

**LINDLEY LIBERAL CLUB**

**RISK ASSESMENT FOR CORONAVIRUS – ON RELAXING LOCK-DOWN**

THIS IS A RISK ASSESMENT FOR THE DEALING WITH THE COVID-19 SITUATION IN THE WORKPLACE.

HAZARDS	WHO IS AT RISK	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTION BY WHOME	DONE
<b>SPREAD OF COVID-19</b>	STAFF, CUSTOMERS, VUNRABLE GROUPS – ELDERLY, PREGNANT, PEOPLE WITH UNDERLYING HEALTH CONDITIONS. CONTRACTORS ANYONE WHO COMES INTO CONTACT WITH ANYONE ASSOCIATED WITH THE BUSINESS	<p><b>HYGIENE –</b> <u>Hand washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities available with soap and water</li> <li>• Stringent hand washing to be implemented for staff and customers</li> <li>• Staff to hand wash on entering bar</li> <li>• Staff encouraged to protect skin by using emollient cream if required, due to excessive hand washing whilst at work</li> <li>• Hand towels as well as hand-dryers available for use</li> <li>• Hand sanitisers in entrance to club and around club for staff and public use</li> <li>• After collecting dirty glasses hands always to be washed or sanitised prior to handling clean glasses / drinks</li> </ul>	<p>Employees to be reminded on a regular basis to wash hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Remind to catch sneezes and coughs in a tissue and dispose of, washing hands immediately after.</p> <p>Encourage staff to report any skin problems and carry out skin checks on a regular basis</p> <p>Posters and notices and other material for display as a reminder to all</p> <p>Glass collector employed for ‘dirty jobs’ ie collecting dirty glasses and cleaning tables and touch areas</p>	Policy for hand hygiene completed	

		<p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>• Frequent cleaning and disinfecting of surfaces and items regularly touched ie door handles, bar rail and bar with appropriate cleaning products and methods</li> </ul> <p><u>Social distancing</u></p> <ul style="list-style-type: none"> <li>• Social distancing by reducing the number of persons working behind the bar to comply with the Government social distancing requirement.</li> <li>• To review work schedules and alternative work that can be carried out by bar staff, ie cleaning, glass collecting, door monitoring etc</li> <li>• Re-designing the processes of the club to ensure social distancing in all areas ie entrances, bar areas, smoking areas and toilets</li> <li>• Additional PPE equipment to be made available following discussion</li> </ul>	<p>Complete disinfect/clean off all areas to be carried out prior to re-opening Rigorous checks and cleaning will be carried out and logged to ensure all the necessary procedures are being followed</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in and outside the workplace. Management checks to make sure this is adhered to</p> <p>Posters and notices and other material to be displayed to remind staff and customers to adhere to this</p>	<p>Policy for social distancing completed</p>	
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		<p><b>MENTAL HEALTH</b></p> <ul style="list-style-type: none"> <li>• Management will promote mental health &amp; wellbeing awareness to staff and will offer whatever support they can to help</li> </ul>	<p>Regular communication with staff and an open door policy for those who need additional support</p>		

		<p><b>High risk staff (pregnant women, pre-existing medical conditions)</b></p> <ul style="list-style-type: none"> <li>• Identify those staff in high risk groups</li> <li>• These groups should remain at home and follow government recommendations</li> </ul> <p><b>Delivery operatives</b></p> <ul style="list-style-type: none"> <li>• All deliveries to be made via the beer drop entrance</li> <li>• Prior notice by telephone to be made to ensure the door is open</li> <li>• Social distancing must be adhered to at all times</li> <li>• Hand wash and sanitiser will be provided for use</li> <li>• Staff will use own pens for signatures required</li> <li>• PPE ie gloves, masks are available for use of staff</li> <li>• Delivery operatives should be aware of their own company risk assessments and procedures to follow</li> </ul>	<p>Discussions with all staff of high risk groups on returning to work, any additional requirements to make them feel safe and protected</p> <p>Copy of risk assessment to be put in clear view of cellar. All companies to be made aware of delivery entrance and contact telephone number as club may not be open.</p>		

		<p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>• Good ventilation can assist in diluting particles in the air.</li> <li>• It is not proven that air conditioning units spread/contribute to the spread of Covid-19</li> <li>• Doors to be propped open between rooms, windows at far end of concert room to be open and back door propped open</li> </ul>	<p>Air conditioning to be serviced prior to re-opening and all units disinfected</p>		
		<p><b>SYMPTOMS OF COVID-19</b></p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with a continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</li> <li>• If advised that a member of staff or customer has developed Covid-19 and were recently on our premises, including where a member of staff has visited other work place premises or domestic premises, the management to contact the Public Health Authority to discuss the case, identify people who have been in contact with them and take</li> </ul>	<p>Communication and cascading of messages through line managers will be regularly carried out to ensure support to employees in this fast changing situation.</p> <p>Managers to support staff who are affected by coronavirus or has a family member affected</p>		

		advise on the actions or precautions that should be taken			
		<p><b>TRACING</b></p> <ul style="list-style-type: none"> <li>Members only to enter building with use of members card to enable tracing if required with door system. Information can also be obtained from the tills</li> </ul>	Door management system allows reports of customers in and at what time to be pulled off Samtouch. CCTV enables close contacts to be found and informed if necessary		

Review date - Ongoing – updated 26.10.20

Responsible person – Dawn Fawcett, Secretary