

Surbiton HC Risk assessment for Take Away Bar /Cafe Service (Jumping Jellybeans) 4 July 2020

Risk Assessed: Take Away Bar Service activity during Covid-19			Approved by: SHC Board		Date: 4 July 2020	
What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by WHOM?	Action by WHEN?	Completed
Spread of Covid-19 coronavirus	<p>Members, players, coaches, staff, visitors.</p> <p>Anyone who may come into physical contact with club facilities or staff (eg delivery workers)</p>	<u>Limit numbers and access to club.</u>	<p>Procedures in place and communicated to user.</p> <ul style="list-style-type: none"> - Number of visitors monitored and controlled. - Keep register (client use own pen or staff to sanitize between uses) <p>Numbers monitored and access controlled - bar/JJB staff to monitor.</p> <p>Clubhouse access prohibited except for use of disabled toilet.</p> <p>Club Policy communicated by email, website, posters, social media.</p> <p>Serving table from porch or from emergency exit at dining</p>	<p>SHC Board approval</p> <p>Communications Team</p> <p>Club Manager / Bar Manager</p> <p>Bar staff</p> <p>Jumping Jelly beans staff</p>	Immediate	4 July 2020 (ongoing - until government guidance changes).

		<p><u>Follow current social distancing rules</u></p> <ul style="list-style-type: none">- 2m distance except for family groups- < 6 people per group	<p>area.</p> <p>Signs reminding of 2 m distance.</p> <p>Staff and customers keep 2 m distance.</p>			
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		<p><u>Strict hygiene measures in place.</u> Frequent hand washing / use of hand gel where soap and water not available. No sharing of equipment.</p>	<p>Visitors encouraged to bring their own hand sanitiser.</p> <p>Spray sanitisers, wipes and hand gel available for members, visitors and coaches in any event.</p> <p>Posters explaining guidance displayed.</p> <p>Use of own chairs / picnic rugs.</p> <p>Club tables and chairs wiped down between users.</p> <p>Staff encouraged to frequently wash / sanitize hands. Contactless payment - no cash.</p> <p>Disposable/plastic beverage containers - ensure safe disposal.</p>	<p>Communications team.</p> <p>Club Manager / Bar Manager</p>	<p>Immediate</p>	<p>4 July June 2020 Ongoing (until Government guidelines change)</p>
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		<p><u>Cleaning and hygiene controls.</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Use of PPE - risk to visitors and staff of contracting CV-19 considered low due to outdoor environment. No requirement for PPE in this setting except for cleaning toilet or at staff request</p>	<p>Club tables and chairs wiped down between users.</p> <p>Laminated menus stuck to tables.</p> <p>Gloves, disposable aprons, masks/face coverings available for staff.</p>	<p>Club manager / Bar Manager / JJB Staff</p>	<p>During before and after sessions - ongoing.</p>	
	Vulnerable groups -	Discourage use of Club	Communication - via	SHC Board	Immediate	19 June

	the elderly; pregnant workers / members; those with underlying health problems considered to be "at risk".	and facilities.	newsletter, email, website.	Communications team	(until government guidance changes)	2020 Ongoing (until government guidelines change)
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