

# Marple Sports Club COVID-19 Risk Assessment

<b>Activity:</b> Reopening the Members' Lounge and Bar in light of COVID-19	<b>Assessed by:</b> Laurence Saunders & Martin Poynter
<b>People at Risk:</b> Staff, members, visitors, cleaners, contractors, vulnerable groups – older people, pregnant workers, and those with underlying health conditions. Anyone else who makes physical contact in relation to the club.	<b>Assessment Date:</b> 01/07/2020 (UPDATED 07/07/2020 to add use of function room) (UPDATED 24/09/2020 with latest govt. restrictions)

Covid-19 is a new illness that can affect lungs and airways. It is caused by a Coronavirus called SARS-CoV-2. Symptoms can be mild, moderate, severe, or fatal.

**UPDATE: the club can be fined up to £10,000 for not enforcing the 'rule of 6', social distancing or the wearing of face coverings**

Hazard	Existing Control Measures	Additional Controls	By who?	By when?	Done
Spread of the COVID-19 Coronavirus	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>See hand washing guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Drying of hands with disposable paper towels. <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>Staff encouraged to protect the skin by applying emollient cream regularly: <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>Gel sanitisers in any area where washing facilities not readily available, such as entry and exit points</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – follow “Catch it, Bin it, Kill it” – and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme. <a href="https://www.hse.gov.uk/food/dermatitis.htm">https://www.hse.gov.uk/food/dermatitis.htm</a></p> <p>Ensure you display the Dermatitis poster at hand wash basins and throughout the premises. <a href="https://www.hse.gov.uk/skin/posters/skindermatitis.pdf">https://www.hse.gov.uk/skin/posters/skindermatitis.pdf</a></p> <p>Hand sanitiser station to be set up at entrance to Members' Lounge.</p>			

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	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, tabletops, etc. using appropriate anti-viral cleaning products and methods.</li> </ul> <p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>UPDATE: The maximum number of people in a group from different households or support bubbles that can meet inside or outside the clubhouse is 6 people (the 'rule of 6').</li> <li>Maintaining social distancing (2m, or 1m with risk mitigation where 2m is not viable) from customers when taking orders or serving customers. <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></li> <li>A one-way system has been established in the Members' Lounge, the function room and through onto the terrace.</li> <li>Access to the toilets in the Members' Lounge is limited to only one person at a time. The outer lobby door will be propped open and only one person at a time will be allowed through the lobby to use <i>either</i> the male or female toilets – <i>not</i> one person in each.</li> </ul>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Cleaning regimes for toilet facilities should be more frequent than under normal circumstances. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>The maximum number of people the club can accommodate is 13 tables of 6 in the function room (= 78 people) and 9 tables of 5 in the members; lounge (= 45 people). This makes a total of 123 people.</p> <p>Staff and customers to be reminded on a daily basis of the importance of social distancing both inside the club and outside of it. Management checks to ensure this is adhered to. Relevant signage to be displayed.</p> <p>Display signage indicating the one-way system.</p> <p>A safe-distanced 'waiting area' is marked out in the members' lounge.</p>			

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	<ul style="list-style-type: none"> <li>• Use of the function room toilets is limited to only two people in the gents and only two people in the ladies at a time.</li> <li>• Tables and chairs will be set out to maintain social distancing, as per the published plan.</li> </ul> <p><b>Minimise Contact</b></p> <ul style="list-style-type: none"> <li>• Table-service only. No drinks to be served from the bar nor empty glasses returned to the bar by customers.</li> <li>• Customers must remain seated at all times except when entering, leaving or visiting the toilet.</li> <li>• UPDATE: Face coverings must be worn at all times when entering or leaving the premises and when otherwise not seated</li> <li>• UPDATE: Last orders will be called at 09:30 PM and all customers must be off the premises by 10:00 PM</li> <li>• The bar will only accept contactless payment. No cash to exchange hands.</li> <li>• Drinks will be served, and empty glasses collected, on a tray, which will only be touched by the bar staff.</li> <li>• Perspex screens separate staff behind the bar from customers.</li> <li>• PPE, including masks and visors, are available to the staff.</li> </ul>	<p>Customers are not to reposition tables or add more chairs around a table.</p> <p>UPDATE: this is now compulsory</p> <p>UPDATE: this is now compulsory</p> <p>this is compulsory</p> <p>this is compulsory</p> <p>Members to be encouraged to put cash on their membership cards to minimise the use of the card readers.</p> <p>UPDATE: face coverings are now compulsory for staff</p>			

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	<p><b>Self-Isolation</b></p> <p>Do not enter the club (i.e. stay at home) if:</p> <ul style="list-style-type: none"> <li>• you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)</li> <li>• you are waiting for a coronavirus test result</li> <li>• you have tested positive for coronavirus – this means you have coronavirus</li> <li>• you live with someone who has symptoms, is waiting for a test result or has tested positive</li> <li>• someone in your support bubble has symptoms, is waiting for a test result or has tested positive</li> </ul> <p><b>Track and trace</b></p> <ul style="list-style-type: none"> <li>• UPDATE: The new NHS Covid-19 app for smart phones can be used instead of the written club record</li> <li>• A record must be kept for 21 days of all customers and visitors to the premises to assist in the government’s track and trace system.</li> <li>• The club will operate a ‘Members Only’ policy, in the first instance (i.e. no unaccompanied guests), to aid tracking via the membership number in the EPoS System (the electronic till).</li> </ul>	<p>If you suspect you may have Covid-19 you are encouraged to seek a test:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</a></p> <p>The club will display posters with the QR code that can be scanned by the NHS Covid-19 app</p> <p>These details should be maintained securely in a manner consistent with Data Protection law.</p> <p>The government has confirmed that only one person’s details per visiting ‘group’ need to be kept.  <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></p>			

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	<p><b>Deliveries</b></p> <ul style="list-style-type: none"> <li>• Ensure that delivery drivers remain safe when delivering goods and allow them access to adequate welfare facilities, such as the toilet.</li> </ul> <p><a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p>				