

RISK ASSESSMENT

RISK:	Corona Virus Transmission		
DESCRIPTION OF RISK:	Spread from human to human potentially life threatening		
STORE/LOCATION:	BSRFC Shop		
ASSESSMENT BY:	James Lipscombe	Date:	23/09/2020
APPROVED BY:	John Allanson	Date:	24.09.20.



HAZARD / RISK:	WHO'S AT RISK?	NORMAL CONTROL MEASURES:	ADDITIONAL CONTROL MEASURES:	RISK RATING H/M/L
<p>Shop Re-opening Spread of COVID-19 virus from person to person, resulting in infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to surface to hand</p>	<ul style="list-style-type: none"> ● Shop staff ● Customers 	<ul style="list-style-type: none"> ● There is a max of 6 people allowed from the same social bubble allowed in the designated shop area at any one time. ● Any children in the shop area must be accompanied by somebody over the age of 18. ● Shop customers will remain 2 metres socially distanced when queuing where possible. ● All queuing will take place outside on the designated 2m distanced floor stickers. ● The customer first in line will wait to be called forward, and will only be allowed to enter the shop customer area when instructed by the shop staff and when the customer who has completed their order, has left the shop area. ● There will be safety screens put in place at the customer ordering point. ● Clear signage will be displayed for customers to follow. ● Staff must stay assigned to their workstations where possible. ● All staff shift rotas are to be kept for 21 days. 	<ul style="list-style-type: none"> ● Safety screens to be erected at customer order points. 	HIGH
<p>Operation of the Shop Spread of COVID-19 virus from person to person, resulting in</p>	<ul style="list-style-type: none"> ● Shop staff ● Customers 	<ul style="list-style-type: none"> ● On arrival to the Shop, customers will be instructed to use the hand sanitiser at the entrance and stand behind the 	<ul style="list-style-type: none"> ● A hand sanitiser station will be placed 	HIGH

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<p>infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to surface to hand</p>		<p>designated line until called forward to make payment or gather their purchases.</p> <ul style="list-style-type: none"> ● All Employees will be contacted the morning of their shift and have to declare to the best of their knowledge they are symptom free, following the symptom checker process. ● All Staff will have their temperatures taken and anyone with a temperature of over 38C will be sent home. ● To exit, customers will be asked to follow the signage out of the shop area. ● All Employees are not allowed to have physical contact with co workers and guests. ● Staff to wear mandatory face coverings. ● Customers to wear mandatory face coverings. 	<ul style="list-style-type: none"> ● Cleaning wipes provided for Shop staff ● Temperature checker to be provided for shop staff ● Clothes that have been touched by customers must be placed into the designated container and quarantined for a period of 72 hours. ● All staff to wear mandatory face coverings 	
<p>Shop Hygiene Spread of COVID-19 virus from person to person, resulting in infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to surface to hand</p>	<ul style="list-style-type: none"> ● Shop staff ● Customers 	<ul style="list-style-type: none"> ● Before Shop re-opening, shop staff to sanitise all working areas. ● One person appointed on each shift to sanitise all working surfaces every 30 minutes. All touch points, door handles, safety screens, counters, sideboards, switches, chip and pin machines and sanitiser stations must be thoroughly sanitised using FAD Greenshield and a disposable paper towel. ● All Staff to wash hands on a regular basis for at least 20 seconds or the time it takes to sing happy birthday twice. ● All Staff to wash their hands at the start of their shift, or after going to the toilet, after breaks, when touching clothes that are need to be quarantined, after sneezing or touching themselves, after handling cash, when finished using the phone. 	<p>FAD Green-Shield to be used as a sanitising spay, and when used must be left for 30 seconds to allow for appropriate contact time and then wiped down with disposal towel</p>	<p>HIGH</p>
<p>Payment Spread of COVID-19 virus from</p>	<ul style="list-style-type: none"> ● Shop staff ● Customers 	<ul style="list-style-type: none"> ● Cashless payment will only be accepted as a form of payment at this time. 	<p>We will only accept card payments at this time.</p>	<p>HIGH</p>

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<p>person to person, resulting in infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to surface to hand</p>		<ul style="list-style-type: none"> ● Contactless limit increased to £45, Apple pay even higher amount. 		
<p>Essential Maintenance/Deliveries Spread of COVID-19 virus from person to person, resulting in infection. The virus spreads in droplet form, either through sneezing and coughing or through indirect contamination, such as hand to surface to hand</p>	<ul style="list-style-type: none"> ● Management ● Key Holders ● Contractors ● Deliveries 	<ul style="list-style-type: none"> ● Only Emergency or Essential maintenance work to be carried out. ● Only Contractors approved by the Club to be used. ● All work must be approved by the Manager/person responsible, no contractor's allowed on site without prior approval. ● Confirmation from the contractor that the attending engineers are symptom free to the best of their knowledge, must be obtained. ● No physical contact should be made (hand shaking) ● Engineers to thoroughly wash hands on arrival and be able to use the toilet and hygiene facilities, when required. ● Apart from using the toilet and hygiene facilities where possible keep contractor in the area they are working in. ● All work where possible to be carried out when the store is closed, with minimal people present, allowing 2-metre social distancing to take place. ● Once work is completed the area, equipment worked on, must be thoroughly cleaned using our 2-stage cleaning and sanitizing process. ● If hot work is required a hot work permit needs to be completed and a separate RA to be carried out for the required work, by a qualified person, and approved. 		<p>HIGH</p>

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NOTES FOR RISK ASSESSORS

SEVERITY

1. Slightly harmful – minor injury, (first aid treatment)
2. Harmful – lost time injury, illness, damage
3. Extremely Harmful – major (specified) injury, disabling illness, major damage, multiple severe injuries or death

LIKELIHOOD

1. Highly Unlikely, never happened before – control measures rigorous, strong maintenance, training and/or supervision
2. Unlikely – defined supervision and maintenance, regular training
3. Likely – control measures may breakdown, little supervision or training on control measures, continuous exposure to hazard, history of accidents or no/insufficient controls in place

MEASURE

- | | |
|-------|------------------------|
| 1 | Trivial/Low risk |
| 2 – 6 | Manageable/Medium risk |
| 9 | Unacceptable/High risk |

Review Date Frequency

- High Risk (< 1 year)
- Medium Risk (1 – 2 years)
- Low Risk (3 years)

Issue Numbers

The first risk assessment will have issue number one, every time it is reviewed thereafter a new issue number is required

NB: If an accident occurs after the risk assessment, it is advisable to review risk rating in case it needs to be revised.

RISK MATRIX

Likelihood of harm occurring	Likely = 3	3	6	9 = Intolerable Risk
	Unlikely = 2	2	4	6
	Highly unlikely = 1	1 = Trivial Risk	2	3
		Slightly harmful = 1	Harmful = 2	Extremely harmful = 3
		Potential severity of harm		

COLOUR CODE TO MATRIX

	Trivial (Low Level) Risk
	Manageable (Medium Level) Risk
	Intolerable (High <u>Level</u>) Risk