

Sundridge Park Working Mens Club Risk Assessment 30th June 2020

Activity - Protection Against COVID-19

Potential Hazards: Infection And Illness



1. **Coronavirus infection is acquired by 2 principle routes** - Whilst Coronavirus symptoms are often mild, it can cause acute illness & 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 & 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) & 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 risk that you inhale airborne virus particles from an infected person.
 - B. **WASH HANDS REGULARLY**. Ensure all staff members wash hands frequently & vigorously using soap and water for 20 seconds in which they have been trained. They should avoid touching their face. This should be monitored throughout & take staff to task when not employed. 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 & on recruitment. 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 should be sent home immediately to self-isolate. The Club sick pay structure will then come into effect.
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.
 - A. Display a conspicuous sign 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. Erect hand hygiene stations at both customer & staff member 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.
 - D. Unless travelling alone in a private vehicle, staff members must not travel to work in their work clothing. They should change on arrival at work washing hands before & after changing. If changing clothes is impractical, e.g. due to lack of facilities, they should wear outer clothing over their workwear which can be removed on arrival.
 - E. Staff members must not work at more than one pub. Do not loan staff out to other pubs.

Risk Assessment Continued...



5. **Contractors** – You should instruct contractors to attend outside of trading hours when possible. If they are required to attend during trading hours, you should request they do the following:
- A. Make an appointment with the Office Manager or a Committee Member.
 - 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 to cellar & then cellar vacated 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 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 pre-book tables for their ‘support bubbles’.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This can be done through the website contact us page, email or phone the office
1.2	Walk-ins permitted if tables are available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.3	Vertical drinking will not be permitted, although customers may use high tops in bar area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.5	Need to manage door during peak periods to ensure customers are not bunching inside the club. Queuing at entrance or in car park might be necessary & social distancing may need to be encouraged via the door host.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.6	Trade area must be set up to maintain social distancing, some tables & chairs removed or clearly marked as out of use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tables are arranged with a clear 2 meter distance between them
1.7	A single customer entrance has been identified with a separate exit door to ensure one-way flow of customers. Signage makes this clear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.8	Alternative access point may be necessary for persons with impaired mobility. Ensure a plan is in place & staff are aware of this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.9	Customer toilets are managed for single entry or sufficient urinals, hand wash sinks & toilet cubicles are taken out of use to maintain social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Urinals 2 and 3 are blocked off

Risk Assessment Continued...



		Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
	CUSTOMER Continued				
1.10	Pinch points where social distancing cannot be maintained have been identified & suitable precautions employed. Garden:- Door entry and exit to garden separate doors to be used. Entry and Exit To Club:- Front door entry through lounge bar to entertainment bar. Exit through entertainment bar exit door.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.11	If possible, open windows, doors, etc. to increase flow of external air into building.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	All windows and doors open where possible bar Fire Exit Doors
2.0	STAFF				
2.1	Keep work clothing clean. This gives customers confidence.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upon arrival of shift, change into work clothing
2.2	Upon arrival all staff wash hands immediately using soap and water for at least 20 seconds, every time they vacate and enter the building or deal with cash		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.3	Staff can stagger breaks & take them away from customers or at least maintain social distancing.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.4	Staff have been allocated to specific shift teams. Switching between teams should not take place unless absolutely necessary and only with approval.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.5	Staff meetings may be conducted remotely, however social distancing is catered for if a team meeting or one to one meeting occurs, all present must observe social distancing.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.6	All bar staff with a specific workstation. Must be set up so that each station is self-sufficient to avoid unnecessary moving around which may compromise social distancing. Staff may occasionally pass each other behind the bar, but this should be avoided as much as possible. This may mean that only one person is working each bar.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.7	Catch coughs and sneezes within tissues – Catch It, Kill It, Bin It and dispose immediately of tissues used in the pedal bin provided for used PPE.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.8	Mobile Phones must be stored in personal bags, no use of mobile phones permitted whilst staff are working reducing any risk of contamination on hands and any personal bags not permitted behind the bar area.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.9	PPE equipment supplied for staff use. Separate pedal bin supplied for disposal.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	



		Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
3.0	BAR SET UP				
3.1	Bar staff should have their own workspace, including dedicated ice bucket, scoop, fruit & tongs. These together with any spirit bottles should be cleaned & sanitized (loose bottles not on optics i.e. soft drink, pernod etc) 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.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.0	KITCHEN SET UP (For External Caterers)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.1	Social distancing must be maintained in the kitchen. If this is not possible, then only one person to work there. More preparation & cleaning time may be required outside of trading hours. Where more than one person working in kitchen, each must have their own workstation. Do not mark out sections with floor tape, this may become a trip hazard & will become a dirt trap. Ensure each member of kitchen staff understands the boundaries of their workstation.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.2	Record here, number who can work in kitchen. Do not include staff collecting food for service.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.3	Do not share pens when completing due diligence paperwork.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.4	Disposable gloves should be worn for taking in food deliveries & then discarded once this task is complete. Remembering to wash hands after use.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.5	Only one person in walk in storage space at a time.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.6	Do not allow delivery drivers to enter the BOH (Back of House) area.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.0	HAND SANITISER DISPENSES		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.1	Should be installed FOH (front of house) and BOH (back of house).		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.2	At customer & staff member entrance.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.3	Adjacent to working till, one for staff & another for customers.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.4	BOH in location for frequent use.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Risk Assessment Continued...



	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
6.0	REDUCE CONTACT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.1	Display signage encouraging customers to use contactless payment or on Order & Pay digital platform if available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.2	Identify a single till where customers can order. Put tape on floor to identify social distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.3	Any operational tills must be protected with a plexiglass screen & hand sanitizing gel. The PDQ machine & printer will be held up on the staff side of the screen for customers with contactless. If plexiglass screen not available, use face visors, or social distancing should be maintained throughout the transaction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.4	Any cash transactions should be through the gap in the screen. Hands washed and sanitised after each cash transaction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.5	The server moves back from the bar once placing drinks at the collection point.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.6	Staff will need to be FOH to collect used glassware. In such circumstances social distancing cannot be maintained. Keep contact time with customers to a minimum. Ensure adequate face masks/coverings are available should staff wish to wear them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.0	TABLE SET UP & TURNING			
7.1	Tables will be left empty between customers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.2	Clear, clean & sanitise tables & chair backs (where customers may have touched them) between each party of customers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.3	If necessary, return table & chairs to safe distance from others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.4	Use glass trays to collect empty glasses. Do not put fingers where customers mouths have been.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.5	Always wash hands after clearing tables.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.6	A pedal bin with close fitting lid, must be provided for staff to dispose of face masks & disposable gloves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This will be provided.
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8.2	Use your nominated cleaning sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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 & AWP machines. During busy periods a dedicated person allocated to this task will increase customer confidence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Risk Assessment Continued...



	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8.4	AWPs can continue to be played. Consider fitting a hand sanitiser dispenser to the wall adjacent to machine & applying tape to floor with a reminder that anyone not playing the machine needs to maintain social distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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 the Sundridge Park Working Men's staff as outlined below.

Committee Member Name	SIGNATURE	DATE
Lee Jackson Ron Mason Kevin Power Ray Cox Reg Hunt Gary Hunt Lee Duffield Tony Sparks Mickey Lands		

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
Bish N Coates N Cooper L Fitsherbert J Harris J Jackson C Potts T Hewitt T Hartnoll D Claire Ouzman Kelly Cooper		