

# Covid-19 Clubhouse Master Risk Assessment

Issue: 4



(1) Activity / Area of Concern	(2) Hazards Identified	(3) Persons At Risk	(4) Current Risk Factor	(5) Actions to be taken to Minimise each Risk	(6) New Risk Factor
General	Transmission via Customer Contact	Staff, Volunteers, Customers and Visitors	Med	<p>Information regarding current Clubhouse rules and national &amp; local restrictions relating to Covid-19 and Venues must be shared prior to opening of the facility via the Clubs website &amp; media, through team management volunteers, staff briefings and at the times of booking for events. Parents/Guardians/coaches must accompany and be responsible for their children whilst in the clubhouse.</p> <p>Potential customers should be informed that they should not come to the Clubhouse if they are already showing symptoms of Covid-19 (a new consistent cough, high temperature, loss of smell, or loss of taste).</p> <p>Clear signage shall be displayed at all entrances and at key points around the building to help share the message and requirements of current Covid-19 mitigations</p> <p>If there is a significant footfall the Clubhouse management team shall assign staff &amp; volunteers at strategic points to help manage customers and visitors in the clubhouse.</p>	Low

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				<p><b>Staff and Volunteers</b></p> <p>Staff &amp; Volunteers must arrive in working attire and shall not bring unnecessary personal property into the clubhouse.</p> <p>Staff and Volunteers are to be temperature checked and pass a Covid-19 symptom check prior to the start of shift. Staff and Volunteers health is to be monitored during the shift by the Manager/Supervisor.</p> <p>Staff and Volunteers shall be briefed about the mitigations within this risk assessment, new processes, and to guard against the risk of complacency.</p>	
General	Infections due to Overcapacity/Crowding	Staff, Volunteers, Customers and Visitors	Med	<p>Maximum capacity for indoor Events is 150</p> <p>If there is a significant footfall on rugby days the clubhouse management team shall assign staff &amp; volunteers at strategic points to help manage customers and visitors in the clubhouse, and if necessary implement a “one-in-one-out” system.</p> <p>Rooms not in use will be locked to prevent access.</p>	Low
General	Transmission via Contact at the Club	Staff, Volunteers, Customers and Visitors		<p>Staff Breaks shall be scheduled at different times to ensure safe distancing is kept up, and that contact between front of house staff/volunteers and other staff/volunteers is minimised</p>	

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General	Cluster or Outbreaks	Staff, Volunteers, Customers and Visitors	Med	<p>Westcliff RFC will encourage and promote the NHS Track and Trace App and displays QR Codes to facilitate this service.</p> <p>If a person cannot or does not want to use the NHS Track and Trace App they may use a manual customer list which will require name, home phone number or mobile number, date and times of entry and exit shall be taken at the point of service and kept safely for 21 days.</p> <p>Upon a report of a positive Covid case, records will be used to assist in an investigation to identify and assess others that may be at risk</p>	Low
General	Transmission via airborne droplets	Staff, Volunteers, Customers and Visitors	Med	<p>Face coverings are to be worn by Staff inside the clubhouse including in all food preparation and serving areas. Face coverings may only be removed on breaks whilst at a distance from others.</p> <p>The external doors &amp; windows will be opened to give additional airflow. The kitchens extractor is to be used to provide extra air circulation during times of kitchen use.</p> <p>The Clubhouse HVAC system shall be activated to ventilate during times of building use.</p>	Low
General	Transmission due to poor cleaning routines	Staff, Volunteers,	Med	<p>Enhanced cleaning routines beyond the usual cleaning tasks of the Club must be undertaken before and after opening times</p>	Low

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		Customers and Visitors	<p>in increased high-risk spaces including main thoroughfares, touch points and walls and floors and toilets.</p> <p>During service used glasses, cutlery and plate will be collected ASAP, once they are finished with, and where possible placed directly into the glass or dishwasher. Once the washing cycle is completed they will be removed by sanitised staff/personnel and put away or readied for re-use. If it is not possible to fit all plates and utensils into the dishwasher all at the same time, they will be stacked in allocated sinks until they can be moved to the dishwasher.</p> <p>The frequency of cleaning of toilets, work areas and kitchen and BBQ &amp; Bar equipment shall increase during busy rugby days and events to 60 min intervals. At these times frequent cleaning of objects and surfaces that are touched regularly again at 60min intervals. Tables &amp; chairs shall be cleaned immediately after they are vacated, and left cups and little shall be removed and binned directly into black waste sacks.</p> <p>Card terminals are to be cleaned after customer touch, or max 30 min intervals, whichever sooner.</p> <p>If equipment cannot be cleaned after each use, it will be isolated and not be used again until cleaned properly.</p>	
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				<p>“Do not Touch” signage is to be displayed on the counters at take away outlets, however if touching of the counter is observed then the counter is to be sanitised prior to the next customer.</p> <p>Clearing workspaces and removing waste and belongings from all areas during and at the at the end of a session. Full bin bags, and bin bags at closing time are to be deposited into the collection skip within the secure compound immediately.</p>	
General	Transmission due to personal hygiene	Staff, Volunteers, Customers and Visitors	Med	<p>All staff and volunteers will be instructed to wash their hands before at the beginning, during and after shifts. All staff/volunteers will also wash/sanitise their hands between each task.</p> <p>Suitable soap and/or hand sanitiser will be provided at the entrances and exits of the building, at work stations, service outlets, at each set of seating tables, within toilets, and at other strategic locations within the clubhouse.</p> <p>Signs and posters will be used throughout the clubhouse to reinforce the need to, and build awareness of good personal hygiene. Posters will also provide information on a good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into your arm.</p>	Low
Deliveries & Maintenance	In addition to the “General” mitigations above	Staff/Volunteer and Delivery person	Med	<p><b>In addition to the “General” mitigations above:</b></p> <p>Contractors/Delivery person visiting the site will be instructed to wash their hands on entrance, using hand sanitiser</p>	Low

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				<p>provided at the door, wear a mask, keep their distance, to minimise touch points, and clean their working environment before, during and after their task.</p> <p>Where possible all servicing and deliveries will take place when the club is closed to members and other visitors.</p>	
Indoor Gym Activity	In addition to the "General" mitigations above	Members & Customers	Med	<p><b>In addition to the "General" mitigations above:</b></p> <p>The number of people within the gym will be no greater than 8 users (excluding PT or Physio).</p> <p>The gym will be configured into pods to encourage social distancing.</p> <p>Shared objects are to be avoided unless they can be cleaned or sanitised between users.</p> <p>Client are to bring their own water, towels and where possible gym mats.</p> <p>Frequent cleaning of work areas and equipment including stationary gym equipment before and between use.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, including stationary gym equipment.</p>	Low

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				<p>Provide appropriate cleaning products to customers so that they can also wipe down equipment prior to, and after, use.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of a session.</p> <p>If equipment cannot be cleaned after each use, it will be safely isolated and not be used again until cleaned properly.</p>	
Gym/Players Toilet	In addition to the "General" mitigations above	Members and visitors	Mad	<p><b>In addition to the "General" mitigations above:</b></p> <p>Delivery of physiotherapy by authorised practitioners shall be allowed to practice inline with their current government guidance as long as an additional Risk Assessment and mitigations are in place. Where there is a conflict in rules the additional risk assessment shall take precedence.</p>	Low

Prepared by: *R Johnson*

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