



Clacton on Sea Golf Club Office/Course/Professional – Excluding bar and restaurant Risk assessment for Covid-19/Coronavirus

Please note – it is likely that this risk assessment does not cover all scenarios. Assessments for other workers, may look quite different although many of the principles would still be relevant. To keep up to date with HSE advice in this fast changing situation please visit www.hse.gov.uk/news/coronavirus

What are the hazards?	Who might be harmed?	Controls required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 / Coronavirus	<ul style="list-style-type: none"> ▪ Staff ▪ Members ▪ Contractors ▪ Visitors ▪ Drivers ▪ Deliveries ▪ Anyone else who comes onto the site 	<p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature at the Golf Club they will be sent home/asked to leave and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time. No check up on members or visitors.</p> <p>If advised that a member of staff, a Club member or visitor has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises) the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.gov.uk/government/organisations/public-health-england</p> <p><u>Mental Health</u> Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can help. www.mind.org.uk/information-support/coronavirus-and-yourwellbeing/</p>	<p>Staff and members/visitors to be reminded that the wearing of gloves is not a suitable substitute for good hand washing.</p> <p>Keep your distance</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			

What are the hazards?	Who might be harmed?	Controls required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 / Coronavirus (cont'd)	<ul style="list-style-type: none"> ▪ Staff ▪ Members ▪ Contractors ▪ Visitors ▪ Drivers ▪ Deliveries ▪ Anyone else who comes onto the site 	<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 ▪ www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ▪ Drying of hands with disposable paper towels ▪ Staff encouraged to protect their skin by applying emollient cream regularly ▪ Gel sanitizers an any area where washing facilities are not readily available <p>Cleaning</p> <p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, EFT machines, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing</p> <p>Social distancing – reducing the number or 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 and finish times/shift patterns , working from home etc. To reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls/Zoom to be used instead of face to face meetings</p> <p>Ensuring sufficient rest breaks for staff</p> <p>Social distancing to be adhered to on the course, in bar and restaurant (when re-open) and smoking area</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.</p> <p>Follow Catch it, Bin it, Kill it for sneezing. Avoid touching face, eyes, nose and 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 a part of a skin surveillance programme.</p> <p>To help reduce the spread of coronavirus (Covid-19) reminding everyone of the public health advice - https://www.gov.uk/government/organisations/public-health-england</p> <p>Posters, leaflets and other materials are available for display.</p> <p>Rigorous checks by line managers to ensure that the necessary procedures</p> <p>Staff and visitors to be reminded on a daily basis of the importance of social distancing both in the work place and outside of it. Management checks to ensure this is adhered to.</p>			

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Spread of Covid-19 / Coronavirus (cont'd)	<ul style="list-style-type: none"> ▪ Staff ▪ Members ▪ Contractors ▪ Visitors ▪ Drivers ▪ Deliveries ▪ Anyone else who comes onto the site 	<p><u>PPE</u></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> <ul style="list-style-type: none"> ▪ Pinch and hold the outside of the glove near the wrist area. ▪ Peel downwards, away from the wrist, turning the glove inside out. ▪ Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand. ▪ With your un-gloved hand, slide your finger/s under the wrist of the remaining glove, taking care not to touch the outside of the glove. ▪ Again, peel downwards, away from the wrist, turning the glove inside out. ▪ Continue to pull the glove down and over the inside-out glove being held in your gloved hand. This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands. ▪ Dispose of in a safe and responsible manner. <p><u>Face Mask/Respirator</u> Where the wearing of a face mask / respirator is required for risks associated with the work undertaken the following measures will be followed;</p> <ul style="list-style-type: none"> ▪ Further guidance / professional advice and training will be undertaken. 	Staff to be reminded that the wearing of gloves is not a suitable substitute for good hand washing.			