

FELIXSTOWE CONSERVATIVE CLUB LTD



COVID-19 reopening risk assessment

Please also refer to the Government's [COVID-19 Secure Guidance](#) and [Maintaining Records Guidance](#)

Document No:	1	Date:	10 October 2020
Location:	Conservative Club Ground Floor Area	Duration:	Until Covid-19 guidelines are changed by the Government
Prepared by:	Shirley Brown	Position:	Club Secretary
Approved by:	Shirley Brown	Position:	Club Secretary
Authorised by:	Club Committee	Chair: Martin Brown, Treasurer: Andy Flude, Members: Peter Branton, Shirley and John Hicks, Peter Powell, Margaret Read, Clive Weaire, Peter Welham, Robbie Williams.	
1 st Review Date:	30 November 2020	2 nd Review Date:	31 January 2021
Reviewed by:		Reviewed by:	

Area	What are The Hazards?	What are you Already Doing?(Examples listed below)	Action by Who?	Action by when?	Done
Personnel	Risk to returning staff	<ul style="list-style-type: none"> • Assessment of staff and circumstances carried out including: <ul style="list-style-type: none"> • Discover pre-existing conditions • Identified high risk staff • Identified those living with high risk staff • Identified staff with or living with someone with symptoms • Taken into account circumstances of those with different protected characteristics • Addressed transport to work issues • Regularly briefing staff on latest guidance 	Secretary and Bar Manager	29/10/2020	

		<ul style="list-style-type: none"> • Regularly reminding staff if they have symptoms they must not come to work • Regularly reminding staff that if they are with someone who has symptoms they must self-isolate and not come to work • Providing support for workers around wellbeing and mental health 			
	Risk to staff at work	<ul style="list-style-type: none"> • For general staff protection: <ul style="list-style-type: none"> • Developed a detailed plan for the site and communicated to staff • Training provided so staff understand risks • Wear face masks at all times whilst working. • Ensured all staff wash hands on arrival and re-entering with staff reminders • Use hand sanitiser at regular intervals • Maintaining a record of staff names, contact details and dates/ times of work to assist NHS Test and Trace • Only one member of staff to work behind the bar at any given time. • Keeping minimum social distance from members in line with Government guidance. Where not possible, other mitigation measures are taken • Avoid need to share equipment where possible and disinfected before use 	Secretary and Bar Manager	29/10/2020	
Seating Area	Risk to staff	<ul style="list-style-type: none"> • Developed a plan for the specific premises to reflect risk assessment • Keeping minimum distance from members in line with Government guidance. Where not possible, other mitigation measures are taken 	Bar Manager and Staff	Ongoing from 29/10.2020	

		<ul style="list-style-type: none"> • Considered protective clothing and equipment required to carry out table service in line with government guidance 			
	Risk to members	<ul style="list-style-type: none"> • Developed a plan for the specific premises to reflect risk assessment • Calculated a maximum number of persons on the basis of social distancing requirements. Distancing maintained between tables: <ul style="list-style-type: none"> • No member's guests or affiliation card holders allowed in the club. • Members must have their membership cards to gain entrance through the security doors. (Staff instructed not to buzz anyone in) • Informing members that face masks must be worn at all times whilst not seated at a table • Informing members of access restrictions, social distances and limits on gatherings through sign, on arrival, at each table and on website • Maintaining a temporary record of members for 21 days to assist NHS Test and Trace • Identified and resolved/ mitigated potential pinch points • Limiting member contact use disposable coasters for each glass, disposable cups and stirrers for hot drinks. • Glasses, disposable cups picked up only by staff wearing gloves. If no gloves are available, staff wash hands • Offering cashless payments • Cleaning: <ul style="list-style-type: none"> • Have hand sanitiser dispensers at entrance doors • Cleaning table surfaces immediately after use • Cleaning high throughput areas and touchpoints regularly • Emptying glasses collected from table by staff, members discouraged from returning them to the bar. 	Bar Staff, Club Officers and Committee Members	Ongoing from 29/10.2020	

		<ul style="list-style-type: none"> • Provided specific bins for covid-19 waste (i.e. discarded face masks and used tissues) • Social distancing: <ul style="list-style-type: none"> • Limiting capacity to reflect social distancing requirements and control member access at entrance. • Taken into account reasonable adjustments for those who need them, such as disabled members • Using table at all times • Communication: <ul style="list-style-type: none"> • Promoting the measures being taken in the venue through signs and informing people on arrival and on website • Explaining to members that failure to observe measures will result in being asked to leave premises and membership may be revoked. • Encouraging members to share their details to support NHS Test and Trace • Informing members that they should be prepared to remove face coverings for identification • Offering cashless payment and discouraging the use of cash • Maintaining a secure and temporary record of members for 21 days to assist NHS Test and Trace including name and contact details of all members. • Restricting music volumes to discourage shouting 			
Slot and Fruit Machines	Risk to staff and members	<ul style="list-style-type: none"> • Machines have been situated to maintain 2-metre social distance as per Government guidance • Staff to wipe down machines at regular intervals with antibacterial cleaner. • Sanitising wipes available at each machine to wipe down before and after use. 			

		<ul style="list-style-type: none"> • Only one person at any given time, and face mask to be worn whilst at machine.. 			
Member Toilets	Risk to staff and members	<ul style="list-style-type: none"> • Developed a plan for communicating and controlling access to member toilets. • Hand sanitiser available on entry to toilets where possible • Signage in place before entering • Hand washing signage in toilets • Gents toilets – to maintain social distance guidance, only two members at any given time. Central urinal out of use. • Ladies toilets – to maintain social distance guidance only one person at any given time. One sink will be out of use. • Disabled toilet – Only disabled members and staff are to use this facility. 	Secretary, bar Manager and Bar Staff	Ongoing from 29/10/2020	
Snooker Room	Risk to staff and members	<ul style="list-style-type: none"> • Developed a plan for communicating and controlling access to snooker room <ul style="list-style-type: none"> • Only two tables in play at any given time and no spectators allowed • Snooker balls and cues to be collected from bar and returned after use. • Table to be reserved near snooker room for members to be seated to order drinks from the bar • Members asked to use main toilets, only disabled members and staff are to use disabled toilets. • Sanitising wipes available to wipe down snooker table edges and coin machine before use. 			
Smoking Area	Risk to staff and members	<ul style="list-style-type: none"> • Considered impact of social distancing for use of area by members and staff, signs to restrict numbers • Ensured outdoor areas have sufficient ventilation • Considered danger of groups forming • Regular staff patrol of area 	Secretary, bar Manager and Bar Staff	Ongoing from 29/10/2020	

Cellar	Risk to staff and deliverers	<ul style="list-style-type: none"> • Undertook stock clearance • More frequent cleaning and hygiene • Have hand sanitiser dispensers at collection area and external doors • Staff wash hands before entering cellar • Considered methods to reduce frequency of deliveries • Where possible and safe, have a single worker load and unload • Normal practices for maintenance followed and where possible by one person • Records of visitors maintained 	Bar Manager	29/10/2020 and ongoing	
Deliveries received	Risk to staff and deliverers	<ul style="list-style-type: none"> • Maintaining distance rules when taking deliveries and where possible verify using digital forms • Maintaining record of details of deliverers • Delivery drivers stay in vehicle where possible • Have cleaning procedures for goods entering the site • Considered methods to reduce frequency of deliveries • Considered out of hours deliveries where possible 	Bar Manager and staff	Ongoing from 29/10/2020	
General Cleaning	Staff	<ul style="list-style-type: none"> • Developed a plan for general cleaning of club • PPE to be worn whilst undertaking cleaning duties. • General cleaning to be undertaken whilst club is closed to members • Antibacterial cleaning agents to be used at all times on all surfaces. • Identified contact surfaces to be cleaned daily 	Secretary, Bar Manager and staff		

Bar Manager and Staff to sign original copy to indicate they have read and understood Risks for working safely and mitigating the spread of Cobid-19. (Original copy to be held in Bar Office for inspection by HSE)

Name	Position	I have read and fully understand the Risk Assessment	Date