

Activity

Covid 19 (Clubhouse)

Date of Assessment

03/07/20

Location:

Job Title:
Senior Manager

Risk Assessment Carried out by:
Risk Table

Signature
SJPacker

Date of Review
17/08/20

Likelihood

Very Unlikely

Unlikely

Fairly Likely

Likely

Very High

Severity

Insignificant 1 Minor 2 Moderate 3 Major 4 Fatality 5

1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Reviewed By:

	Low risk areas
	Medium risk areas
	High risk areas

Can be considered as a trivial risk area with no action required

Efforts should be made to reduce the risk, assessing the cost of prevention against the likelihood of the event

You must consider suspending the operation until adequate controls are introduced and the risk is re-evaluated

ACTIVITY	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK		
			L	S	R/L		L	S	R/R
<ul style="list-style-type: none"> Serving of beer, wine, spirits etc Taking & booking orders for meals Updating & inputting 	<ul style="list-style-type: none"> Clubhouse/ Bar staff Resort guests & visitors Club Members Delivery drivers 	<ul style="list-style-type: none"> Exposure to Covid 19 Virus Coming into close contact with a person who may have the 	5	5	25	<ul style="list-style-type: none"> A maximum of 8 people per table provided they are from a maximum of two households will be permitted to sit together Screens fitted to the bar in till areas plus places where guests may queue and stand Floor marking to indicate 2 meters distancing Swipe card tab service to be moved on to the bar to allow members/Resort guests to swipe their own card to avoid card handling and help keep a cashless system 	2.5	5	12

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| <p>information on the computer system</p> <ul style="list-style-type: none"> • (Processing Payment (PDQ) machine & cash handling • Making & receiving telephone calls • Replenishing bar stocks • Changing Barrels in the cellar | <ul style="list-style-type: none"> • Cleaners • Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with the virus | <p>Covid 19 symptoms?</p> <ul style="list-style-type: none"> • Contact with contaminated Surface • (Symptoms can be mild, moderate, severe or fatal.) | <ul style="list-style-type: none"> • Wiping down of PDQ machines after customer use • Guests will be asked to sit at tables as soon as is possible avoiding groups standing • The bar area will have marker on the floor indicating 2 meters. • Tables set a 2 meters distancing and guests are asked not to move them • Doors to be left open where possible to help the flow of patrons. • Sauces to be offered in individual packets with no bottles, stopping cross contamination • Non-Restaurant/Bar Staff restricted from going behind the bar to control the touching of bar/restaurant equipment. • Glasses to be collected by staff only using gloves • Extra cleaning and disinfecting after every table and chair has been departed. • A register will be kept of people when entering the building who are not staying on site or playing golf. • Members to swipe in and out to aid track and trace • Tables to be spaced out to keep social distancing and aid the flow of people traffic using the clubhouse to moving around the clubhouse. • Sanitiser stations will be in place and customers will be asked to use it. • Re-assess ventilation/extraction systems employed in Clubhouse area. • Avoid people working face-to-face. For example, by working side-by-side or facing away from each other. • Remind customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines. |
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- Frequent cleaning of work areas and equipment between uses. Making sure that there are adequate disposal arrangements for cleaning products.
- Provision and use of Personal Protective Equipment (PPE) Disposal gloves and face masks
- (Staff to be reminded that wearing of gloves is not a substitute for good hand washing.)
- Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).
- Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.
- Staff to be reminded on a daily basis of the importance of social distancing in the workplace
- Management checks to ensure these control measures are adhered to, and that, this assessment is reviewed on a regular basis in accordance with Government guidelines

