



## General Risk Assessment

Company Name: Basingstoke RFC

Site Address: Pack Lane, Basingstoke, RG22 5HH

<b>Risk Assessment Reference:</b> BRFC-CV-1	<b>Date of Assessment:</b> 11/05/2021	<b>Risk Assessor:</b> Mark Rushworth
<b>Title:</b> Coronavirus – Premises Based Workers	<b>People Involved in Making This Assessment:</b> Sean McDermott, Steve Appleby	
<b>Task or Process:</b> Risks from Coronavirus	<b>People at Risk:</b> Employees, Contractors, Visitors, Members of the Public	
<b>Date of next review:</b> 14/06/2021		

### **Hazard (hazard and hazard description):**

Staffing. Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

### **Control Measures (existing):**

1. Prior to returning to work, employees must complete a "pre-return to work" form confirming that to the best of their knowledge, they have not been in potential contact with the virus.
2. A COVID-19 Business response plan, has been drawn up to address the potential level of risk (including for individual workers) and formulate procedures for responding to suspected cases.
3. Temperature testing implemented "in line with public health advice.
4. Workers must use their own pens to sign in, and not share bottles or cups that touch their mouths.
5. Breaks and card payments where practicable should be organised to ensure physical distancing and contain the spread of the virus.
6. HSE and Public Health warning posters displayed throughout the premises.
7. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
8. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.
9. To enable prompt identification and isolation of workers who may have symptoms, a log of contact / group work to facilitate contact tracing.

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

**Hazard (hazard and hazard description):**

Food and drink preparation areas. Potential risk or transfer of virus through cross contamination.

**Control Measures (existing):**

1. Staff instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.
2. Ensure that when spills of food or liquids occur, they are cleaned straight away and work surfaces are left in a clean and sanitised condition.
3. Use their own drinking mugs and glasses to prevent cross contamination.
4. Keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Wash their hands thoroughly before using these facilities.
6. To thoroughly wash glasses, crockery and cutlery after each use to put them away.
7. Clean tea towels are provided on a daily basis to ensure ongoing hygiene. Single use paper tissues are also provided.
8. A dishwasher is available and must be used to thoroughly clean glasses, crockery and cutlery.

**Further Control Measures Required:****Assigned To:****Due Date:**

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>



**Hazard (hazard and hazard description):**

Communal facilities, entrance, toilets, stairs, etc. Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

**Control Measures (existing):**

1. Cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.
2. Temperature testing in place with government protocols.
3. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. HSE and Public Health hand washing advice posters displayed.
4. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
5. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc.) and objects which are visibly contaminated with bodily fluids must not be touched but reported to a manager.
6. Staff instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>



**Hazard (hazard and hazard description):**

Waste. Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

**Control Measures (existing):**

1. Staff are required to have consideration for all staff and visitors with regards to discarded tissues, food, etc. to prevent users being accidentally contaminated.
2. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff/bar staff.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.

Further Control Measures Required:	Assigned To:	Due Date:



**Hazard (hazard and hazard description):**

Smoking shelters. Inhalation of second-hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

**Control Measures (existing):**

1. Smoking tobacco or e-cigarettes is confined to a dedicated external smoking area.
2. Staff advised to avoid inhaling second-hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons.  
Although there is no evidence of transmission this is a precautionary measure.

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

**Hazard (hazard and hazard description):**

Meeting rooms. Potential risk or transfer of virus on account of close contact with other persons.

**Control Measures (existing):**

1. Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible.
2. Staff using Conference and meeting rooms instructed to follow Govt advice and maintain a 2m separation distance.
3. Staff instructed that the same 2m distance rule must be applied to any meetings with clients or visitors.
4. Staff told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc. and to give a polite explanation of this policy if required.

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>



**Hazard (hazard and hazard description):**

Workstations, IT and telephony equipment. Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

**Control Measures (existing):**

1. Staff instructed not to share phones, headsets and personal mobile phones with others to prevent accidental cross contamination.
2. Telephone equipment is deep cleaned at the end of each working day by the staff.
3. Staff instructed that they should not use each other's IT equipment, to prevent accidental cross contamination.
4. Staff are instructed to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment are provided.

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>



**Hazard (hazard and hazard description):**

Close contact with others. Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

**Control Measures (existing):**

1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. are prohibited and policy in place.
3. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>





**Hazard (hazard and hazard description):**

Vulnerable employees. Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.

**Control Measures (existing):**

1. In accordance with Government policy staff who are in the vulnerable and high-risk categories are not allowed on the premises. They are working from home.
2. Staff with family members in at risk categories have been instructed to inform their management team. Decisions on home working will be made in accordance with public health advice and are taken on a case-by-case basis.

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>



**Hazard (hazard and hazard description):**

Cleaning and hygiene. Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

**Control Measures (existing):**

1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, building equipment buttons, switches, etc). Cleaning has been increased in line with the increased cleaning regimes.
2. A deep clean was carried out before re-entering premises after COVID-19 and areas are cleaned a minimum of twice a day with touch points being more regular.
3. Suitable disinfectant cleaning products are used by the staff.
4. A colour coded cleaning system is used by all staff, to prevent cross contamination of surfaces.
5. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.
6. Staff are required to report anything contaminated or spilt that requires cleaning.

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>



**Hazard (hazard and hazard description):**

Personal hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection.

**Control Measures (existing):**

1. Induction process carried out in accordance with government protocols on return to work and new procedures for dealing with COVID-19 in the workplace.
2. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.
3. Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided.
4. Staff instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
5. Staff instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.

Further Control Measures Required:	Assigned To:	Due Date:

**Hazard (hazard and hazard description):**

Queuing system. Potential risk of contracting Coronavirus through lack of social distancing when coming into contact with another visitor who are carrying coronavirus, knowingly or unknowingly.

**Control Measures (existing):**

1. Specific one-way system in use for toilet facilities.
2. Separate, specific one-way system in use for takeaway collections from the Kitchen.
3. No queuing to take place in or waiting to use the toilet.
4. All drinks and food are to be ordered once seated at a designated table. Orders to be taken by bar staff or by using the club text message.
5. Takeaway drinks are ordered through the Champions Bar Fire. Exit for this service will be by the fire exit only.
6. Customers who order takeaway drinks are not to consume these in the Beer Garden.
7. Volunteers to patrol external areas to discourage gatherings of customers

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
Table service only to be used. Customers who use the premises for food/drinks must only be seated. Drinks can only be served to seated customers. Customers using the garden are only able to order drinks using the Club Text service. Face masks/coverings are to be worn at all times unless seated at a table. In line with current Government Guidance	Club Manager/Chair of Clubhouse	17 <sup>th</sup> May 2021



**Hazard (hazard and hazard description):**

External Seating. Potential risk of contracting Coronavirus through lack of social distancing

**Control Measures (existing):**

1. External seating to be placed at a suitable distance apart so that the guidance of 2 meters is adhered to.
2. External tables are to be cleaned once vacated in preparation for the next occupants.
3. Only customers who have ordered through the table service are permitted to use external seating within the confines of the Club's area.
4. Customers who use the 'Takeaway service' are not to use the Garden seated area.
5. Rule of six or two Households applies
6. Volunteers to patrol external areas to discourage gatherings of customers

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>



<b>Hazard (hazard and hazard description):</b> Close contact with others. Visitors and hirers of The Club Premises who may be working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.		
<b>Control Measures (existing):</b> <ol style="list-style-type: none"><li>1. Users of the Club are instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m rule.</li><li>2. Physical contact, such as handshakes, hugs, pat on the back, etc. are prohibited and policy in place for employees.</li><li>3. All users of the club are to wear Face masks when inside the building.</li><li>4. All users of the club over the age of 16 are to sign in using the NHS track and Trace App and/or signing in sheet.</li><li>5. Users of the Club are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.</li></ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>





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