

Covid-19 Risk assessment version 3.2

Company name: The Mundeford Club

Assessment carried out by: Management Committee

Date assessment was carried out: 26/27 June 2020

Reviewed with Staff: 02 July 2020

Reviewed by Committee fortnightly and recorded in minutes of Committee meetings

Updated Sun 13 September 20, Thu 1st Oct 2020

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|------------------------------------|---|--|---|---|------|
| Facility unclean due to suspension of regular cleaning regime whilst closed | Everyone, contact with dirty items | Premises and furniture have been thoroughly cleaned prior to normal cleaning service resuming | Re-instate cleaning contract | Committee - Geoff | 12 July 2020 | Done |
| Risks from not following Covid-19 safe working practices | All | Consulting staff with Risk Assessment. Adding items that may have been overlooked. We have sought professional advice | Safe Working Practices document to be produced and issued to all staff | 1. Consultation – Officers 2. Richard Leyshon – produce handbook | 9 July 2020 (allows time for familiarisation before re-opening) | Done |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|--|---|--|---|-------------------------------|---------|
| | | re the Risk Assessment | | 3. Staff – follow procedures | | |
| Risks caused by customers “overdoing it” when lockdown measures first relaxed | All – people not respecting proper social distancing and hygiene procedures | Delaying re-opening of premises until Monday 13 th July to let the initial “euphoria” calm down a little. Limiting entry to members plus guests – no casual visitors | Monitor customers for appropriate behaviour. Refuse to serve offenders and ask them to leave. Involve Police if necessary. Exclude offenders | 1. Staff 2. Committee for exclusions | Ongoing | Ongoing |
| Uninformed workers | Staff and customers. Uninformed staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within | Pre-opening briefing/consultation on all safe working practices. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. | 1. Every member of staff to be fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place. | Committee | Ongoing | Done |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|--|---|--|------------------------------------|-------------------------------|----------------|
| | <p>Government Policy on essential working could compromise our arrangements and jeopardise the health of others.</p> | <p>These are based on NHS, Public Health, and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.</p> | <p>2. NHS and Public Health warning posters displayed at all our fixed workplaces and printed copies given to mobile workers.</p> <p>3. We will share with our customers, by email and or phone, the arrangements we have in place and how we would expect them to cooperate with our staff at their premises.</p> | | | |
| <p>Failure to follow Government policies</p> | <p>Staff and customers</p> | <p>Will lead to the spread of coronavirus infection among our workforce and anyone they come</p> | <p>Continuous review of processes</p> | <p>Committee</p> | <p>Ongoing</p> | <p>Ongoing</p> |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|--|---|------------------------------------|-------------------------------|------|
| | | <p>into contact with.</p> <ol style="list-style-type: none"> 1. The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidelines. 2. Our arrangements and procedures are reviewed daily in the light of additional government guidance as published at gov.uk/coronavirus. 3. We continue to operate because the | | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|---|---|---|------------------------------------|--|-------------|
| | | <p>service we provide falls into the Government's category of essential activities.</p> <p>4. Staff with family members in at-risk categories or who believe their circumstances to have changed have been instructed to inform their management team without delay. Decisions on home working or furlough in accordance with Government policy are taken on a case by case basis</p> | | | | |
| <p>Contamination on entry/exiting Club premises from surfaces</p> | <p>Customers from close proximity in the foyer where, if used for entry and</p> | <p>Signage to make the front door "in-only" and the rear doors "Exit only"</p> | <p>Reverting to using the front door for two-way traffic.</p> | <p>Signage removed; R Leyshon</p> | <p>01 Aug 2020 12 July 2020</p> | <p>Done</p> |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|--|---|---|---|-------------------------------|-------------|
| <p>and person to person contact</p> | <p>exit, customers could be needing to pass each other in close proximity.</p> | <p>However, this is impractical as winter weather draws in as the rear door remain closed. We consider the risk of using the foyer (where glazing allows you to see anyone approaching from either direction) is less risky that directing customers down the rear corridor, with a blind corner which will also be used for lavatory access.</p> | | <p>Sanitizer: Ian Davis</p> | | |
| <p>Contamination from inadequate social distancing of tables</p> | <p>Customers</p> | <p>Furniture has been re-arranged to reflect social distancing requirements. New indoor capacities of 69 (Lounge Bar) and 31 (John Boyt Bar).</p> | <p>1. Customers, including children required to be sitting at a table when inside building.</p> | <p>1. Staff 2. Richard Leyshon 3. Richard Leyshon</p> | <p>12 July 2020</p> | <p>Done</p> |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|------------------------------|---|--|------------------------------------|-------------------------------|---|
| | | <p>However, these numbers could only be reached if all tables were filled with members of same household/support bubble. Update: 13 Sept – tables may now hold up to 6 people from different households. Signage to this effect provided.</p> | <ol style="list-style-type: none"> 2. Explanatory signage to limit smaller tables/sofas to members of same household/support bubble. 3. Encourage use of rear outside area (signage) | | | |
| Contamination from inadequate social distancing of chairs | Customers | Chairs arranged observing social distancing rules | <ol style="list-style-type: none"> 1. Signage “Max 6 per table” 2. Enforced by staff | 1. Richard Leyshon | 12 July 2020 | <ol style="list-style-type: none"> 1. Done 2. Ongoing |
| Contamination from inadequate social distancing from bar (1) | Customers and staff | Perspex screening installed | Table service only from 24 Sept 20. | Staff | | Ongoing |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|------------------------------|---|---|---|-------------------------------|---|
| Contamination from ordering/serving/paying for items | Customers/Staff | Perspex screening at bar. Encouraging contactless payment. Hand sanitiser on bar (and other locations). Regular hand sanitising by staff | <ol style="list-style-type: none"> 1. Provide visors and face masks (as preferred) for all staff 2. Staff to distribute drinks at table and must wear face coverings whilst on duty | <ol style="list-style-type: none"> 1. Ian Davis 2. Staff | 24 Sept 20 | <ol style="list-style-type: none"> 1. Done 2. Ongoing |
| Contamination from inadequate social distancing outdoors | Customers | N/A | Signage explaining social distancing rules | Richard Leyshon | 12 July 2020 | Done |
| Contamination from inadequate social distancing due to numbers | Customers | N/A | If numbers approach capacity limits then doors to be closed and/or bar shut at discretion of most senior staff member on duty. | Senior member of bar staff on duty | N/A | Ongoing |
| Indoor airflow | Customers and staff | N/A | <ol style="list-style-type: none"> 1. Open exterior doors and windows where | <ol style="list-style-type: none"> 1. Staff 2. Geoff Cossey | 12 July 2020 | <ol style="list-style-type: none"> 1) Ongoing 2) Done |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|------------------------------|---|--|---|-------------------------------|--|
| | | | <p>practicable. Doors open not practical in winter conditions.</p> <p>2. Utilise aircon system and set to "Outside air" and not Recycle mode</p> | | | |
| <p>Contamination from shared surfaces – Lavatories</p> | <p>Customers and staff</p> | <p>Standard cleaning/disinfecting procedures.</p> <p>Touch-free hand dryers</p> | <p>1. Regular cleaning schedule using disinfectant spray (with signed sheets showing times of cleaning) for areas including, but not limited to: toilet seats and flush handle, cubicle door handles, taps and external doors leading to toilets (handles and push plates). Performed hourly (or more if</p> | <p>Staff – cleaning</p> <p>Richard Leyshon – paperwork for recording and signage</p> <p>Ian Davis - sanitiser</p> | <p>12 July 2020</p> | <p>Ongoing</p> <p>Done</p> <p>Done</p> |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|------------------------------|--|--|--|-------------------------------|---|
| | | | <ul style="list-style-type: none"> felt necessary due to numbers) 2. Hand cleaning signage in lavatories and additional sanitising equipment at exits | | | |
| Infection from close proximity in lavatories | Customers and staff | N/A | <ul style="list-style-type: none"> 1. Take alternate urinals out of service 2. Signage – Max 2 people at any time | <ul style="list-style-type: none"> 1. Ian Davis 2. Richard Leyshon | 12 July 2020 | Done |
| Contamination from shared surfaces - furniture | Customers | Regular cleaning regime | <ul style="list-style-type: none"> 1. Signs for tables “Wait for cleaning before using this table” to be displayed after customers leave. 2. Table tops and chairs (hard parts e.g. arms) and table sign to be disinfected before sign is removed from display | <ul style="list-style-type: none"> 1. Richard Leyshon 2. All staff | 12 July 2020 | <ul style="list-style-type: none"> 1) Done 2) Ongoing |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|------------------------------|--|--|---|---|---|
| Contamination from internal doors | Staff and customers | N/A | Wherever possible, wedge open internal doors so they do not need to be touched. | Hourly cleaning for any doors that cannot be wedged open. | Staff | Ongoing |
| Contamination from glasses | Customers and staff | Standard glass cleaning regime | <ol style="list-style-type: none"> 1. No hand to hand passing of glasses to/from customers 2. Discourage customers from returning other people's glasses to the bar (Signage) 3. Assume than ALL used glasses are infected and sanitise hands after contact 4. NEVER touch a clean glass unless your hands have been sanitised since you last touched anything that could be contaminated e.g. | <ol style="list-style-type: none"> 1. All staff 2. Richard Leyshon <p>Other points: Staff</p> | <p>Ongoing</p> <p>12 July 2020</p> <p>Ongoing</p> | <p>Ongoing</p> <p>Done</p> <p>Ongoing</p> |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|------------------------------|---|---|--|-------------------------------|----------------|
| | | | <p>customer's money or card</p> <p>5. After loading the glass washer, disinfect the handle and sanitise your hands</p> <p>6. NEVER remove glass from the glass washer until you have disinfected the door handle before touching and sanitised your hands</p> | | | |
| <p>A previous customer is diagnosed with Covid-19</p> | <p>Customers and staff</p> | <p>Record contact details for all customers(at least one member of a group) and retain for 21 days for contact tracing.</p> | <p>Update 13 Sept. We are now required to record customers' leaving times. Following discussion with staff on 11 Sept, we agreed that staff will now record contact</p> | <p>Richard Leyshon – provide paperwork Staff – serve only customers who comply and</p> | <p>12 July 2020</p> | <p>Ongoing</p> |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|---|--|---|--|-------------------------------|---------------------------------|
| | | Sanitizer and signage stating that customers MUST clean hands if borrowing a pen to fill in details. | tracing info when the customers arrive and will then note their leaving time as we doubt customers will remember to do so. Update 01 Aug: Since 24 Sept we are required to display the QR code for the NHS Tracing App | keep paperwork for 21 days R Leyshon to provide to both bars. | 24 Sept 20 | 23 Sept 20 |
| Contamination caused by playing snooker | Customers from contamination of the table, cues, rests and extensions, balls, triangles, score board and payment machine. | N/A | Reduction to number of public cues available. Regular cleaning of all items by staff. Sanitizer and wipes near tables. Advice signage for players to sanitize equipment before use and hands after use | Cleaning – staff Sanitiser & wipes – Ian Davis Signage – Richard Leyshon | 12 July 2020 | Ongoing Done Done |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|---|--|---|------------------------------------|-------------------------------|---------|
| Contamination from playing darts | Customers contaminated from proximity or shared use of either electronic scoreboard or chalk. | All league darts suspended indefinitely. | If individuals wish to play they will be advised not to share an electronic scoreboard and will be offered one marker pen/chalk each to use traditional scoreboard. | Richard Leyshon | 12 July 2020 | Done |
| Pinch points | Staff and customers in the corridor leading from the Lounge, past the John Boyt Bar and out to the rear door. | N/A | With the Lounge fire exits open, we expect very low usage and do not deem any limitations on usage necessary. Warning signage required and review by 20 July | Richard Leyshon | 12 July 2020 | Ongoing |
| Infection from close proximity (e.g. dancing) or from having to raise voices due to music volume. | Customers and staff | ALL live events cancelled until further notice | None | N/A | N/A | Yes |
| Infection from raffle tickets etc | Staff and customers | All such events currently suspended | Update 13 th Sept. Some events (such as | N/A | N/A | Yes |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|------------------------------|--|---|---|-------------------------------|--|
| | | | Bingo and Meat Draw) have now re-started and each event is covered by a separate Appendix to this document and kept on file in the bar. | | | |
| Amusement machines – contamination from previous player | Customers | Normal cleaning regime | <ol style="list-style-type: none"> 1. Staff to regularly clean machines – hourly if in use 2. Stools so players can be seated, in line with regulations 3. Provide disinfectant and disposable cloths or disinfectant wipes near the machine. 4. Relocaate one machine in Lounge 5. Clear signage that the player should disinfect all buttons | <p>Staff – cleaning and seating</p> <p>Ian Davis – sanitising equipment and wipes/cloths</p> <p>Richard Leyshon – signage</p> <p>All – point 4 – machine location</p> | 12 July 2020 | <p>Ongoing</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|---|---|--|-------------------------------|----------------------------|
| | | | <p>before playing and sanitize hands after handling cash.</p> <p>6. If a visit is required from an engineer, please maintain social distancing from the engineer and if possible, arrange the visit outside of opening hours.</p> | <p>Point 5 – R Leyshon</p> <p>Point 6</p> | | Ongoing |
| Staff exposure | Staff | <p>Staff ought to be social distancing outside work.</p> <p>Staff have lockers for secure storage of personal items – USE THEM – keep your potentially contaminated items away from shared areas.</p> | <p>1. Staff who are required to carry out close contact work, such as bringing drinks over to a table or clearing a table would need adequate PPE. Gloves and masks to be used.</p> | <p>All staff</p> <p>Masks/gloves – Ian Davis</p> | 20 July 2020 | <p>Ongoing</p> <p>Done</p> |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|-----------------------|------------------------------|--|---|------------------------------------|-------------------------------|------|
| | | | 2. Gloves recommended for use only for potentially risky tasks such as cleaning or collecting empty glasses and must be disposed of immediately afterwards and hands sanitised – as you have just handled potentially contaminated gloves! 3. Staff should avoid sharing cars (or limit this to one regular passenger), sanitize hands on arrival and departure and take particular care touching shared | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|--|--|---|--|-------------------------------|-----------------------|
| | | | surfaces e.g. kettle – sanitise before and after. | | | |
| Staff to staff transmission | Staff from close proximity | N/A | Where possible, try to limit how many other staff members each person works with i.e. have teams that work together whenever possible. | Steward to manage person doing rota. | Ongoing | Ongoing |
| | | | From 24 Sept 20, all staff to be wearing face coverings during opening hours at work. | R Leyshon to write to all staff Staff | Done Ongoing | 23 Sept 20 Ongoing |
| Shared work machinery or equipment | Staff and customers. Contact with potentially cross-contaminated equipment may transmit infection. | N/A | Washing shared machinery after use with anti-virus wipes or soap and water after use. Staff should try to use only their own personal till and use | Staff | Ongoing | Ongoing |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|------------------------------|---|--|------------------------------------|-------------------------------|--------------|
| | | | <p>sanitary wipe first on screen if required to use another till</p> <p>Card machine to be cleaned with sterile wipe before every use. Ensure a customer paying (not contactless) sees the machine being cleaned before they touch it.</p> | | | |
| Contamination from persons making deliveries | Staff | Steward requested to place larger orders for less frequent delivery | None | N/A | N/A | Yes |
| Risks from supply of food | Customers | All meal supply suspended indefinitely | Inform staff that NO shared snacks should be put out eg. Nuts etc. | Richard Leyshon | Immediate | 31 July 2020 |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|---|--|--|---|---|---|-------------------------|
| Additional risks posed by TV sporting events | Customers affected by aerosol droplets spreading from raised voices and use of shared remote control | N/A | Very low TV volume (required) with signage – “No raised voices/shouting”. Reduce TV volume via TV remote so that even with the external speakers on max, the volume is low. Keep all remote controls behind bar | Volume/keeping remote controls – Staff Signage – Richard Leyshon | Signage 12 July 2020 Ongoing action re volume and controls | Ongoing Signage done |
| Person to person airborne transmission | Customers and staff | Social distancing | As of 24 Sept 20, all customers required to be wearing face coverings unless sitting at a table. | 1. Customers 2. Enforcement by staff | 24 Sept 20 | Ongoing |
| Failure to follow guidelines caused by excessive alcohol intake. | Customers | See all the above. | “Last orders” called at 9:30pm. Close the premises by 10pm each evening. | Staff | 24 Sept 20 | Ongoing |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

