

CV-19 Risk Assessment and Best Practice Guide (don't forget to print or save your completed copy - instructions at the end)

* Required



Association of
Conservative Clubs

Club name *

Braintree and Bocking Constitutional Club

Club address *

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Club postcode *

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Name and position *

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Legal requirements

Section 2 of the Health and Safety at Work Act 1974 (HSWA) requires all employers to put in place systems of work which ensure, so far as is reasonably practicable, that employees may work without risk to their safety. Therefore, identifying, assessing, and appropriately controlling COVID-19-related risks will be at the heart of these arrangements.

Section 3, paragraph 3 of The Management of Health and Safety at Work Regulations 1999 passed under HSWA impose an absolute obligation on employers to put in place suitable and sufficient risk assessments for the risks facing their employees. These assessments must be reviewed whenever there is a significant change in risk exposure. The COVID-19 pandemic gives rise to such a change. Therefore, the law requires a new assessment and new measures to control the risk of infection.

This legal requirement has been reinforced by the government's guidance expressly advising all employers to carry out a "COVID-19 risk assessment".

Social distancing and consumption of food and drink inside club premises



The requirement is to apply a 2 metres distance between persons face-to-face, but where this is not viable 1 metre is acceptable, provided that other measures have been taken that mitigate the risks of viral transmission. Food and drink supplied inside the club may only be consumed by members/guests seated at a table.

Corona virus RISK ASSESMENT TOOL

The risks of viral contagion in social clubs arise from four sets of interactions between people in or outside club premises:

1. The risk of contagion between staff working together - 'staff-to-staff' transmission.

2. The risk of contagion between staff and suppliers/other workers visiting the premises - 'staff/supplier' transmission.

3. The risk of contagion between staff and club members and guests - 'staff and member/guest transmission'.

4. The risk of contagion between members and guests – member/guest transmission

HOW TO USE THE RISK ASSESMENT TOOL

- The 'STAFF RISKS' section lists the situations and locations under which risks or transmitting COVID-19 arise.



- The section 'POTENTIAL CONTROLS' provides a list or 'menu' of measures you can take to control or mitigate the risks of viral transmission in your club premises or in outside areas. Not all these controls will be relevant in your club.

- You need to walk around your premises and select the controls appropriate to your club and click on the button opposite the relevant control measure(s) that have been implemented.

- You should provide training for your staff in how to reduce the risks of transmission of COVID-19 based on your risk assessment.

- Finally, print-off a copy or copies of the COVID-19 EMPLOYERS DECLARATION indicating that the Five Steps to Safer Working Together have been taken and display this in a prominent place where it can be seen by members and guests

1. STAFF-TO-STAFF RISK ASSESSMENT

Staff risks and potential controls

TICK ALL THAT ARE RELEVANT COMPLETED TASKS

BEFORE RETURNING TO WORK

- 1.1 Conduct return to work interviews to establish the risk associated with each member of staff, paying particular attention to staff in the 'high risk' category.
- 1.2 Inform all staff of their responsibilities to themselves, other staff, and members/guests in relation to COVID-19.
- 1.3 Plan for the minimum number of people needed at the club to operate safely and effectively.



PRE-ARRIVAL

- 1.4 Staff must not work if they display the COVID-19 symptoms or have been in close contact with somebody who has the symptoms.
- 1.5 Staff should avoid travelling to work by public transport if possible.
- 1.6 Minimise non-essential travel – considering remote options first for administrative work.
- 1.7 Minimise the number of people outside of a household travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.
- 1.8 Review the fitness to work of all staff daily.
- 1.9 Carry out daily briefings for all staff and review problems and issues that occurred during previous service sessions.
- 1.10 Remind all staff of social distancing practices.
- 1.11 Remind all staff of the importance of thorough and frequent handwashing at key points.
- 1.12 Staggering arrival and departure times at work to reduce crowding into and out of the club, taking account of the impact on those with protected characteristics.

ARRIVAL

- 1.13 Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.
- 1.14 Using markings to guide staff coming into or leaving the building.
- 1.15 Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.
- 1.16 Providing alternatives to touch-based security devices such as keypads.



WORK CLOTHES CHANGE

- 1.17 Requesting staff change into work clothes on site using appropriate facilities/changing areas, where social distancing and hygiene guidelines can be met.
- 1.18 Washing work clothes on site rather than by individual staff members at home.
- 1.19 Complying with social distancing in the changing room.
- 1.20 Staggering use of the changing room.
- 1.21 Wash hands before changing into work clothes.
- 1.22 Signage on social distancing in locker rooms/staff rooms.

MOVING AROUND THE CLUB

- 1.23 Reducing movement by discouraging non-essential trips within the club, e.g., restricting access to some areas, encouraging use of radios or telephones or other electronic devices when sending orders from service areas to kitchens and cleaning them between use.
- 1.24 Reducing job and location rotation, for example, assigning staff to specific areas.
- 1.25 Introducing one-way flow routes through the club using signs that clearly indicate the direction of flow.
- 1.26 Managing use of high-traffic areas including, corridors and staircases to maintain social distancing.

MENUS

- 1.27 Menus should be designed, and where necessary simplified and reduced, to ensure that team members can work a safe distance apart



KITCHENS

- 1.28 Where necessary, allocate working areas in the kitchen and assess the workflow to ensure that staff do not need to cross over when working.
- Stagger or allow additional shifts to normal to ensure that there are not too many team members working in any area at the same time.
- 1.29 Manage shift rotas so that the same individuals work together (cohorting), so that where social distancing measures are not always possible, any close contact happens between the same individuals.
- 1.30 Allowing kitchen access to as few people as possible.
- 1.31 Minimising interaction between kitchen staff and other workers, including when on breaks.
- 1.32 Minimising access to walk-in pantries, fridges, and freezers, e.g., with only one person being able to access these areas at one point in time.
- 1.33 Minimising contact at 'handover' points with other staff, such as when presenting food to serving staff.
- 1.34 Display a poster to enforce social distancing whilst working in the kitchen and brief staff.
- 1.35 Where staff live in the same household, social distancing will not be needed but this should be recorded.
- 1.36 Where workbenches cannot be moved consider erecting guard screens to segregate one work area from another.

FRONT OF HOUSE

- 1.37 Review layouts and processes to allow staff to work further apart from each other, e.g., having two gantries for spirits on optic so staff do not have to pass each other behind the bar.
- 1.38 Arranging people to work side-by-side or facing away from each other rather than face-to-face. Where this is not possible, using screens to separate people from each other.
- 1.39 Using floor tape or paint to mark areas to help people maintain social distancing.



STAFF USE OF TOILETS

- 1.40 Queuing system so staff in the queue do not cause a risk to others whilst waiting.
- 1.41 Clear signage asking staff to observe social distancing both on corridors and in the toilet area.
- 1.42 Monitoring of use to ensure compliance with physical distancing rules.
- 1.43 Clear signage asking staff to wash their hands after using the toilet and sanitise hands again before starting work if they have touched any surfaces, such as door handles on the way.
- 1.44 Tape off every other urinal to maintain social distance.

2. STAFF/SUPPLIER RISK ASSESSMENT

STAFF/SUPPLIER RISKS

DELIVERIES/CONTRACTORS

- 2.1 Reduce frequency of deliveries, e.g., order larger quantities less often.
- 2.2 Where visits to the club are required, e.g., supplier deliveries or safety visits, providing site guidance on social distancing and hygiene on or before arrival.
- 2.3 Deliveries are made by prior arrangement and a message received when arriving so that those in the delivery area are aware of the need to socially distance.
- 2.4 A safe and hygienic area is made available in the delivery area for deliveries to be left.
- 2.5 When the delivery is checked, the driver must step away in compliance with social distancing guidance.
- 2.6 Remove external packaging and discard, wash hands after putting deliveries away.
- 2.7 Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.



3. STAFF and MEMBER/GUEST RISK ASSESSMENT

STAFF and MEMBER/GUEST RISKS

INTERACTION WITH MEMBERS/GUESTS

- 3.1 Maintain social distance between you and members/guests behind the bar and when visiting tables.
- 3.2 Keep behind screens at the till or service point.
- 3.3 Where food is being passed through a pick-up point, place food and step back. The same applies to payment.
- 3.4 Disinfect the card machine between uses with a suitable disinfecting wipe.
- 3.5 Maintain as much social distance as you can when delivering food or drink to a table. Consider wearing a face covering.

4. MEMBER/GUEST TRANSMISSION RISK ASSESSMENT

MEMBER/GUEST RISKS

CAPACITY and RECORDING MEMBERS/ GUESTS ATTENDING THE CLUB

- 4.1 Defining the maximum number of members/guests that can follow social distancing at the club. Consider total indoor and outdoor space, specific club characteristics such as furniture as well as likely pinch points and busy areas.
- 4.2 Put a counting procedure in place to ensure this number is not exceeded and record contact details of all those attending the club, keeping that information for 21 days to assist NHS Track & Trace.
- 4.3 Reconfiguring indoor and outdoor seating and tables to maintain social distancing of members/guests of different households. For example, increasing the distance between tables.



BOOKINGS

- 4.4 Online/phone bookings for meals or occasions.
- 4.5 Time slot with table numbers
- 4.6 Stagger bookings to avoid congestion.

ON ARRIVAL

- 4.7 Notices to members/guests informing of them of what you expect them to do when visiting the club.
- 4.8 Nobody should enter if they have the symptoms of Covid-19
- 4.9 Hand sanitiser station located before entering the club.
- 4.10 Providing clear guidance on social distancing and hygiene to people on arrival, e.g., signage, visual aids and before arrival, by phone, website, or email.

ENTERING THE CLUB

- 4.11 Separate entrance and exit, where possible, with clear signage.
- 4.12 Encouraging customers to use hand sanitiser or handwashing facilities as they enter the club.
- Ensuring any changes to entries, exit and queue management consider reasonable adjustments for those who need them, including disabled customers.



MOVING AROUND THE CLUB and WALKING TO TABLE EITHER INSIDE OR OUTSIDE

- 4.13 Looking at how people walk through the club and how you could adjust this to reduce congestion and contact between them, e.g., queue management, one-way flow, priority flow, where possible.
- 4.14 Number tables very clearly so there is no confusion.
- 4.15 One-way system with signage.
- 4.16 Hand sanitiser available throughout the club.
- 4.17 Managing members/guests to prevent queues forming, e.g., using social distancing markings, having members/guests queue at a safe distance for toilets and bringing payment machines to customers.

AT THE BAR

- 4.18 Adjusting service approaches to minimise staff contact with members/guests. For example, encouraging use of table service over bar service and assigning a single staff member to a group of tables.
- 4.19 Where bar service is unavoidable, preventing members/guests from remaining at the bar after ordering.
- 4.20 Adjusting processes to prevent members/guests from congregating at points of service. For example, having only staff collect and return empty glasses to the bar.
- 4.21 Encouraging use of outdoor areas for service where possible. For example, increasing outdoor seating.



ORDERING and CONSUMING FOOD AND DRINKS

- 4.22 Avoid handling menus by using disposable menus, or menus on chalk boards.
- 4.23 Consider the use of an ordering app; otherwise maintain social distancing from members/guests when taking orders from them.
- 4.24 Using social distance markings to remind members/guests to maintain social distance between different households.
- 4.25 Preventing member/guest self-service of food, cutlery, and condiments to minimise transmission. For example, providing cutlery and condiments only when food is served.
- 4.26 Minimise the amount of POS used.
- 4.27 Allergen information must be made available as before.
- 4.28 Informing members/guests that food and drink can only be consumed inside the premises when seated at a table.

CLEARING THE TABLE

- 4.29 Members/guests place tableware on to the end of the table for server to pick up.
- 4.30 Server clears table after customers have left.

GOING TO THE TOILET

- 4.31 Queuing system so people in the queue do not cause a risk to others whilst waiting.
- 4.32 Clear signage asking members/guests to observe social distancing both on corridors and in the toilet area.
- 4.33 Monitoring of use to ensure compliance with physical distancing rules must be in place and all staff made aware.
- 4.34 Clear signage asking members/guests to wash their hands.
- Tape off every other urinal.



PAYING

- 4.35 Encouraging contactless payments where possible and adjusting location of card readers to maintain social distancing.
- 4.36 Creating a physical barrier between front of house workers and customers at points of service where possible. For example, screens or tables at tills and counters to maintain social distancing.

LEAVING THE CLUB

- 4.37 Social distancing markers to ensure social distancing.
- 4.38 Staff to control movement and exit.
- 4.39 Separate entrance and exits if possible.

IN-BETWEEN DINERS

- 4.40 Tables and chairs should be cleaned and disinfected in-between members/guests.
- 4.41 Condiments and unused tableware removed and replaced.
- 4.42 Sign put on table advising either ready for use or not to be used until cleaned.

ONGOING HYGIENE MEASURES

- 4.43 Frequently disinfect all surfaces, such as tables, chairs, bar counter, tills, card machines.
- 4.44 Move activity outdoors if you can.
- 4.45 Use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the fresh air flow rate.



CLUB ACTIVITIES & ENTERTAINMENT

- 4.47 Where possible, members/guests should bring their own darts.
- 4.48 AWP machines to be regularly cleaned and disinfected.
- 4.49 Regular cleaning of games equipment, e.g., pool tables and cues.
- 4.50 Ensure that there are no live performances of music, drama, or comedy at the club to prevent aerosol transmission.

Don't forget to print and display your Employer's Declaration form you see below here.

