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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Name:** Allscott Heath Sports and Social Club | | | | | **Work Area:** Whole Club including internal (bar and lounge) and external areas | **Activity/Machine/Area:** Serving drinks and alcohol and socialising | | | | **RA No:**  COVID-01 |
| **Hazards & People Exposed** | | **Risk** | | | **Current Controls**  **(measures already in place)** | **Residual Risk** | | | **Future Controls**  **(things to be considered)** | **Transferred to Action Plan Yes/No** |
| Bar staff and club members |  | Severity | Likelihood | Total Risk | Severity | Likelihood | Total Risk |
| **This is in addition to the Government statement on Hand Washing for 20 seconds, not touching your faces and social distancing.**  **All of these controls will be subject to regular monitoring by the bar staff and committee members.** | | | | | | | | | | |
| **Internal** | | s | L | T |  | S | L | T |  |  |
| Bar area | | 5 | 5 | 25 | Payments by contactless where possible  Same bar staff at all times  Bar staff to only be from same household or one other (bubble) household  Hand sanitiser available at all times  Sanitiser to be used after every transactions  Bar staff responsible for keeping a record of everybody using the club (record must be kept for 21 days)  When collecting drinks, only one member at the bar at any one time, ensuring social distancing | 5 | 1 | 5 |  |  |
| Entering internal area  Internal areas | | 5 | 5 | 25 | Hand sanitiser station to be placed upon entrance  QR scan point in entrance area  All members to sanitise hands when entering building  Seating to be set out to ensure social distancing  Seating is not to be moved  Social distancing to be adhered to at all times  Snooker room, pool room and ball pit are cordoned off and out of use  Darts can be played with own darts, but electronic scoreboard is not to be used  Ordering of drinks is to be done by text message to the bar staff  Groups to be of same household and a maximum of one ‘bubble’ household (ensuring social distancing if from the bubble household)  Constant monitoring of the rules by bar staff and committee members. Anybody found breaking any rules will be given one reminder and asked to leave the club if they do so again. | 5 | 1 | 5 |  |  |
| External Areas | | 5 | 5 | 25 | Bowls green only to be used as per the bowls section booking system  No use of communal equipment  Play area can be used (as per Government guidance). Children to be supervised and wiping of equipment before and after use  External drinking areas to be kept to social distancing  Groups to be of same household and a maximum of one ‘bubble’ household (ensuring social distancing if from the bubble household) | 5 | 1 | 5 |  |  |
| Travel around the club | | 5 | 5 | 25 | One way system in place externally for entering and exiting the club – From the car park, take the left entry and when leaving, leave to the left so that there is no cross over around the bowls green  One way system in place internally.  One way system designed to try to keep social distancing.  Signage in place (no entry/exit only/one way etc.) | 5 | 1 | 5 |  |  |
| Separate entrances and exits | | 5 | 5 | 25 | Enter in via the far left hand door only.  Exit via the middle set of doors if you are drinking outside.  Exit via the rear doors if you have used the toilet and return vi the main left hand door. | 5 | 1 | 5 |  |  |
| PPE usage  Use of masks  Use of Gloves | | 5 | 5 | 25 | Screen up at bar  2 metres between people when walking, standing or sitting is mandatory.  Bar staff may choose to wear face coverings by choice. They should keep them clean and dispose of them after use. | 5 | 1 | 5 |  |  |
| Kitchen Area | | 5 | 5 | 25 | No food to be served or available.  Kitchen area to remain locked. | 5 | 1 | 5 |  |  |
| Toilets | | 5 | 5 | 25 | Adjacent cubicles are to be cordoned off and not used  Adjacent urinals are to be cordoned off and not used  Adjacent hand basins are to be cordoned off and not used  Additional hand washing signage  Soap dispensers to be kept replenished at all times  In the WC, do not engage in conversation with other user  All WC’s are subject to a cleaning regime  Hand washing facilities to be used regularly to clean hands | 5 | 1 | 5 |  |  |
| First aid requirements | | 5 | 5 | 25 | Wash hands after any first aid treatment.  If Covid19 suspected then maintain 2m distancing and request employee to wait outside the building. Notify Carl Starling incident.  Deep clean of areas if required.  Wash hands after any first aid treatment. | 5 | 1 | 5 |  |  |
| Fire | | 5 | 5 | 25 | In case of emergency please use nearest exit - trying to keep the 2m distance if possible  Muster point attendance - keep the 2m distance if possible  Wash hands upon re-entry to building | 5 | 1 | 5 |  |  |
| Communal use Equipment/Areas | | 5 | 5 | 25 | Keep to a minimum  Use of wipes to cleanse after use  Good general hygiene measures  Posters and signage on walls  Minimise touching of equipment. Wipe before and after use | 5 | 1 | 5 |  |  |
| Car Park | | 5 | 5 | 25 | Ensure one car space between cars when parking | 5 | 1 | 5 |  |  |
| Bar Staff/members not being listened to/need to escalate a concern | | 5 | 3 | 15 | Contact the bar staff or a Committee Member in the first instance  Access to HSE - <https://www.hse.gov.uk/contact/concerns.htm> or by phone on 0300 003 1647 | 5 | 1 | 5 |  |  |