

CYC RISK ASSESSMENT COVID 19

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| Title: Coronavirus – Use of the Sloop toilets | Date of Assessment: 22/06/2020 | Risk Assessor: GM |
| Risk Assessment Reference: CYC Covid 19 – staff and members | People involved in making this assessment: GM, Hospitality Manager, Commodore | |
| Task/ Process: Operation during Coronavirus pandemic | People at Risk: Club Members, Club Staff, Guests or Visitors | |

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| Hazard: Uninformed users (Members and Staff) Covid 19 infection due to 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 circulated and can be found on the CYC website. 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. Members have been sent the link to the COVID19 guidelines and are reminded to familiarise themselves with them on a weekly basis. |
| 4. Communication posters are displayed throughout all premises, to remind users of the procedures in place including Social distancing |
| 5. Plans and procedures have been communicated with all active staff. |
| 6. To prevent non-members using the facilities, the sloop doors will be kept shut and access will be made either via the keypad or the swipe card reader. |
| 7. Members should bring face covering to use when social distancing cannot be maintained |
| 8. PPE is available for all staff |
| Post mitigation score: Medium to Low |

Hazard: Tea Bar Preparation Areas

Potential risk or transfer of virus through cross contamination

Pre mitigation measures score: High**Control Measures:**

- 1 The tea bar is currently out of bounds and should not be used
- 2 All equipment has been removed and the boiler has been switched off

Post mitigation score: Medium to Low

Hazard: Close contact

Members and Staff visiting the Club may be at risk of exposure to other Staff or members who are carrying coronavirus, knowingly or unknowingly.

Pre mitigation measures score: High**Control Measures**

1. Members and Staff are reminded to avoid close face-to-face contact or touch 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. Directional signage is in place on all floor areas to allow for social distancing.
4. One-way systems are implemented (where applicable) to allow for social distancing. This will be denoted by signage, posters, or hazard tape.
5. In situations when social distancing is not possible, members and staff should wear face covering.
6. Controls are implemented on all access and egress to buildings.
7. Members and staff should wash/ sanitise their hands using the sanitisers provided by the Club in the Sloop.

Post mitigation measures score: Medium to low

Hazard: Communal facilities, entrance, toilets.

Risk of overcrowding in toilets and 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. Signposting is in place to remind the importance of social distancing
2. Only three toilets are accessible: one cubicle in the gents, one in the ladies and one disabled loo
3. Only one person is allowed in the gents or ladies at any one time and notices are in place reminding members that this is the case.
4. There are stickers on the floor showing how to queue in the sloop, with a separate queue for gents and ladies
5. Children under 12 are not allowed in the sloop on their own and should be accompanied by a responsible adult to ensure they maintain social distancing
6. The changing rooms and the showers remain out of bound until further notice
7. The shower head has been removed from the disabled toilets and signage reminds members that the shower must not be used.
8. The doors to the ladies and gents are wedged opened to minimise high touch points
9. Toilets and communal areas are cleaned daily to a higher specification
10. Supplies of soap and sanitising agents are provided and regularly topped-up. NHS, Public Health, and hand washing advice posters displayed
11. Sanitisation station are available for use by members and clearly labelled.
12. All users 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.
13. All users must assume that all key contact surfaces (toilets, sinks, door handles, soap dispensers, etc.) could be contaminated and therefore sanitise or wash their hands as soon as possible after touching such key contact surfaces.
14. All users are instructed to ensure that the toilet lid is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.
15. All users are requested to keep the toilet clean after use.
16. The rest of the Club remains out of bound

Post mitigation score: Medium to Low

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| 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: |
| <p>1. Waste bins are provided in the sloop and toilets.</p> <p>2. Members are instructed to not put their hands directly into general waste bins or receptacles as they may contain contaminated products, food, or tissues.</p> <p>3. Members 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.</p> <p>4. All waste bins and receptacles are carefully and safely emptied daily by staff, wearing appropriate PPE</p> <p>5. Members are required to have consideration with regards to discarded tissues, food, tins etc. to prevent cleaning staff being accidentally contaminated or injured.</p> |
| Post mitigation score: Low |

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| Documents Associated with this Risk Assessment: | Bright HR Toolbox for staff, HM Gov guidelines, Business Safe |
| Review Date: | Reviewer: |