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| **Coronavirus Risk Assessment for Ripon City Golf Limited public areas** | | | | | | | | | | |
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| **Location/Dept:** Ripon City Golf Club Limited | | | | | | **Date Assessed: 01/07/2020** | **Assessed by: N Ramsay** | | | |
| **Task/Activity:** Operating reception, stairway, ground floor disabled toilet and 1st floor toilets during coronavirus | | | | | |  | **Reference Number: 01** | | | |
|  | | | **Risk rating before implementing control measures** | | |  | **Risk rating after implementing control measures** | | |  |
| **Activity/Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Keeping members, guests and visitors safe | Contracting COVID-19 | Employees members, guests, visitors and Contractors | 5 | 5 | 25 | The maximum number of Employees members, guests, visitors and Contractors that can reasonably follow social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) has been calculated for the venue, taking into account total indoor and outdoor space, as well as likely pinch points and busy areas.   * Indoor and outdoor seating and tables have been configured to maintain social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) between customers. * Queuing systems have been reviewed for the premises in order to maintain two metre social distancing (or one metre + where this is not possible). Outside spaces will be used where possible and markings will be laid. * Clear guidance on social distancing and hygiene will be made available to people on arrival (e.g. signage, visual aids, etc.) and before arrival (such as by phone, on our website or by email). * The number of persons on site will be managed in such a way as to ensure there is sufficient seating indoors and seating/standing outdoors. This will be achieved through the use of, for example, social distancing markings, having customers queue at a safe distance for toilets or bringing payment machines to customers, where possible. * Queues will be managed in such a way as to ensure they do not cause a risk to individuals, other businesses or additional security * We will make customers aware of, and encourage compliance with, limits on gatherings, for example on arrival or at booking. * Sanitising facilities will be provided at the entrances to the building and customers will be encouraged to use the sanitiser or wash their hands. * Changes made to entrances, exits and queue management will take into account reasonable adjustments for those who need them * Customers who are accompanied by children will be reminded that they are responsible for supervising them at all times and should follow social distancing guidelines. * The flow of employees and customers through the premises has been considered and systems put in place to avoid areas of congestion and unnecessary contact. * Plans have been put in place for maintaining social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) in the event of adverse weather conditions, being clear that customers cannot seek shelter indoors unless social distancing can be maintained. * All control measures identified will be equally expected of all persons without discrimination. * We will assist the NHS Test and Trace service by keeping a temporary record of our staff shift patterns for 21 days and assisting with requests for that data if needed. This could help contain clusters or outbreaks. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Managing access to 1st floor bar and restaurant area | Contracting COVID-19 | Employees  Contractors  Visitors | 5 | 5 | 25 | * Social distancing will be maintained (two metres, or one metre with risk mitigation where two metres is not possible) between servers and the customer whilst taking orders or delivering food or drinks. * Markers will be used to maintain social distancing. * Consideration will be given to reducing the number of surfaces touched by members, guests, visitors and staff. Measures will include asking members, guests and visitors not to touch the stairs bannister or surfaces unnecessarily. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
|  | Contracting COVID-19 |  | 5 | 5 | 25 | * We will assist the NHS Test and Trace service by keeping a temporary record of clubhouse access by staff, members, guests, visitors and contractors for 21 days and assisting with requests for that data if needed. This could help contain clusters or outbreaks. |  | 5 |  |  |
| Use of the toilets | Contracting COVID-19 | Employees, members, guests, Contractors and Visitors | 5 | 5 | 25 | * Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. * Social distancing marking will be installed in areas where queues normally form, and we will adopt a limited entry approach, with one in, one out where possible and where this does not increase risk by creating a bottleneck. * To enable good hand hygiene, hand sanitiser will be available on entry to toilets where safe and practical, and suitable handwashing facilities, including running water and liquid soap and suitable options for drying (either paper towels or hand dryers), will be available. * There will be clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Normal cleaning products will be used, paying attention to frequently hand-touched surfaces, and disposable cloths or paper roll will be used to clean all hard surfaces. * Ventilation will be increased where necessary by opening windows and, where appropriate, doors. * A cleaning schedule will be kept up to date and clearly visible. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Providing and explaining available guidance | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Clear guidance on expected customer behaviours, social distancing and hygiene will be provided to people by on-site signage and visual aids. It will be explained to customers that failure to observe safety measures will result in service not being provided. * Written or spoken communication will be provided of the latest guidelines to both workers and customers inside and outside the venue. Posters or information setting out how customers should behave at the venue to keep everyone safe will be provided. We will also consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. * Where necessary, these will inform customers that police and the local authorities have the powers to enforce requirements in relation to social distancing and may instruct customers to disperse or leave an area, issue a fixed penalty notice or take further enforcement action. * Customers will be informed that they should be prepared to remove face coverings safely if asked to do so by police officers and staff for the purposes of identification. * Workers will be encouraged to remind customers to follow social distancing advice and clean their hands regularly. * Where visits to venues are required by inbound supplier deliveries or safety-critical visitors, we will provide site guidance on social distancing and hygiene on or before arrival. * We shall ensure that information passed to customers does not compromise their safety. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Employee attendance to site | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * The minimum number of people required for safe operation of the venue will be on site at any one time during mid-week office hours (Mon -Friday 9am-5pm). |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Protecting people who are at a higher risk | Contracting COVID-19 | Employees | 5 | 5 | 25 | * Support will be provided to employees with regards to mental health and wellbeing. A support system will be identified and implemented. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| People who need to self-isolate | Contracting COVID-19 | Employees | 5 | 5 | 25 | * Where appropriate, employees will be permitted to work from home when required to self-isolate. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Coming to and leaving work | Contracting COVID-19 | Employees | 5 | 5 | 25 | * Arrival and departure times at work will be staggered to reduce crowding into and out of the venue, taking account of the impact on those with protected characteristics. * Where possible, there will be an identified entry and exit point from the venue. * Markings should be used to inform staff coming into or leaving the building. * Handwashing facilities or sanitiser will be provided at entry and exit points. * Storage will be provided for staff belongings and clothing. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
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| Working areas | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Layouts and processes have been reviewed to ensure staff can work apart from each other as far as is reasonable. * Where it is not possible to move working areas further apart, we will arrange for people to work side-by-side or facing away from each other rather than face-to-face. Where this is not possible, screens may be used to separate people from each other. * Paint or tape will be used to demarcate social distancing. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Back of house / common areas | Contracting COVID-19 | Employees  Members of the public  Visitors | 5 | 5 | 25 | * Break times will be staggered to maintain social distancing within break/staff rooms. * The use of outside areas for breaks will be encouraged. * Areas freed up by remote working can be used for breaks. * Screens may be required in common areas where staff and customers interact, such as the office. * Social distancing markings for other common areas, such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form, will be maintained. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Accidents, security and other incidents | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Incident and emergency procedures will be reviewed to ensure they reflect the social distancing principles as far as possible. * Consideration will be given to ensure enough persons with safety designated tasks are on site at all times to ensure the safety of staff and customers. * Ensure security changes made as a result of COVID-19 do not adversely affect the security of staff or customers. * We will continue to follow [government advice on managing security risks](https://www.cpni.gov.uk/staying-secure-during-covid-19-0). |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Cleaning the premises – keeping the venue clean | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * [Government guidance on cleanliness in food preparation](https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19) will be followed. * Doors will be wedged open, where appropriate, to increase ventilation. This does not apply to fire doors. * Frequent cleaning will be completed of objects and surfaces that are touched regularly, including tables, door handles and hand-rails, and we will make sure that there are adequate disposal arrangements for cleaning products. * Surfaces and objects will be cleaned between each customer use. This includes cleaning tables, card machines, chairs, trays and laminated menus in view of customers before customer use. * Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including: * All surfaces and objects which are visibly contaminated with body fluids; and * All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. * Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. * If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. * General cleaning will be increased to cover all occupied areas. * Windows and doors will be kept open as much as possible to increase ventilation. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Handling goods, merchandise, other materials | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Goods and merchandise entering site will be cleaned and sanitised. * Shared contact points on equipment will be cleaned prior to each use. * Frequent handwashing will be encouraged, and further facilities provided. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| PPE and face coverings | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * PPE identified to control risks other than COVID-19 will continue to be worn. * It is not believed that any additional PPE is required as long as social distancing and other control measures identified can be implemented. * Staff who wish to wear face coverings should be permitted to do so, even though not required. To do so safely, they should: * Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it. * When wearing a face covering, avoid touching their face or face covering, as this could contaminate them with germs from their hands. * Change their face covering if it becomes damp or if they have touched it. * Continue to wash their hands regularly. * Change and wash their face covering daily. * If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in the usual waste. * Practise social distancing wherever possible. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Communication and training | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Regular and clear communication with staff will be delivered to ensure knowledge and comprehension of the risks and controls. * Training will be delivered to staff prior to opening the site. This will include arriving at and leaving work. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Ongoing communication and signage | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Simple, clear signs will be used with pictures where possible. These will be clear to persons for whom English is not their first language or who are visually impaired. * Means of written communication, such as whiteboards, will be used to remind staff of rotas and control measures. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |

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| **Risk/Priority Indicator Key** |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** | | | | | | |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | | **Suggested Timeframe** | | | | |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible | | | | |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so | | | | |

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| **Review Record** |

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| **Date of Review** | **Confirmed by** | **Comments** |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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