

## CYC RISK ASSESSMENT COVID 19

<b>Title:</b> Coronavirus – Club reopening	<b>Date of Assessment:</b> 29/06/2020	<b>Risk Assessor:</b> GM
<b>Risk Assessment Reference:</b> CYC Covid – Members and Staff	<b>People involved in making this assessment:</b> GM, Hospitality Manager, Commodore	
<b>Task/ Process:</b> Operation during Coronavirus pandemic	<b>People at Risk:</b> Club members, guests, visitors and Club Staff	

### Hazard: Member to Staff Contamination

Staff working on the premises may be at risk of cross contamination from members, who are carrying coronavirus, knowingly or unknowingly.

**Pre mitigation measures score: High**

#### Control Measures:

1. Screen in the office
2. Contactless payments only; either using members card number or contactless debit card. Members are encouraged to top up in advance or on arrival at reception. No cash transactions.
3. Members must wear face covering when moving around the Clubhouse i.e. going to their table, going to the toilets or placing their order **when** social distancing can't be respected.
4. Members are reminded to wash their hands regularly for 20 seconds and make use of the sanitisers dotted around the Clubhouse.
5. Limit number of members in the Clubhouse at any one time
6. Members with symptoms such as high temperature, cough, shortness of breath, breathing difficulties or loss of sense or smell (anosmia) are asked not to come into the Club
7. Members are asked to leave if they look ill

**Post mitigation score: Low**

**Hazard: Member to Member contamination**

Risk of cross contamination and pathogens spreading by Club members, their guests or visitors.

**Pre mitigation measures score: High**

**Control Measures:**

1. One-way system around the Clubhouse
2. The use of facial covering is compulsory when walking around the Club and visiting the toilets.
3. The Club has removed all seating from the Bar which is now a socially distant waiting area
4. The Club is operating a table service for both drinks and food
5. Spacing of tables in the garden and throughout the Clubhouse have been spaced out in line with recommendation.
6. To prevent close contact at pinch point, booking time will be staggered and members will be asked to be punctual and will be made to wait in reception until the bar area is cleared.
7. A limited amount of Perspex screens are available to enable 2 households seating together indoors
8. Sanitisation of tables and chairs between each booking indoors
9. Single use menus
10. Limit on number of people using the toilets at any one time.
11. Toilets and communal areas are cleaned more frequently than before and the cleaning routine is to a higher specification
12. 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
13. 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.
14. Sanitising stations are provided throughout the Clubhouse and regularly topped-up. NHS, Public Health, and hand washing advice posters displayed
15. Users 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.
16. Coat racks and hooks are not to be used. Personal effects should be kept separately and away from other 's personal items i.e. the back of one's chair
17. The Club will follow guidance on who can sit with whom. Up to 2 households inside seating together, with either a screen or keeping 1m + apart and up to 6 people outside, keeping to 1m + if from different households
18. Signage in place throughout the Clubhouse and gardens reminds members and visitors of the Club's policy and social distancing measures. These measures have also been communicated on our website/e-newsletter and on social medias

**Post mitigation score: Low**

**Hazard: Staff to Members contamination**

Members visiting the premises may be at risk of cross contamination from staff members, who are carrying coronavirus, knowingly or unknowingly.

**Pre mitigation measures score: High**

**Control Measures**

1. Every member of Staff has been consulted and fully informed of procedures and measures in place at the Club to reduce the risk of spreading coronavirus. They have also undertaken online training on minimising risks associated with Covid 19.
2. FoH staff must wear PPE: either face covering or visors.
3. Regular washing and sanitising of hands
4. Staff and members are instructed to avoid close face-to-face contact or touching other Staff, visitors, etc. and follow the social distancing rule.
5. Staff must not come to work if exhibiting any symptoms such as high temperature, cough, shortness of breath or breathing difficulties or loss of sense or smell (anosmia)
6. Staff will be asked to leave if they look ill

Post mitigation score: Low

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