

MAPPERLEY PLAINS RECREATION & SOCIAL CLUB LIMITED
COVID-19 RISK ASSESSMENT
CARRIED OUT BY JOHN SMITH ON 16TH JULY 2020
REVIEWED MONTHLY – NEXT REVIEW DUE 24TH OCTOBER 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
1. COVID-19 SPREAD TO EMPLOYEES FROM MEMBER OF THE PUBLIC INCLUDING THE SPREAD TO PUBLIC FROM EMPLOYEES 2. HEALTH, SAFETY & WELFARE OF EMPLOYEES, CLIENTS & THE PUBLIC INFECTION CONTROL MEASURES	EMPLOYEES & PUBLIC	- INDOOR ACTIVITIES FOR THE PUBLIC ARE PERMITTED AS LONG AS THE RULE OF NO MORE THAN 6 PEOPLE IS FOLLOWED	ENSURE COPY OF RISK ASSESSMENT IS DISPLAYED FOR ALL TO REVIEW	ALL STAFF & PUBLIC	16/7/20	YES
		- DROP OFF POINT FOR PARCELS AND CONTRACTORS	POSTER AT FRONT DOOR	ALL STAFF	16/7/20	YES
		- ACCESS BETWEEN AREAS MANAGED: I.E. DOORS LOCKED & EMPLOYEES TO EXPLAIN SOCIAL DISTANCING RULES TO VISITORS	FRONT DOOR LOCKED AND BELL TO BE ANSWERED	ALL STAFF	16/7/20	YES
		- SEPARATE ENTRANCE & EXITS TO ROOMS	ENSURE ALL VISITORS TO THE BUILDING ADHERE TO THIS	ALL STAFF	16/7/20	YES

		<p>- PROVISION OF WASTE BAGS FOR DISPOSABLE HAND TOWELS/WIPES ETC. DISPOSABLE BAGS TO BE TIED OFF TO REDUCE THE SPREAD OF COVID-19</p>	<p>PPE MAY BE USED & SCREEN AVAILABLE. DISPOSABLE PPE SHOULD BE PROPERLY DISPOSED OF SO NOT TO BE RE-USED</p>	<p>EMPLOYEES/PUBLIC</p>	<p>16/7/20</p>	<p>YES</p>
		<p>- WHERE POSSIBLE ELECTRONIC PAYMENTS TO BE USED</p>	<p>ADVISE ALL USER GROUPS AND VISITORS</p>	<p>EMPLOYEES/PUBLIC</p>	<p>16/7/20</p>	<p>YES</p>
		<p>- TOILETS RESTRICTED TO MINIMUM NUMBERS, PREFERABLY ONE PERSON AT A TIME. ANTI-BACTERIAL CLEANING OF HANDLES ETC. TO BE UNDERTAKEN PRIOR TO EMPLOYEE LEAVING AREA. SIGNAGE DISPLAYED TO ENCOURAGE REGULAR WASHING OF HANDS THOROUGHLY BEFORE AND AFTER ENTRY</p>	<p>EACH ACTIVITY SHOULD BE RISK ASSESSED AND ADHERED TO</p>	<p>STAFF/PUBLIC</p>	<p>16/7/20</p>	<p>YES</p>

		<p>- NO PERSONS PERMITTED ON SITE IF THEY HAVE COVID-19, BEEN ADVISED TO ISOLATE, AT HIGHER RISK DUE TO EXISTING MEDICAL CONDITIONS, IF AN EMPLOYEE FEELS UNSAFE OF SOCIAL DISTANCING GUIDELINES, THEY SHOULD BE ENCOURAGE TO STOP AND POLITELY ASKED TO LEAVE. IN EMERGENCY DIAL 999.</p>	<p>PLEXI TYPE SCREENS TO BE UTILISED AT DESIGNATED AREAS. POSTERS DISPLAYED AROUND SITE ADVISING OF REGULAR HAND WASHING, SOCIAL DISTANCING & NONE ENTRY FOR THOSE AT HIGH RISK, THOSE THAT SHOULD SELF ISOLATE & THOSE WHO DISPLAY SYMPTOMS.</p>	STAFF/PUBLIC	16/7/20	YES
		<p>- FACE COVERINGS TO BE WORN WHEN ENTERING THE BUILDING UNTIL SEATED. WHEN LEAVING THE SEAT, EITHER TO GO TO THE TOILET OR TO EXIT THE BUILDING, THE FACE COVERING MUST BE WORN.</p>	<p>STAFF MEMBERS TO ENSURE THIS HAPPENS. IF NOT, CUSTOMER ADVISED TO PUT ON MASK OR POLITELY ASKED TO LEAVE.</p>	STAFF/PUBLIC	24/9/20	YES

	- TRACK AND TRACE TO BE COMPLETED WHEN ENTERING THE BUILDING.	EITHER COMPLETE MANUAL FORM FOR THE GROUP OR NHS COVID-19 APP INDIVIDUALLY.	STAFF/PUBLIC	24/9/20	YES
	- TABLE SERVICE ONLY. ORDERS TAKEN AND DRINKS DELIVERED TO TABLE BY STAFF MEMBER.	STAFF WILL COME OVER IN A FACE MASK AND STAND AT LEAST 2M AWAY AND TAKE YOUR ORDER. THIS WILL THEN BE DELIVERED TO YOUR TABLE FOR YOU TO TAKE YOUR DRINKS OFF THE TRAY. PAYMENT MADE BY CARD IF POSSIBLE.	STAFF/PUBLIC	24/9/20	YES
	- REMAIN SEATED AT ALL TIMES UNLESS GOING TO THE TOILET OR LEAVING THE BUILDING.	STAFF TO ENFORCE. IF NOT CUSTOMER POLITELY ASKED TO LEAVE.	STAFF/PUBLIC	24/9/20	YES
	- NO TABLES OF MORE THAN 6 PEOPLE, INCLUSIVE OF CHILDREN.	NO MORE THAN 6 AT A TABLE UNLESS IN A FAMILY BUBBLE. STAFF TO ENFORCE AND IF NOT CUSTOMER POLITELY ASKED TO LEAVE.	STAFF/PUBLIC	24/9/20	YES
	- EVERYBODY MUST LEAVE THE PREMISES BY 10PM. LAST ORDERS 9.30PM.	STAFF TO ENFORCE. LET CUSTOMERS KNOW IN GOOD TIME THEY NEED TO BE OUT OF THE PREMISES BY 10PM.	STAFF/PUBLIC	24/9/20	YES

		<p>- CUSTOMER NUMBERS ARE LIMITED INDOORS AT ANY TIME INCLUDING TOILETS. EMPLOYEES TO AVOID TOUCHING EYES, NOSE OR MOUTH TO REDUCE TRANSMISSION. ANY PERSON FEELING UNWELL OR SHOWING COVID SYMPTOMS WILL BE SENT HOME</p>	<p>ANY STAFF THAT HAS HELPED SOMEONE WHO DISPLAYS ANY KNOWN SYMPTOMS MUST SELF-ISOLATE FOR A MINIMUM OF 14 DAYS. FACE COVERINGS SHOULD BE CONSIDERED FOR CLOSE PROXIMITY SITUATIONS.</p>	STAFF/PUBLIC	16/7/20	YES
		<p>-COMMON/SHARED SURFACES SUCH AS DOOR HANDLES/TAPS/ TOILET SEATS/ CHANGING ROOMS ETC. ARE REGULARLY CLEANED WITH ANTI-BACTERIAL SUBSTANCES</p>	<p>REVIEW RISK ASSESSMENTS & POLICY TO EMPLOYEES MONTHLY UNTIL GOVERNMENT RESTRICTIONS ARE LIFTED. ASK EMPLOYEES RETURNING TO WORK IF THEIR HEALTH IS OK AND DO THEY NEED ANY SUPPORT.</p>	STAFF/PUBLIC	16/7/20	YES

		<p>- ALL EMPLOYEES SHOULD WASH/DISINFECT HANDS & FACE BEFORE EATING, DRINKING, SMOKING ETC. ANY PERSONAL RUBBISH CREATED TO BE REMOVED BY THE PERSON MAKING IT. WINDOWS & DOORS TO BE OPEN AT ALL TIMES. AIR-CON NOT TO BE USED. REGULAR REMINDERS TO CLIENTS TO SOCIAL DISTANCE & WASH THEIR HANDS REQUIRED.</p>	<p>REVIEW METHODS REGULARLY & RE-ENFORCE AS REQUIRED.</p>	<p>STAFF/PUBLIC</p>	<p>16/7/20</p>	<p>YES</p>
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		- TOILETS HAVE CLEAR SIGNAGE TO SHOW SOCIAL DISTANCING. ANY PERSON ENTERING THE PREMISES DO SO AT THEIR OWN RISK, COUGH OR SNEEZE IN TO A TISSUE AND PUT IN A BIN. WASH HANDS THOROUGHLY FOR 20 SECONDS REGULARLY.	CARD MACHINE TO BE REGULARLY SANITISED. UNNECESSARY DISPLAYS TO BE REMOVED.	STAFF/PUBLIC	16/7/20	YES
EMPLOYEES TRAVELLING TO WORK	EMPLOYEES	IF TRAVEL TO WORK IS ON PUBLIC TRANSPORT, FACE COVERING MUST BE WORN.	SIT NEAR A WINDOW TO ENSURE GOOD VENTILATION	STAFF	16/7/20	YES
ISSUING FIRST AID/CATCHING/SPREADING	EMPLOYEES/ PUBLIC	UP TO DATE FIRST AID KIT & EYE WASH ARE AVAILABLE ON PREMISES. PPE ISSUED TO ALL FIRST AIDERS & STERILE COVERALLS. TRAINED FIRST AIDER TO USE FIRST AID. FIRST AIDERS TO WASH HANDS BEFORE & AFTER USING FIRST AID FACILITIES OR APPLYING FIRST AID	CONSIDER MAY BE DELAYS IN EMERGENCY RESPONSE TIMES DURING COVID	STAFF/PUBLIC	16/7/20	YES

VULNERABLE GROUPS	EMPLOYEES	<p>MEDICAL QUESTIONNAIRE FOR NEW EMPLOYEES AT AN INCREASED RISK OF CONTRACTING COVID. EMPLOYEES ARE EXTREMELY CAREFUL FOLLOWING SOCIAL DISTANCING MEASURES. EMPLOYEES WITH HEALTH CONDITIONS ARE STRONGLY ADVISED TO WORK FROM HOME. EMPLOYEES TO ADVISE THEIR EMPLOYER IF THEY HAVE A GP LETTER ADVISING THEM TO SELF ISOLATE FOR 12 WEEKS</p>	<p>REVIEW MEDICAL WITH PRESENT STAFF. IF AN EMPLOYEE'S JOB DOES NOT ALLOW HOME WORKING, THE COMPANY MAY TEMPORARILY RE-DEPLOY OR COMPLETE A DOCUMENTED RISK ASSESSMENT TO IDENTIFY ADDITIONAL STEPS THAT ARE REQUIRED.</p>	EMPLOYEE	16/7/20	YES

INCREASED RISK OF LEGIONELLA & OTHER WATER BORNE PATHOGENS AFTER EXTENDED PERIOD OF CLOSURE	EMPLOYEES/ PUBLIC	EMPLOYEES MAINTAIN AWARENESS OF THE RISK OF INFECTIONS DUE TO WATERBORNE PATHOGENS. ALL ROUTINE CONTROL MEASURES & MONITORING (CLEANING & TESTING) IS CONTINUED DURING PERIOD OF LOCK DOWN & AFTERWARDS.	CONTINUE TO CLEAN AND TEST ALL TAPS AND SHOWERS.	MANAGER	16/7/20	YES
UNSAFE WORKPLACES AFTER EXTENDED SHUT DOWN PERIODS	EMPLOYEES/ PUBLIC	- A DEEP CLEAN OF ALL AREAS & SURFACES COMPLETED THROUGHOUT THE PREMISES BEFORE OPENING & AT THE END OF THE DAY IF PRACTICABLE. REGULAR CLEANING CARRIED OUT & RECORDS RETAINED. ENTRANCE & EXITS SEPARATED.	ENSURE ALL SANITISER & CLEANING MATERIALS ARE STORED IN THE WAY DESCRIBED BY THE MANUFACTURER.	EMPLOYEES/PUBLIC	25/7/20	YES
		- PEST CONTROL MONITORED. A WORKPLACE INSPECTION HAS BEEN COMPLETED & DOCUMENTED BEFORE OPENING TO THE PUBLIC.	ENSURE ANY SUBSTANCES USED ON THE PREMISES HAVE A SITE SPECIFIC AND UP TO DATE COSHH ASSESSMENT	MANAGER	18/7/20	YES