensure a plan is in place & staff are aware of this.	Yes		Disabled ramp in place
1.9	Customer toilets are managed for single entry	Yes		See club guidance notes on toilets
1.10	Pinch points where social distancing cannot be maintained have been identified & suitable precautions employed.	Yes		One-way system in and out of the club
1.11	If possible, open windows etc. to increase flow of external air into building.	Yes		Balcony doors, entry door and windows.

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
2.0	STAFF			
3.0	BAR SET UP			
3.1	Where possible, all drinks will be served to customers from a distance. Bar staff should have their own workspace, including dedicated ice bucket, scoop, fruit & tongs. These together with any spirit bottles should be cleaned & sanitised at the end of each shift or on change over. If bar is large enough for 2 people, each space should be marked out with floor tape.	Yes		
5.0	HAND SANITISER DISPENSES			
5.1	Should be available on tables and in toilets and by signing in book.	Yes		
5.2	Adjacent to till,	Yes		
6.0	REDUCE CONTACT			
6.1	Display signage ensuring customers use contactless payment			
6.3	Any operational tills must be protected with a plexiglass screen & hand sanitizing gel – bar staff to wear gloves. Use masks and social distancing should be maintained throughout the transaction	Yes		

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
	REDUCE CONTACT CONTINUED			
6.5	Customers will be expected to remain at a distance. The server moves back from the bar once placing drinks at the collection point and leaves payment machine on bar.	Yes		
7.0	TABLE SET UP & TURNING			
7.1	Tables will be left empty between customers.	Yes		
7.6	Use trays to collect empty glasses. Do not put fingers where customers mouths have been.		No	Members to return glasses to specific areas on the bar
7.7	Always wash hands after clearing tables & glassware.	Yes		
7.8	A pedal bin with close fitting lid, must be provided for staff to dispose of face masks & disposable gloves.	Yes		

8.0	CLEANING MONITOR			
8.1	Touching of some surfaces is unavoidable. Frequent cleaning with suitable sanitizer will kill the virus if it is on the surface	Yes		Hourly clean down with information sheets prominently displayed and signed
8.2	Use your nominated cleaning sanitiser.	Yes		
8.3	Increase frequency of cleaning of all surfaces that are frequently touched. These include door push plates & handles, till buttons, card machines & office keypads, toilet handles & all taps, hand dryers, tables, chairs. During busy periods a dedicated person allocated to this task will increase customer confidence.	Yes		

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
	CLEANING MONITOR CONTINUED			

I declare this business is compliant with Covid-19 Secure guidelines & can safely trade and I have reviewed the Risk Assessment with each member of my staff as outlined below.

SIGNED:		PRINT NAME:	
DATE:		JOB TITLE:	

Staff:
By signing I agree and understand the controls that I must follow as outlined in the Risk Assessment above

STAFF MEMBER NAME	SIGNATURE	DATE

