**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
 |  |  |  | DoneContContDone |
|  | 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 SituBeing EnforcedQR on wall and at entranceIn SituIn SituAsked to Leave ImmediatelyIn Situ |  |  | Done and in SituIn SituHand writtenIn SituIn SituIn SituIn SituIn SituCont |
| 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 SituIn SituEvery Hour |  |  | DoneDoneDone |
| 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 SituIn Situ |  |  | ContIn SituIn 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.BTwice 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 |