

Coronavirus Risk Assessment

Potential Hazard Task Environment	How might harm occur?	Who might be harmed?	Control Measures
<p>Spread of Covid-19 Coronavirus</p>	<p>Inhalation of airborne viral particles through proximity to someone with Coronavirus symptoms</p> <p>Contact with surfaces / objects previously contaminated with Coronavirus</p> <p>Inadequately equipped welfare facilities</p> <p>Poor hygiene practices adopted</p>	<p>Staff Members, Club Members Their Guests & Contractors</p> <p>Vulnerable groups including:</p> <ul style="list-style-type: none"> o Pregnant workers o Staff Members with underlying health issues 	<p>Social Distancing Measures (Staff Members)</p> <ul style="list-style-type: none"> • Revised procedures will be adopted which allows for the maintenance of social distancing between Staff Members • Covid-19 Health questionnaires completed by all staff prior to starting work • If social distancing cannot always be adhered to, staff will be split into ‘work units’ to minimise contact with others. Individuals will work back to back where possible rather than face to face • Non-essential activities will not be carried out • Bar service is not available until further notice • Card payments (member card, debit/credit card) only until further notice • Alcohol based hand gel will be available to staff, members & guests throughout the building • Social distancing reminders to staff posters will be displayed in all back of house areas • All team members will undergo ‘COVID19’ procedures training • Staff breaks - Staff to have breaks at different times so social distancing can be maintained • All table and chairs to be sanitised between use <p>Contact Tracing (Members & Guests)</p> <ul style="list-style-type: none"> • When seated members will be required to give their name or member card number to the member of staff, members guests will be required to give their name and contact details to the member of staff • Member records are stored electronically on the Club’s software database. Member’s guests’ details will be kept for 21 days and then destroyed • A record will be kept throughout the day of; name, table number and time seated • All records to be stored securely overnight

			<p>Social Distancing Measures (Members & Guests)</p> <ul style="list-style-type: none">• Advice about the measures adopted to encourage social distancing will be provided to customers via posters and verbally• Staff to take orders at the tables, members and guests must be seated• Dedicated entrance and exits will be in place and signposted• Covid19 Secure (Government) 2020 poster will be displayed• Limits on numbers of people in each area (Lounge, Dining Room & Patio) has been calculated, displayed in each area and will be enforced• Social distancing floor tape in place• Directional arrow floor tape in place (one-way system)• Notice advising that only member card or credit/debit card transactions are being accepted, no cash• Service stations per area signs displayed• Staff available during opening hours - To answer questions and accountable for implementation of social distancing, cleaning and handwashing measures• Access to changing rooms restricted, toilets accessed from the outside only• Disable toilet for use by the disabled and staff only <p>Vulnerable Staff Members</p> <p>Any Staff Member who is pregnant or with underlying health issues likely to make them more susceptible to severe consequences of contracting Coronavirus are encouraged to speak to their line manager. Those notified by their GP as being at particularly high risk must advise their line manager that they must self-isolate.</p>
--	--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

			<p>Provision of Personal Protective Equipment (PPE)</p> <p>The business will make available the following equipment for use by Staff Members:</p> <p>- Disposable Protective Gloves</p> <p>Staff Members will be reminded that wearing gloves does not stop virus particles being taken into the body; only thorough and regular washing of hands can do this especially before touching your face. Gloves should be changed in the same circumstances as the advice for when you should wash your hands including:</p> <ul style="list-style-type: none">• After handling waste• After carrying out cleaning tasks• Before taking breaks• Between tasks and when contaminated <p>Procedures for changing gloves trained to staff and observed in practice:</p> <ul style="list-style-type: none">• Remove gloves• Dispose of gloves in a bin• Wash / sanitise hands• Put on new gloves <p>- Face Protection - Masks</p> <p>Face masks/covering will be available for Staff Members. Staff Members will be reminded of the importance of:</p> <ul style="list-style-type: none">➤ Continuing to work to the 1m+ social distancing guidelines➤ Storing the mask in a clean environment➤ Changing the mask as soon as it begins to get damp➤ Washing hands before and after removing the mask➤ Understanding that the Government advice about the wearing of face mask protection is currently only in circumstances where you are working near someone with a Covid-19 infection and where there is limited or no opportunity to maintain social distancing. The measures to maintain social distancing and / or provide a physical barrier between Staff Members and Members and guests is the main control along with washing hands➤ The choice to wear a face mask is solely at the discretion of the employee
--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

			<p>Cleaning and Waste Disposal</p> <p>Cleaning and disinfection will be increased throughout service regularly, ensuring staff are including all frequently touched areas such as counters, switches, door handles, chip and pin machines, kitchen work tops, tables, toilet doors, toilet flush handles, keyboards, any phones in use (personal phones must be shut away during working time), tills, all contact surfaces and kitchen utensils.</p> <p>Chemical in use is effective against envelope viruses (BS14476) and staff are adhering to the correct contact time. At the end of the shift staff will clean all hand touch surfaces one more time before closing.</p> <p>Timer system in use for handwashing & cleaning down of surfaces and equipment to indicate need to clean and disinfect every 30 minutes. Teams will be reminded this is not instead of, but in addition, to the regular hand washing and cleaning completed as per normal procedures.</p>
--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Covid – 19 Risk Assessment

Address of Premises: Eaton Golf Club (Norwich) Limited

Sunningdale

Norwich NR4 6SF

Date of assessment: 3 July 2020