

COVID-19 Risk Assessment

Company name: Littlebourne Recreation Club

Assessment carried out by: LRC Committee

Date of next review: 24/10/2020

Date assessment was carried out: 24/09/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Toilets - Contracting or spreading coronavirus by not washing hands or not washing them adequately	Bar Staff Members Cleaners Visitors	<ul style="list-style-type: none"> - Provide water, soap and drying facilities - Provide information on how to wash hands properly and display posters - Provide hand sanitiser for the occasions when people can't wash their hands. - No more than 2 people in each toilet at one time - Place tape on the floor outside the toilets and provide notice to Members & visitors outside toilets. 	<ul style="list-style-type: none"> - Wedge Toilet Doors open whilst Club is open to avoid the need to touch doors - Provide Sanitisation Stations with Hand Sanitiser on placed at every entrance 	Bar Staff or those opening the Club Bar Staff or those opening the Club	Ongoing Ongoing

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<p>Main Corridor</p> <ul style="list-style-type: none"> - Contracting or spreading coronavirus in common use high traffic areas 	<p>Bar Staff Members Cleaners Visitors</p>	<ul style="list-style-type: none"> - Hazard Tape down the centre of the corridor to create a one way system - Members asked to not congregate in Main Corridor - Clear corridor of all obstructions to promote maximum social distancing. - Display "Keep Left" signs to aid one way system 	<ul style="list-style-type: none"> - None 	<p>N/A</p>	<p>N/A</p>
<p>Changing Rooms</p> <ul style="list-style-type: none"> - Contracting or spreading coronavirus whilst using changing room facilities for sporting matches. 	<p>Members Cleaners</p>	<ul style="list-style-type: none"> - Changing Rooms are closed/locked and teams are advised to arrive in their playing kit. - Changing rooms can be opened for individuals who need to access kit or equipment on a case by case basis. 	<ul style="list-style-type: none"> - Keep changing rooms locked at all times unless one member needs access to obtain equipment. 	<p>Bar Staff</p>	<p>Ongoing</p>

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Pool Room - Contracting or spreading coronavirus whilst using the pool room.	Members Cleaners Visitors	<ul style="list-style-type: none"> - Due to its small size and poor ventilation, the pool room will remain locked/closed. 	<ul style="list-style-type: none"> - Ensure Pool Room is locked at all times 	Bar Staff	Ongoing
Main Club - Contracting or spreading coronavirus in common use high traffic areas	Bar Staff Members Cleaners Visitors	<ul style="list-style-type: none"> - Reducing the number of members allowed in the club at any one time. – No more than 40 - Table Service only – All members to remain seated at a table. Tables are set out in a COVID Secure way to promote Social Distancing - Face Coverings to be worn on entering, leaving and when visiting the toilets. - Hand Sanitiser placed at each entrance - Social Distancing Posters are displayed around the club premises 	<ul style="list-style-type: none"> - Monitor and break up blatant breaches in social distancing guidelines. - Shut the bar temporarily or permanently for the day, if breaches of social distancing continues. 	Bar Staff & any onsite Committee Members at the time. Bar Staff	Ongoing Ongoing

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<p>Main Club continued...</p> <ul style="list-style-type: none"> - Contracting or spreading coronavirus by not cleaning surfaces - Contracting or spreading of coronavirus during shift changes 	<p>Bar Staff</p> <p>Members</p> <p>Cleaners</p> <p>Visitors</p>	<ul style="list-style-type: none"> - Regular cleaning of tables, chairs and the Bar with antibacterial spray throughout the day. - Only 2 Members of Bar Staff allowed behind the bar at any one time (Ideally from the same household) - If only one person is on the bar and they require support, then an authorised person nominated by the Bar Staff member at the time can support. - If this person is not within the same household or "Support Bubble" then a 2m distance should be adhered to, or 1m with risk mitigations. 	<ul style="list-style-type: none"> - Continue to clean surfaces regularly. - On shift change overs, the initial bar staff team need to leave the Bar Area immediately to allow the new bar staff team to sanitise their work area. Unless they are within the same household or support bubble. 	<p>Bar Staff</p> <p>Bar Staff</p>	<p>Ongoing</p> <p>Ongoing</p>

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<p>Juke Box</p> <ul style="list-style-type: none"> - Contracting or spreading coronavirus by using the Juke Box - Contracting or spreading coronavirus from excessive singing/chanting 	<p>Bar Staff</p> <p>Members</p> <p>Cleaners</p> <p>Visitors</p>	<ul style="list-style-type: none"> - The decision has been made to keep the Juke Box turned off for the following reasons. <ul style="list-style-type: none"> • The Juke box cannot feasibly be wiped down and sanitised after every use • The Juke Box promotes loud singing / chanting which currently goes against Government Guidelines. 	<ul style="list-style-type: none"> - Ensure that the Juke Box is kept switched off - Background music can be played through the TV 	<p>Bar Staff</p> <p>Bar Staff</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>Fruit Machine</p> <ul style="list-style-type: none"> - Contracting or spreading coronavirus by using the Fruit Machine 	<p>Bar Staff</p> <p>Members</p> <p>Cleaners</p> <p>Visitors</p>	<ul style="list-style-type: none"> - The Fruit Machine will remain switched off as it cannot feasibly be wiped down and sanitised after every use. 	<ul style="list-style-type: none"> - Ensure the Fruit Machine is kept switched off 	<p>Bar Staff</p>	<p>Ongoing</p>

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Live Music <ul style="list-style-type: none"> - Contracting or spreading coronavirus associated with aerosol production from raised voices, such as speaking loudly or singing loudly. 	Bar Staff Members Cleaners Visitors	<ul style="list-style-type: none"> - Due to the current guidelines, although live performances can be held, it's noted that live performances in the club can attract a large following and also promote Singing/Chanting. - Therefore, until further notice, all live performances will be cancelled. 	<ul style="list-style-type: none"> - None 	N/A	N/A
Ventilation <ul style="list-style-type: none"> - Contracting or spreading coronavirus through poorly ventilated areas 	Bar Staff Members Cleaners Visitors	<ul style="list-style-type: none"> - All external doors kept open to ensure maximum fresh air supply is provided to all areas of the club where possible. 	<ul style="list-style-type: none"> - Open all windows to the main club when appropriate to do so 	Bar Staff	Ongoing

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/