



**RISK ASSESSMENT – KESGRAVE SOCIAL CLUB**  
***COVID 19 (Coronavirus) Control***

<b>AREA:</b>	Public Areas	<b>LOCATION:</b>	Main Hall / Members Bar / Games Room / Toilets
<b>OPERATIONS COVERED BY THIS ASSESSMENT:</b>			
Safety of Patrons to reduce the risk of spread, using Government guidelines <b>Keeping workers and customers safe during COVID – 19 (23-06-2020) <i>being updated frequently</i></b>			
<b>MAXIMUM NO. OF PEOPLE EXPOSED:</b>	<b>120 Maximum @ 1 metre.</b> Reduced for social distancing guidelines		
<b>FREQUENCY &amp; DURATION OF EXPOSURE:</b>	Friday, Saturday, Sunday (Revised monthly)		
<b>HAZARDS:</b>			
1.	Covid 19 Virus		
2.	Close contact with others, Spray effect		
3.	Contaminated areas: Barrel connections in cellar, Card machine, Alcohol bar pumps, Spirit bottles, Confectionary, Door handles, Tables, Glasses Other contact areas: Toys, Gaming machines, Pool / Snooker		
4.	Confined areas, Toilet usage, entry / exit and distancing		
5.			
<b>ACTION ALREADY TAKEN TO REDUCE THE RISK:</b>			
1.	Signage, Staff and Committee awareness, No standing at the bar, Screened serving areas, Bar staff wearing masks / face screens, Card payments where possible, Minimal use of cash (sanitizing after cash use), No live performances / loud music at present, reducing the need for people to talk close and loudly (spray effect)		
2.	Reduced admittance, (Entry and Exit doors different), Internal doors to be held open (except fire doors), Social distance signage / floor tape, Bar / Food ordering area and pick up point different,		
3.	Antibacterial cleansing regularly, hand sanitizer, Steam wash glasses, (Plastic glasses), Children's toys to be locked away, Anti bacterial wipes / hand sanitizer left at: Pool table (closed) Gaming machines, Snooker table (balls to be sanitized after use), no communal cues, only individually owned to be used		
4.	Signage, 2 x urinals in use, 1 x closet in use (gents), Antibacterial hand wash, Hand Sanitizer ( <b>Promotion of use to include signs for distancing and recommended</b>		

	<p><b>regular hand washing for 20 seconds</b>), Toilet surfaces to be cleaned during opening hours and thorough cleaning prior to opening</p> <p>5. Where possible maintain a 2 metre separation distance, reducing to 1 metre at busier times, reconfiguring table setting. At present 2 households up to 6 people (or large families) Adhering to government guidelines</p>
<b>EXISTING GENERAL CONTROL MEASURES:</b>	
1.	Hand sanitizer stations in main hall entrance and toilets ( <b>Promotion of their use</b> )
2.	Tables and chairs set out at guideline distance, families living together will have access to more seating (keeping distancing appropriate)
3.	Staff and Committee regularly using anti bacterial wipes / spray to clean (possibly) contaminated areas, regularly,
4.	Urinals not being used, will be closed off using tape and plastic bags,
5.	Temporary attendance records kept for 21 days, to include: Name, Date and contact number (with consent) <b>NHS Test and Trace</b>
<b>FURTHER ACTION REQUIRED:</b>	
1.	<p>Use Facebook / media screens / signage to provide clear guidelines on expected customer behaviours, social distancing and hygiene, before or on arrival at the premises. Explaining that failure to observe and adhered to the safety measures, will result in service not being provided.</p> <p>Staff and Committee will be assisting with the implementation of the COVID -19 safety measures, abuse by members / guests, will not be tolerated and temporary removal from the club, will be the resulting action.</p> <p>In the event of an emergency, where someone is in need of first aid treatment or in the event of a fire and Social distancing is not possible. The social distancing guidelines, <b>DO NOT HAVE TO BE COMPLIED WITH.</b> However, anyone involved in the provision of assistance to others, must pay particular attention to sanitizing measures, immediately afterwards. To include: washing hands, and possibly changing of clothes, if contaminated</p>
2.	Ongoing updated guidelines adhered to, as issued

<b>SSOW Ref:</b>				
Using the statements below, consider the possible outcomes				
<b>Likelihood</b>			<b>Possible frequency</b>	<b>L</b>
<b>Very likely:</b> Expected to occur in most circumstances,			Daily	5
<b>Likely:</b> Strong possibility of occurrence			Weekly	4
<b>Quite Possible:</b> Might occur at some time			Monthly	3
<b>Possible:</b> Not expected to occur			Annually	2
<b>Unlikely:</b> Will only occur in exceptional circumstances			1 in 10 years	1
Put <b>L</b> value in each line against its corresponding outcome. Multiply <b>Outcome</b> by <b>L</b> for sub risk				
<b>Outcome</b>	<b>Likelihood</b>	<b>L</b>	<b>Sub Risk</b>	<b>Highest Risk</b>
<b>5</b> Major: Single fatality	1		5	<b>12</b>
<b>4</b> Moderate: Life changing injury	1		4	
<b>3</b> Mod, Minor: Hospital treatment needed	4		12	
<b>2</b> Minor: First aid needed	1		2	
<b>1</b> Insignificant: Non first aid injury	1		2	
<b>5 – 9 Low</b>	<b>10 – 13 Medium</b>	<b>14 – 17 High</b>	<b>18 – 25 very high</b>	
<b>Further Action Required:</b> (Once completed, add to <b>Action Taken</b> and re-assess the risk)				
<b>SIGNED:</b>  <i>Key</i>  <i>H</i>	<b>First Assessed by:</b>	K Harris	<b>Date</b>	28-07-2020
	<b>Assessed by:</b>	Committee	<b>Date</b>	
	<b>Position:</b>	Health and Safety / Committee		
	<b>Signed by:</b>	<i>Key H</i>	<b>Date</b>	28-07-20
<b>HEALTH AND SAFETY</b>	<b>CURRENT REVIEW:</b>	28-07-2020	<b>REVIEW DATE:</b>	27-07-2023

The Risk Assessment review date will be within 3 years, or when any part of the risk changes