

FELIXSTOWE CONSERVATIVE CLUB LTD



COVID-19 reopening risk assessment for organised activities

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

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|------------------------------|---------------------------------|--|---|
| Document No: | 2 | Date: | 1 May 2021 |
| Location: | Conservative Club Function Room | 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: | 22 June 2021 | 2 nd Review Date: | 30 September 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 the latest guidance | Secretary and Bar Manager | 16/05/2021 | |

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| | | <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 the 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 the need to share equipment where possible and disinfected before use | Secretary and Bar Manager | 16/05/2021 | |
| Function Room | 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 17/05/2021 | |

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| | | <ul style="list-style-type: none"> • Considered protective clothing and equipment required to carry out table service in line with government guidance | | | |
| | Risk to Event Organiser and attendees | <ul style="list-style-type: none"> • Developed a plan for the specific premises to reflect risk assessment • Calculated a maximum number of persons based on social distancing requirements. Distancing maintained between tables • Face masks must be worn at all times whilst not seated at a table • Organiser to inform attendees of access restrictions, social distances, and limits on gatherings. Signage provided by the club. • Organiser to arrange suitable alternative entrance for disabled attendees • Organiser to maintain a temporary record of attendees for 21 days to assist NHS Test and Trace • No catering to be provided – hot and cold drinks can be purchased from the downstairs bar. Only one person at any time to go down to the bar. Cold water can be obtained free of charge. • Organiser to leave glasses on one table to be picked up only by staff wearing gloves. If no gloves are available, staff wash hands • Cleaning (to be arranged by organiser) <ul style="list-style-type: none"> • Anti-bacterial spray with paper towels to be provided to clean contact services when the event is finished. • Plastic bags to be provided, all rubbish to be put in one bag and tied up at end of the event • Club to provide a specific bin 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 | Secretary or Bar Manager and Event Organiser | Ongoing from 17/05/2021 | |

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| | | <ul style="list-style-type: none"> Restricting music volumes to discourage shouting (Exercise classes) | | | |
| Toilets | Risk to organiser and attendees | <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 Handwashing 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 | Ongoing from 16/05/2021 | |
| Smoking Area | Risk to staff and members | <ul style="list-style-type: none"> Considered impact of social distancing for use of the area by attendees, signs to restrict numbers Ensured outdoor areas have sufficient ventilation The considered danger of groups forming Regular staff patrol of the area | Secretary, Bar Manager, and Bar Staff | Ongoing from 16/05/2021 | |
| General Cleaning | Staff | <ul style="list-style-type: none"> Developed a plan for general cleaning of function room PPE to be worn whilst undertaking cleaning duties. General cleaning to be undertaken whilst the club is closed to members Antibacterial cleaning agents to be used at all times on all surfaces. | Secretary, Bar Manager, and staff | | |