**COVID-19 risk assessment**

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| --- | --- | --- | --- | --- | --- | --- |
| **Area** | **What are The Hazards?** | **What we are Doing** | **Further Action is Necessary?(Decide what else you could do)** | **Action by Who?** | **Action by when?** | **Done** |
| Personnel | Risk to Servers and helpers | * Assessment of all servers and volunteers and circumstances carried out including:   + Discussion on understanding   + Discover pre-existing conditions   + Identified high risk people   + Identified those living with high risk volunteers   + Identified people with or living with someone with symptoms * Regularly briefings on latest guidance * Regularly reminding every body if they have symptoms they must not come into the club * Regularly reminders that if they are with someone who has symptoms they must self-isolate and not come into the club * Providing support for all around wellbeing and mental health | Individuals to speak informally with D.B. | All/Any |  |  |
|  | Risk to helpers at work | * For general staff protection:   + Developed a plan and actions for the site and communicated to all   + All understand risks   + Ensured all helpers and volunteers wash hands on arrival and re-entering * Keeping minimum distance from customers in line with Government guidance. * Introduced more frequent cleaning regimes |  |  |  | Done  Cont  Cont  Done |
|  | Risk to staff and customers | * Recording visitor details for 21 days to assist NHS Test and Trace (see [guidance](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)) |  |  |  | In Situ |
|  | Risk to customers | * Developed a plan for the specific premises to reflect risk assessment * Cleaning:   + Have hand sanitiser dispensers on tables at bar and external doors   + Cleaning bar tops every hour and table surfaces immediately after use   + Cleaning high throughput areas and touchpoints at least every hour   + Emptying glasses collected from table by staff, customers discouraged from returning them to the bar. * Social distancing:   + Limiting capacity to reflect social distancing requirements and control customer access at entrances, in queues and waiting areas   + Using table service where possible   + Ensuring customers do not remain at bar after ordering * Communication:   + Promoting the measures being taken in the venue through signs and informing people on arrival and on website   + Explaining to customers that failure to observe measures will result in service not being provided   + Encouraging customers to share their details to support NHS Test and Trace   + Informing customers that they should be prepared to remove face coverings for identification * Offering cashless payment and discouraging the use of cash * Maintaining a secure and temporary record of customers for 21 days to assist NHS Test and Trace including name of customers or lead member of group, contact phone number, date/ time of visit * Developed policy if customer refuse to share details for NHS Test and Trace * Not permitting live performances and restricting music volumes to discourage shouting | All In Situ  Being Enforced  QR on wall and at entrance  In Situ  In Situ  Asked to Leave Immediately  In Situ |  |  | Done and in Situ  In Situ  Hand written  In Situ  In Situ  In Situ  In Situ  In Situ  Cont |
| Customer Toilets | Risk to staff and customers | * Developed a plan for communicating and controlling access to customer toilets * Hand sanitiser available on entry to toilets where possible * Monitoring and cleaning of toilets increased * Provided more waste facilities and increased rubbish collection | In Situ  In Situ  Every Hour |  |  | Done  Done  Done |
| Outdoor areas | Risk to staff and customers | * Reconfigured outdoor seating to maintain social distance * Considered danger of groups forming * Regular staff patrol of area * Planned for maintaining social distance in the event of adverse weather conditions * Following BCGBA Rules | Has been done bot watch for people moving  In Situ  In Situ |  |  | Cont  In Situ  In Situ |
| Cellar | Risk to staff and deliverers | * Undertook stock clearance * More frequent cleaning and hygiene * Have hand sanitiser dispensers at collection area and external doors * Wash hands before entering cellar * Considered methods to reduce frequency of deliveries * Where possible and safe, have a single worker load and unload * Normal practices for maintenance followed and where possible by one person * Records of visitors maintained | Done by D.B  Twice a week |  |  | All Done and in situ |
| Deliveries received | Risk to staff and deliverers | * Maintaining distance rules when taking deliveries * Maintaining record of details of deliverers * Have cleaning procedures for goods entering the site * Considered methods to reduce frequency of deliveries | Communicated and being actioned |  |  | In Situ |