

CYC RISK ASSESSMENT COVID 19

Title: Coronavirus – Club Staff	Date of Assessment: 1/06/2020	Risk Assessor: GM
Risk Assessment Reference: CYC Covid – Club staff	People involved in making this assessment: GM, Head Chef, Hospitality Manager, Commodore	
Task/ Process: Operation during Coronavirus pandemic	People at Risk: Club Staff	

Hazard: Uninformed Club Staff

Covid 19 infection due to staff failure to follow guidelines.

Pre mitigation measures score: High

Control Measures:

1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance. They are kept updated to reflect any changes in the official advice and guidance.
2. Every member of staff has been consulted and fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
3. Communication warning posters are displayed throughout all premises.
4. Plans and procedures have been communicated with all active staff.
5. reduced number of staff to return to the Club, allowing for social distancing and reducing risk for spreading the virus.
6. Phased return into the Club to allow for uninterrupted operations to the business, reduce pressure on office or building services and allow for social distancing.
7. Staggered start and finish work times will be considered.
8. PPE is available for all staff
9. Health & Safety communications are available to all Staff
10. Staff can raise concerns with their line manager

Post mitigation score: Medium to Low

Hazard: Passenger and goods lifts.

The enclosed space within the lift creates a risk of potential contamination through coughing and sneezing and contact with internal surfaces and controls.

Pre mitigation measures score: Medium

Control Measures:

1. The maximum capacity inside our lift has been reduced and floor markings used to represent this.
2. There is an increased level of regular routine cleaning and sanitising both by CYC staff who have been fully briefed and instructed by their line managers and contract cleaning when resumed
3. Cleaning stations located by lift on both levels
4. Staff are instructed to avoid using a fingertip to press buttons; instead to use the back of the knuckle or elbow and to wash hands and sanitise lift as soon as possible after use.
5. Use should be restricted to one user at a time. If that is not possible, Staff are advised to face away from other users and avoid touching surfaces.

Post mitigation score: Low

Hazard: Workstations and kitchen areas

Potential risk of transfer of virus through cross contamination

Pre mitigation measures score: High

Control Measures:

1. Workstations have been set apart, with one chef assigned its workstation, and marked with signage or tape to allow for social distancing.
2. The total number of staff in the kitchen has been reduced to 2 chefs currently.
3. When the operations resume more fully, kitchen staff will be put into teams to restrict the number of staff interacting with each other.
4. One-way system in the kitchen and chef will take their breaks and rest period in the kitchen
5. Only one person can access walk in fridges, pantries, and freezers at any time
6. Chefs will work side by side or facing away from each other.
7. Access to the kitchen is prohibited for non-kitchen staff except front serving area, pot wash and Cossh cupboard
8. Chefs must wash their hands thoroughly for 20 seconds before and after going in the kitchen and regularly throughout the day
9. Frequent sanitization of all high touch points in the kitchen, throughout the day
10. Contact at "handover" points with other staff has been minimized. Chefs are to leave food at the handover point and leave. Front of house staff can come to collect food once it is safe to do so.

Post mitigation score: Medium to Low

Hazard: Drinks' Preparation Areas

Potential risk or transfer of virus through cross contamination

Pre mitigation measures score: High

Control Measures:

1. Staff are instructed to ensure that good hygiene standards must be maintained when food or drinks are prepared.
2. When spills of food or liquids occur, they must ensure that the work surfaces are left in a clean and sanitised condition.
3. Staff must wash their hands thoroughly for 20 seconds before and after going into the drinks' preparation area.
4. Staff should make their own hot or cold drinks during the working day, and clean their hands after using high touch points such as kettle
5. if using equipment such as microwave or kettles, staff must leave them in a clean condition with all key contact points sanitised after use.
6. Staff should bring in their own prepared food and drink for lunch breaks. This is a change to the current staff food policy
- 8.. Uneaten food products must be put in a clean, sanitised, sealed wrapper, bag, or container, if they are to be stored in the communal refrigerator.
9. Staff are encouraged to take their lunch break outside
10. Drinks preparation areas and fridges have been set up in the office.

Post mitigation score: Medium to Low

Hazard: Communal facilities, entrance, toilets, stairs. etc.

Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Pre mitigation measures score: High

Control Measures:

1. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.
2. Supplies of soap and sanitising agents are provided and regularly topped-up at all hand washing stations. NHS, Public Health, and hand washing advice posters displayed.
3. Staff are instructed to clean their hands before and after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Staff must assume that all key contact surfaces (toilets, sinks, door handles, soap dispensers, etc.) could be contaminated. Objects which are visibly contaminated with body fluids must not be touched but reported to a manager.
5. Staff are instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.
6. Staff are required to ensure that coats, scarves, and other outdoor items are stored separately and away from other 's personal items.

Post mitigation score: Medium to Low

Hazard: Waste

Ill-health because of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Pre mitigation measures score: Medium

Control Measures:

1. Waste bins are provided at employee desk areas and within kitchen areas.
2. Staff are instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food, or tissues.
3. Staff are instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. All waste bins and receptacles are carefully and safely emptied daily by staff, wearing gloves and visor
5. Staff are required to have consideration with regards to discarded tissues, food, tins etc. to prevent cleaning staff being accidentally contaminated or injured.
7. PPE should be worn when taking bins out, to include gloves and visor.

Post mitigation score: Low

Hazard: Smoking shelters

Inhalation of secondhand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

Pre mitigation measures score: Medium

Control Measures:

1. Staff are advised to avoid inhaling secondhand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.

Post mitigation score: Low

Hazard: Meeting rooms

Potential risk or transfer of virus on account of close contact with other persons.

Post mitigation measures score: Medium

Control Measures:

1. Staff are instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential and kept as short as possible.
2. Staff using conference and meeting rooms are instructed to follow Government advice and maintain a 2 metres separation distance and good ventilation
3. Staff are instructed that the same 2 metres distance rule must be applied to any meetings with visitors.
4. Staff are told to avoid physical contact with visitors, such as handshakes, hugs, etc.; and to give a polite explanation of this policy if required.
5. Meeting room capacity signage will be posted to instruct on maximum capacity for that meeting room.
6. Hand sanitiser is provided within the meeting
8. Staff must not touch white boards or share white board pens in meeting rooms to reduce risk of cross contamination.

Post mitigation score: Low

Hazard: Workstations, ICT, and telephony equipment

Direct contact with potentially cross contaminated workstations, ICT or telephony equipment may cause adverse coronavirus health effects.

Pre mitigation measures score: High

Control Measures:

1. Staff are advised to ensure that their workstations, ICT, and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day using suitable wipes and cleaners that do not damage equipment.
2. Staff are instructed not to use each other's ICT equipment, to prevent accidental cross contamination
3. Telephone equipment is cleaned at the end of each working day by the user.
4. Staff are advised not to share phones, headsets, and personal mobile phones with others to prevent accidental cross contamination
5. Staff are to only sit/work at their allocated workstation and not hot desk or use other desk locations
6. Space have been reorganised so staff do not sit facing each other
7. Any ICT equipment that is unserviceable must be reported to your line manager. No other equipment is to be used from other locations to reduce risk of cross contamination.

Post mitigation score: Medium to Low

Hazard: Close contact

Staff working on the premises may be at risk of exposure to other Staff or visitors who are carrying coronavirus, knowingly or unknowingly,

Pre mitigation measures score: High

Control Measures

1. Staff are instructed to avoid close face-to-face contact or touching other Staff, visitors, etc. and follow the 2 metres social distancing rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.
4. A protection screen is to be used in the reception area and in other areas where heightened risk of exposure has been identified.
5. Directional signage will be in place on all floor areas to allow for social distancing.
6. One-way systems are implemented (where applicable) to allow for social distancing. This will be denoted by signage, posters, or hazard tape.
7. Controls are implemented on all access and egress to buildings.
8. Tea/coffee corner by the kitchen to be limited to one person at a time. Signage or tape markings will highlight this control.
9. Any visitors or contractors to sites are to sign the contractor's book, using their own pen, and sanitizing hands afterwards.
10. Contractors to sites will be given to read CYC guidance and ask to follow the additional control measures put in place.
11. Visitors to sites are to be limited and if possible, video conferencing software will be utilised to reduce face to face contact.

Post mitigation measures score: Medium to low

Hazard: Cold / Infections

There is a risk that any cold and or infection could be consistent with COVID-19 symptoms and that accidental cross infection could be transmitted to others.

Pre mitigation measures score: Medium

Control Measures:

1. Where symptoms of a cold/infection start at work. Staff are required to notify their line manager immediately via phone or email.
2. Staff who are currently self-isolating due to having tested positive for COVID 19, experiencing symptoms or have a family member who has tested positive or is exhibiting symptoms must not return to work and inform their line manager.
3. Staff are advised to isolate in accordance with Government guidelines

Post mitigation score: Low

Hazard: Emergency Evacuations

Inhalation of smoke or exposure to fire leading to injury or fatality

Pre mitigation measures score: Medium

Control Measures:

1. Trained fire wardens are in place.
2. Staff are to follow the emergency evacuation procedures for their relevant location.
3. In an emergency, for example, an accident or fire, Staff do not have to stay 2 metres apart as it would be unsafe to do so.
4. PEEP's (personal emergency evacuation plans) are in place for those Staff who require assistance during an emergency evacuation from the premises.
5. All Staff are to wash or sanitise their hands at the earliest opportunity.

Post mitigation score: Low

Hazard: First Aid Provision

Lack of first aid provision leading to injury, further injury, or prolonged pain.

Pre mitigation measures score: Medium

Control Measures:

1. Trained emergency first aider on site
2. All first aiders provided with face guards to reduce risk of cross-contamination
3. Additional first aid equipment provided in first aid boxes to reduce risk to first aiders. CPR shields and disposable masks provided.

Post mitigation score: Low

Documents Associated with this Risk Assessment:	Bright HR Toolbox for staff, HM govt guidelines, Peninsula business Safe
Review Date:	Reviewer: