

# FELIXSTOWE CONSERVATIVE CLUB LTD



## COVID-19 Risk Assessment – latest Government Guidelines

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

|                              |                                     |   |   |
|------------------------------|-------------------------------------|---|---|
| Document No:                 | 1                                   | Date:   | 20 July 2021  |
| 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, Peter Powell, Margaret Read, Clive Weaire, Peter Welham, Robbie Williams. |   |
| 1 <sup>st</sup> Review Date: | 30 September 2021                   | 2 <sup>nd</sup> Review Date:  | 31 December 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 staff at work | <ul style="list-style-type: none"> <li>For general staff protection:                             <ul style="list-style-type: none"> <li>Ensured all staff wash hands on arrival and re-entering with staff reminders</li> <li>Use hand sanitiser at regular intervals</li> <li>Maintaining a record of staff names, contact details and dates/ times of work to assist NHS Test and Trace</li> <li>Respect social distancing</li> <li>Avoid need to share equipment where possible</li> </ul> </li> </ul> | Secretary and Bar Manager |                 |      |
| Seating Area | Risk to staff         | <ul style="list-style-type: none"> <li>Developed a plan for the specific premises to reflect risk assessment</li> </ul>   | Bar Manager and Staff     |                 |      |

|                         |                              |   |  |  |  |
|-------------------------|------------------------------|---|--|--|--|
|                         | Risk to members              | <ul style="list-style-type: none"> <li>• Developed a plan for the specific premises to reflect risk assessment</li> <li>• Maintaining a temporary record of members for 21 days if provided and retain QR Test and Trace Code to assist NHS Test and Trace</li> <li>• Offering cashless payments</li> <li>• Cleaning: <ul style="list-style-type: none"> <li>• Have hand sanitiser dispensers at entrance doors</li> <li>• Cleaning table surfaces immediately after use</li> <li>• Cleaning high throughput areas and touchpoints regularly</li> <li>• Provided specific bins for covid-19 waste (i.e. discarded face masks and used tissues)</li> </ul> </li> <li>• Communication: <ul style="list-style-type: none"> <li>• Encouraging members to share their details to support NHS Test and Trace</li> </ul> </li> <li>• Offering cashless payment and discouraging the use of cash</li> <li>• Maintaining a ventilated area for members.</li> </ul> | Bar Staff, Club Officers and Committee Members |  |  |
| Slot and Fruit Machines | Risk to staff and members    | <ul style="list-style-type: none"> <li>• Sanitising wipes available at each machine to wipe down before and after use.</li> </ul>   |  |  |  |
| Cellar                  | Risk to staff and deliverers | <ul style="list-style-type: none"> <li>• Undertook stock clearance</li> <li>• More frequent cleaning and hygiene</li> <li>• Have hand sanitiser dispensers at collection area and external doors</li> <li>• Staff wash hands before entering cellar</li> <li>• Considered methods to reduce frequency of deliveries</li> <li>• Normal practices for maintenance followed and where possible by one person</li> </ul>  | Bar Manager                                    |  |  |

|                     |                              |  |                                  |         |  |
|---------------------|------------------------------|--|----------------------------------|---------|--|
| Deliveries received | Risk to staff and deliverers | <ul style="list-style-type: none"> <li>• Have cleaning procedures for goods entering the site</li> <li>• Considered methods to reduce frequency of deliveries</li> <li>• Considered out of hours deliveries where possible</li> </ul>  | Bar Manager and staff            | Ongoing |  |
| General Cleaning    | Staff                        | <ul style="list-style-type: none"> <li>• Developed a plan for general cleaning of club</li> <li>• PPE to be worn whilst undertaking cleaning duties.</li> <li>• General cleaning to be undertaken whilst club is closed to members</li> <li>• Antibacterial cleaning agents to be used at all times on all surfaces.</li> <li>• Identified contact surfaces to be cleaned daily</li> </ul> | 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 |
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