



NORTH REDDISH
WMC

Risk Assessment:
COVID-19

Version:
1.0.2

Status:
Final

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Version Control

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16/06/2020	0.0.1	Rob Jones	Initial draft of document	Draft
18/06/2020	1.0.1	Rob Jones	Publication of document	Final
25/06/2020	1.0.2	Rob Jones	Edited in-line with Government guidance released 23/06/2020	Final

Distribution List

Secretary	Assistant Secretary
President	Vice President
Trustees	Management Committee
Members	

A copy of this Risk Assessment to be displayed on Notice Board and posted onto Club Website – www.northreddishwmc.co.uk

COVID-19 Risk Assessment

Version 1.0.2

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or in some cases it can prove fatal.

What are the Hazards?	Who might be Harmed?	Controls Required	Additional Controls	Action by Who?	Action by When?
Spread of COVID-19 Coronavirus	<ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions - Anyone else who physically comes in contact with you in relation to your business 	<p>Hand Washing</p> <ul style="list-style-type: none"> - Hand washing facilities with soap and water in place. - Stringent hand washing taking place. - See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ - Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ - Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ - Gel sanitisers in any area where washing facilities not readily available <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles and surfaces using appropriate cleaning products and methods. Audit log to be maintained.</p> <p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, to reduce number of workers on site at any one time.</p>	<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. 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 https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by Bar manager and Officers of the Club to ensure that the necessary procedures are being followed. Cleaners to remain in designated room whilst cleaning and staggered shift start times. PPE to be worn. Audit log to be used for cleaning rota.</p> <p>Staff and customers to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>Bar Manager</p> <p>Bar Manager / Secretary</p> <p>Bar Manager / Secretary / Committee</p>	<p>All Ongoing</p>

		<p>Redesigning processes to ensure social distancing in place.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in break area and smoking area.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>RPE</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>The Bar Manager will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed COVID-19 and were recently on our premises (including</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. 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). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Temperature checks of staff at the start of shift and staff to wash hands immediately prior to starting work.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Temperature checks of customers prior to entry. Anyone with a temperature over 37.8°C will be refused entry. Randomised testing. We will also clearly display a warning at the entrance for members to ensure they are fit and healthy prior to entering.</p>	<p>Bar Manager</p> <p>Bar Manager</p> <p>Bar Manager</p>	
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