

TBYC Club House RISK ASSESSMENT (June) 2020

This risk assessment has been compiled taking into account HM Government Guidance Notes (Keeping workers and customers safe during Covid-19) dated 23rd June 2020

We envisage compliance checks may be carried out by enforcement bodies such as EHO (Environmental Health Officer). We suggest best practice is to share our site-specific risk assessment with our local EHO.

Please refer to staff guidance for in-house Coronavirus training. All training will be recorded in the training book behind the bar and all staff completing training must sign to confirm training has been completed and they have read this risk assessment.

We must also brief our staff to ensure they fully understand the controls put in place in our completed Risk Assessment, and they each need to sign to say that they understand the controls.

Track and trace will be driven via the NHS for any member being tested positive. However, in the event of a staff member contracting the disease then track and trace becomes the responsibility of the club, there for we will follow HM Government guidelines

Government guidance states we should share the results of our risk assessment with our staff. We will publish the results on our website (government states they expect all employers with over 50 workers to do so, but there is not an expectation for a smaller workforce than this). You should display a notice in your workplace stating you have followed the government guidance “Staying Covid-19 Secure in 2020” which lists the Five steps to safer working together. An example of this will be in the Covid-19 Secure Guidelines for Pubs and Restaurants when the government issue it.

RISK ASSESSMENT (June) 2020

Name of Premises & Location: Thorpe Bay Yacht Club 115 Thorpe Bay Gardens, Southend-on-Sea, Essex SSI 3NW

Activity: Protection against Covid-19

Potential hazards: Infection & illness

1. **Coronavirus infection is acquired by 2 principle routes** - Whilst Coronavirus symptoms are often mild, it can cause acute illness and in some individuals death. Infection is acquired by 2 principle routes:
 - A. Airborne droplets carrying the virus which have been exhaled by an infected person. The risk is greatest when a person is displaying symptoms, but not all infected persons have symptoms. Coughs and sneezes increase infection risk. The virus can enter another person via mouth, nostrils or eyes.
 - B. Contamination of hands from touching a surface contaminated with virus particles (because an infected person has coughed or sneezed over it, or passed on the germs with their hands) and then touching your own face (mouth, nostrils, eyes) with your contaminated hands.
2. **Protect yourself from infection in 2 principle ways** - Assume everyone is infected:
 - A. SAFE SOCIALISING - Social distancing – as far as possible, keep the minimum distance advocated by government from all other people. This will reduce the risk that you inhale airborne virus particles from an infected person.
 - B. WASH HANDS REGULARLY. Ensure all staff members have adequate training and that they wash hands frequently and vigorously using soap and water for 20 seconds. They should avoid touching their face. Both hand washing and face touching should be monitored throughout the working day and staff should be reminded to adopt this practice if they are seen to fail to do so. Regular reminders will help employees adopt this safe behaviour.

EFFECTIVE HANDWASHING WITH SOAP & WATER IS YOUR BEST DEFENCE AGAINST INFECTION

3. **Looking after your staff** - Effective precautions must be employed which will significantly reduce transmission of the virus between people
 - A. All staff members must complete in-house Coronavirus Training before returning to work. This will make them aware of the controls within this RA (Risk Assessment). No staff members may work unless they have completed the training.
 - B. Should a staff member develop symptoms whilst at work, they should be sent home immediately to self-isolate. We would then follow NHS guidance

- 4. Keep virus out of the building** – The Virus will only enter the building with another human. Either because they are infected or carry the virus on their hands. It is unlikely to be on stock delivered to the club.
- A. Display conspicuous signs that persons can read before entering the building, instructing persons with Covid-19 symptoms not to enter the building.
 - B. Brief staff members not to come to work if they have symptoms, or have had symptoms in last 7 days OR someone in their household has had symptoms in previous 14 days.
 - C. Before each staff member starts a shift, take their temperature. If above 37.8C, that individual must immediately return home & self-isolate for 14 days. The staff daily temperatures will be recorded in a book kept behind the bar
 - D. Erect hand hygiene stations at both customer & staff member entrances, together with signage requiring all persons on entering the building sanitise their hands. Staff members must wash hands thoroughly & in accordance with their training, on arrival at work.
 - E. Unless travelling alone in a private vehicle, staff members must not travel to work in their work clothing. They should change on arrival at work washing hands before & after changing. If changing clothes is impractical, e.g. due to lack of facilities, they should wear outer clothing over their workwear which can be removed on arrival.
- 5. Contractors & Suppliers** – You should instruct contractors to attend outside of trading hours when possible. If they are required to attend during trading hours, you should request they do the following:
- A. Make an appointment with club secretary.
 - B. Call from car park/street on arrival so that access can be arranged, maintaining social distancing & coming into contact with minimum number of people.
 - C. Wear a face covering mask whilst in the building.
 - D. Beer deliveries will require access to cellar & then cellar vacated whilst stock is being delivered. Or alternatively social distance whilst delivery takes place. If possible, leave stock for 24hours or more before handling.
 - E. Always wear disposable gloves or wash hands after handling newly delivered stock.

Risk Assessment control table: The following table is a checklist for your risk assessment. If you answer “no” for any item you should provide further information on what alternative actions you are able to take to mitigate the risk.

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
1.0	CUSTOMER			
1.1	Customer encouraged to pre-book tables.		No	The club is laid out to accommodate this and a covid safe system is in place to let members know we are full prior to entering the building
1.2	Walk-ins permitted if tables are available.	Yes		
1.3	Vertical drinking will not be permitted, seating only.	Yes		
1.4	Put tape on floor parallel to bar to ensure tables & chairs do not encroach within the safe social distance of anyone working behind the bar.	Yes		Additional measures taken: protective bar screen
1.5	Need to manage door during peak periods to ensure customers are not bunching inside the pub. Queuing at entrance or in car park might be necessary & social distancing may need to be encouraged via the door host.		No	Not applicable to club
1.6	Alternative access point may be necessary for persons with impaired mobility. Ensure a plan is in place & staff are aware of this.	Yes		Disabled lift process in members and staff guidance docs
1.9	Customer toilets are managed for single entry or sufficient urinals, hand wash sinks & toilet cubicles are taken out of use to maintain social distancing.	Yes		See club guidance notes on toilets
1.10	Pinch points where social distancing cannot be maintained have been identified & suitable precautions employed.	Yes		See Guidance notes and diagram / floor markings
1.11	If possible, open windows etc. to increase flow of external air into building.	Yes		See members and staff guidance notes

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
2.0	STAFF			
2.1	Staff members can stagger breaks & take them away from customers or at least maintain social distancing.	Yes		
2.2	Staff members have been allocated to specific shift staffs. Switching between staffs should not take place unless absolutely necessary and only with approval.	Yes		
2.3	Staff meetings may only be conducted remotely or observing social distancing. Any necessary one to one meeting must observe social distancing also.	Yes		
2.4	All staff members with a specific workstation. e.g. behind bar or in kitchen, must be set up so that each station is self-sufficient to avoid unnecessary moving around which may compromise social distancing. Staff may occasionally pass each other on the cook-line or behind the bar (Preferably Back to Back), but this should be avoided as much as possible. This may mean that only one person is working the bar or one/two person in the kitchen.	Yes		Also Visors or face masks may be worn
2.5	Keep uniforms clean. This gives customers confidence.	Yes		
3.0	BAR SET UP			
3.1	Where possible, all drinks will be served to customers seated at tables. Bar staff should have their own workspace, including dedicated ice bucket, scoop, fruit & tongs. These together with any spirit bottles should be cleaned & sanitised at the end of each shift or on change over. If bar is large enough for 2 people, each space should be marked out with floor tape.	Yes		Members will collect drinks and food as detailed in the Members and Staff guidance docs
4.0	KITCHEN SET UP			
4.1	Social distancing must be maintained in the kitchen. If this is not possible, then only one person to work there. More preparation & cleaning time may be required outside of trading hours. Where more than one person working in kitchen, each must have their own workstation. Do not mark out sections with floor tape, this may become a trip hazard & will become a dirt trap. Ensure each member of kitchen staff understands the boundaries of their workstation & that they have their own dedicated utensils, including temperature probe. Face visors may be required	Yes		Customers collect as diagram and are then seated

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
	KITCHEN SET UP CONTINUED			
4.2	Record here, number who can work in kitchen. Do not include staff collecting food for service. 2	Yes		
4.3	Put utensils though pot wash machine between shifts.	Yes		
4.4	Do not share pens when completing due diligence paperwork.	Yes		To be completed by one person only mainly James
4.5	Disposable gloves should be worn for taking in food deliveries & then discarded once this task is complete. Remembering to wash hands after use.	Yes		
4.6	Only one person in walk in storage space at a time.	Yes		
4.7	Do not allow delivery drivers to enter the BOH (Back of House) area.	Yes		Deliveries to carpark only except as identified in staff and members guidance docs
5.0	HAND SANITISER DISPENSES			
5.1	Should be installed FOH (front of house) and BOH (back of house).	Yes		
5.2	At customer & staff member entrance.	Yes		
5.3	Adjacent to working till, one for staff & another for customers.	Yes		
5.4	BOH in location for frequent use.	Yes		
5.5	On all Tables for members use	Yes		
6.0	REDUCE CONTACT			
6.1	Display signage encouraging customers to use contactless payment or on Order & Pay digital platform if available.	Yes		
6.2	Identify a single till where customers can order & pay for food. Put tape on floor to identify social distancing requirements.		No	Phone order employed see TBYC guidance notes to members
6.3	Any operational tills must be protected with a plexiglass screen & hand sanitizing gel. The PDQ machine & printer should be on the customer side of the screen. If plexiglass screen not available, use face visors, or social distancing should be maintained throughout the transaction (amend accordingly).	Yes		Whole bar has mylar screen
6.4	Any cash transactions should be through the gap in the screen or if no screen ask customer to place cash on the counter and step back following social distancing throughout the transaction.	Yes		Cash discouraged prepaid tab system encouraged

	Control implemented (please tick Y/N)	Yes	No	If a control has not been employed, what alternative control / actions taken to resolve
	REDUCE CONTACT CONTINUED			
6.5	Customers will be expected to remain seated; food & drink will be taken to their table or if customers are being served drink at the bar social distancing must be observed. The server moves back from the bar once placing drinks at the collection point.		No	Partly correct customers will have a pickup point at the bar and a table for food as there will be relatively low numbers. See members and staff guidance docs
6.6	Staff members will need to be FOH to deliver plated food & drinks to tables & to collect used crockery & glassware. In such circumstances social distancing cannot be maintained. Keep contact time with customers to a minimum. Ensure adequate face masks/coverings are available.		No	Partly correct see 6.5 above
7.0	TABLE SET UP & TURNING			
7.1	Tables will be left empty between customers.	Yes		
7.2	Cutlery & condiment sachets will be brought to table at same time food is served.		No	At collection point with food
7.3	Single use napkins only & disposable sauce sachets. No reusable bottles.	Yes		
7.4	Clear, clean & sanitise tables & chair backs (where customers may have touched them) between each party of customers.	Yes		
7.5	If necessary, return table & chairs to safe distance from others.	Yes		
7.6	Use glass trays to collect empty glasses. Do not put fingers where customers mouths have been.		No	Members to return glasses to glass wash trays as detailed on members guidance and diagram, plates to drop off table
7.7	Always wash hands after clearing tables & glassware.	Yes		
7.8	A pedal bin with close fitting lid, must be provided for staff to dispose of face masks & disposable gloves.	Yes		
8.0	CLEANING MONITOR			
8.1	Touching of some surfaces is unavoidable. Frequent cleaning with suitable sanitizer will kill the virus if it is on the surface	Yes		Hourly clean down with information sheets prominently displayed and signed
8.2	Use your nominated cleaning sanitiser.	Yes		
8.3	Increase frequency of cleaning of all surfaces that are frequently touched. These include door push plates & handles, till buttons, card machines & office keypads, toilet handles & all taps, hand dryers, tables, chairs & AWP machines.	Yes		

