



HSE Risk Assessment

		PROJECT No <u>FRBL Club Covid-19 RA</u>	(H&S) Risk Assessment No <u>FRBL_RA01</u>	Location <u>Frensham Royal British Legion</u>	Final Risk Factor 8									
		Name <u>FRBL Covid-19 Risk Assessment</u>	Activity: <u>Club Covid-19 Risk Assessment</u>		No - Risks 17									
Assessment Owner:		<u>James Stevens</u>	Version Number: <u>1.0</u>	Approved by: Name <u>Sarah Nash</u> Club Secy										
Assessment Owner Signature:		<u>Club Chairman</u> 	Assessment Date: <u>26/06/2020</u>	Signature & Date <u>26/06/2020</u>										
Approval required by Safety Advisor if Final Risk Factor is RED														
					Occurrence									
					5 4 3 2 1									
Severity	5	Catastrophe	Occurrence	5	Certain	Severity	5	25	20	15	10	5	9 - 25 Red	
	4	Major injury/dangerous occurrence/major pollution incident		4	Probable		4	20	16	12	8	4		
	3	More than 3 days off work/some process disruption		3	Possible		3	15	12	9	6	3		
	2	Less than 3 days off work/minor pollution incident/minor process disruption		2	Unlikely		2	10	8	6	4	2		
	1	Minor injury/no lost hours/no process disruption		1	Extremely unlikely		1	5	4	3	2	1	< 4 Green	

No	Risk Y/N	Activity/Operation/area	Hazards Identified	At Risk	S	O	RI	No	Preventative and Protective Measures	Action By	S	O	RF
1	Y	General	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	ALL	4	4	16	1	If staff are able to work in a shift system effectively, they should. Serving customers must be at a safe distance, 2 metres minimum, or from behind a screen. Moving out from behind the bar should only happen if the area is empty or other staff/customers are at a social distance of 2 metres, this is essential. Numbers in the club bar area should be kept to the absolute minimum to work safely and effectively. Members entering the Bar area to be served should only enter when the three standing areas marked on the floor are not occupied. Entrance/exit doors to be latched in open position, internal doors held open where possible.	ALL	4	1	4
2	Y	General	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	Vulnerable workers	4	4	16	2	Continue to shield, staff would not be allowed to serve customers. Continue to work from home unless absolutely essential in which case special arrangements to be made to enable social distancing to be effective, e.g. moving to a different room/place where traffic is much less and possibility of contact minimised.	ALL	4	1	4
3	Y	Remote workers, furloughed workers	Isolation, Stress, mental health issues	staff	3	3	9	3	Regular contact to ensure their welfare, mental and physical health are good. Mail should be collected by one member of staff, should be scanned and e-mailed to appropriate recipients. Product deliveries to be cancelled until lockdown finished reference Government Guidelines.	Committee Members	3	1	3
4	Y	Customer Serving positions	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	Members	4	3	12	4	Wherever possible members should adhere to social distancing guidelines, reference floor markings. Members should wait in line, observing floor markings, while waiting to be served, map in operational method statement. Each member purchasing refreshments from the bar should, if possible, pay by contactless card. Members can only be served from designated floor markings, social distancing in place (3 positions) once served they should move out of the bar area. Members should place used glasses in glass tray provided, glasses cannot be reused, glasses must pass through glass washer before reuse. Refreshments can only be served from behind	ALL	4	1	4

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5	Y	Bar Operation	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	Staff	4	4	16	5	Screens to be erected and fixed, covering the bar serving area. Screens to be full length of bar (front serving area). Screen will leave a 250mm gap at bottom to be used for serving refreshments and taking payment. Member segregation 2metres wherever possible. Staff to remain behind the bar area as much as possible and can only serve from behind the bar/screens. Use contactless payment for purchases wherever possible. If moving out from behind the bar and into the serving area staff to wear face covering as a minimum. Wash hands between serving each customer in bar sink, soap and hot water during each opening period. Staff entering / leaving the bar should use the bar sanitizer station. Glass collection via glass washer trays. PPE, Gloves and face covering to be worn when collecting trays. Dispose of gloves after tray collection finished. Bar doors closed during open hours/period. Restocking to be done between opening hours. If a purchase is made using cash the staff should wear gloves until purchase is completed then gloves disposed of in bar pedal bin. Any till float required should be kept to a minimum and handled using protective gloves. Gloves to be disposed of after till contact. Bar area, till and bar furniture to be regularly wiped down after and during use.	ALL	4	1	4
6	Y	Cleaning	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	ALL	4	4	16	6	Deep clean by contract cleaners before club is reopened for BAU contract cleaners sanitise clean once a month. Club cleaned with Antibac wipes / spray and paper towels before and after every opening period - Door handles, rails, flat services. Bar staff/members are to clean own bar during and at the beginning and end of each opening period. Clean Lounge furniture, club phone after use, card machine (if applicable) and surfaces. Sanitiser and wipes to be positioned in every entrance and exit, behind bar, any waiting area. bins to be provided in each toilet and by leisure machines. All bins in any given area emptied daily or as and when full, to be inspected during open hours.	ALL	4	1	4
7	Y	Internal doors	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	ALL	4	4	16	7	Except for toilets cubicles, all internal doors should be held open during the club opening hours to avoid/limit the need for touching door handles and rails.	ALL	4	1	4
8	Y	c	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	ALL	4	4	16	8	The Kitchen is to be closed until further notice, the committee will review opening of kitchen in each committee meeting. Open opening of kitchen new rules will be in operation	ALL	4	0	0

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9	Y	Toilets	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	ALL	4	4	16	9	Covid-19 handwashing notices positioned to remind of hand washing. Hand driers to be used if possible. Single use paper towels to be used after hand washing. All bins emptied daily. Wipes and sanitiser to be always available. Anti bac dispensers to be installed and used, towels to be deposited in a pedal bin. Main toilet door to be held open, cubicle doors operate as normal. Antibac spray available in each cubical so occupier can clean down after use. Gents: centre urinal to be taken out of use reference social distancing.	ALL	4	2	8
10	Y	ventilation	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	ALL	4	4	16	10	All rooms used should have at least one window that can be opened, or, failing that, entrance doors held open. Extraction system, to facilitate fresh air circulation, if possible.	ALL	4	1	4
11	Y	Walkways	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	ALL	4	4	16	11	Use the one-way system at all times reference map in operational method statement. When entering the club from the side entrance follow the floor markings to the bottom hall door (held open). There is route marked on the left hand side of the hall leading to the bar area. Queuing social distancing sections are marked on the floor. Follow the route through the bar area and into the lounge area. Gents, Ladies and Disabled toilets can be accessed via the small hall to the left of the bar. when leaving the toilet turn right follow floor markings along the inner hall way into the hall. One-way System . Entrance via side entrance exit via front door.	Adsyst	4	1	4
12	Y	Fruit machines	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	ALL	4	4	16	12	When using the leisure machines strict rules to be adhered to. Antibac wipes to be used before and after use. Wipes to be disposed of in pedal bin provided.	ALL	4	1	4
13	Y	Communal facilities	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	ALL	4	4	16	13	All members to be encouraged to use the hand sanitizer during their use of these areas, wipe down door handles, handrails and tables after use. Sanitisers and wipes need to be used by all individuals every time of use. Keys, wallets, mobile phones bags should be kept off tables and bar.	ALL	4	1	4
14	Y	Club Meetings	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	Staff	4	4	16	14	Communication between staff via phone emails videos, use online meeting like Zoom if possible. If a physical meeting is required all committee members to sit 2 metres apart.	ALL	4	1	4
15	Y	Accidents & First Aid	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	ALL	4	4	16	15	If first aid is needed by others (i.e. not for yourself), social distancing cannot take place, so gloves and face masks must be used. In the event of an event needing CPR, no rescue breaths to be used. Compressions only as per the latest Resuscitation Council guidelines	ALL	4	1	4
16	Y	Deliveries/Goods In	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	ALL	4	4	16	16	Personal deliveries to the club should be discouraged. Social distancing to be maintained PPE to be used by receiver, should use gloves (and mask if necessary). All delivery packages to be wiped/sanitised on arrival, before checking in/onward distribution. Staff to wear face covering when receiving stock, wipe down stock before shelving with antibac wipes	ALL	4	1	4
17	Y	Cars/Car Park	Covid-19 Coronavirus transmission / infection leading to possible illness of staff and visitors/others	ALL	4	4	16	17	All vehicles to park at the back of the club as usual, car keys should be kept on the drivers at all times. When entering and exiting vehicles, members should be aware of social distancing.	ALL	3	1	3