

**COVID 19 – OPERATIONAL SITE RISK ASSESSMENT – Vaults Inns LTD operating at Uppingham Town Cricket Club**

The following assessment looks to assess the management of Covid-19 in UTCC Club House when it is operational. All government guidelines will be followed, but this is to detail specific controls that can be applied within UTCC Club house

The key people affected by the risk of Covid-19 are:

- Customers
- Staff
- Contractors
- General Public

**Hazards & Risk Matrix**

<u>Risk</u>	<u>Severity</u>	<u>Likelihood</u>	<u>Risk Rating</u>	<u>Likelihood with controls</u>	<u>Risk Rating with Controls</u>	<u>Risk Reduction Rating</u>
The Spreading of Covid-19 amongst staff. Without control measures there is risk that a staff member could bring Covid-19 into the work place and thus spread it further	<b>10</b>	<b>9</b>	<b>90</b>	<b>6</b>	<b>60</b>	<b>33%</b>
The spreading of Covid-19 to the wider public. Without control measures, Covid-19 could enter the premises, not only contaminating employees, but other customers and therefore spreading to the wider community.	<b>10</b>	<b>9</b>	<b>90</b>	<b>6</b>	<b>60</b>	<b>33%</b>
Increased Aggression from Customers. The public are not used to being controlled in in a bar environment. Restrictions may lead to issues with interaction with staff	<b>8</b>	<b>8</b>	<b>80</b>	<b>4</b>	<b>40</b>	<b>50%</b>

**Control Measures**

- ***Excellent personal hygiene practises by all employees***
  - Staff to wash their hands at the beginning, during and after shifts. Staff will be encouraged to wash their hands after every task undertaken.
  - Hand sanitiser will be available in the bar area and will be encouraged to be used after every task undertaken, especially if hand washing is not possible.
- ***Zoning of Work Spaces***
  - The back bar will be split into a section for orders and preparing drinks, and an area marked to show a 1m plus distance to avoid staff members coming within 1m of customers as they collect their drinks.
- ***Maintenance of Social Distancing (Employees and customers)***
  - Where possible the recommended distance for social distancing will be implemented. Increased signage, and floor stickers to be in place to remind of social distancing and to provide guidance on where the public could stand in the case of queues.
  - There will be no tables or chairs for customers to utilise within the club house, all customers are to remain outdoors unless ordering drinks.
  - A walk way to be marked with 1m plus distance to create a socially distanced queue for the bar.
- ***Maintenance of Washware Equipment***
  - . All statutory inspections to continue. If faults are discovered then they are prioritised for repair.
- ***Seating Layouts***
  - All seating is to be outside only
- ***Hand Sanitising Stations***
  - Hand Sanitiser Dispenser to be available at Main Entrance and Exit with signage to ask customers and staff to use on entrance and exit particularly.
- ***One Way System***
  - One way system to be in operation within the club house (entrance through pitch facing door, exit to car park.
- ***Ordering at the Bar***
  - After proceeding through the one way route, customers stand in the marked ordering place to order drinks from the bar
  - They move along to the payment place (marked)
  - Drinks are collected from the collection place (marked) and the staff member ensure that they are out of the marked distance box behind the bar to ensure social distancing at all times.
- ***Payment by Card Preferable***
  - Where possible card payments will be strongly encouraged
  - Contactless payment is preferable
  - Cash should not be refused, but it should be made clear that card payments are preferred. If cash is handled or the PDQ machines are handled, both staff and customers should be encouraged to wash or sanitise their hands immediately
- ***Clear process for when it is a suspected a member of staff has Covid-19 and checking for symptoms***
  - Clear policies and training to be given to detail what to do with a member of staff displaying symptoms of Covid-19
- ***Training and Changing Ways of Working***
  - Training to be provided to all staff on Covid-19 and how to manage the risks associated with it in the workplace
  - Training to be provided around the measures taken in regards to Covid-19 e.g how to maintain social distancing when taking orders, handling of glasses, handwashing or sanitising after every task undertaken

- All training to be documented and signed to show full understanding
- ***Paper Towels in Toilets***
  - All public and staff toilets will be stocked with paper hand towels to ensure no cross contamination (as could be the case with hand towels or pull through towel machines). It remains that the practise of handwashing is key.
  - If government guideline change on the regulation of air dryers (as there is some thought that air dryers could be detrimental to the spread of Covid-19) then we will turn off all hand dryers.
- ***Adequate Supply of Cleaning Chemicals***
  - Supply chain to be monitored so as to ensure that there is never a lack of soap, detergents, bleach, sanitiser and all other cleaning options
- ***PPE Consideration – Masks and Gloves***
  - Currently, it is not mandatory for masks to be worn in the hospitality sector. However, the company has made it compulsory for visors to be worn by all staff irrespective.
  - If the wearing of masks becomes mandatory in the hospitality setting, then masks will be provided for all staff by the company. Depending on the grade of mask, it will be essential to change masks throughout the shift
  - PPE does not replace the need for excellent personal hygiene standards.
- ***Over handwashing & Over sanitisation***
  - More frequent hand washing and sanitising may remove the healthy oils and good bacteria that defends against disease.
  - This may lead to hand dermatitis. Hand cream is provided in the public toilets to combat this, though it is noted that staff who already suffer from this will be aware of the condition and will manage it themselves.
- ***Violence and Aggression Risk Assessment Review***
  - Many of the controls in this risk assessment limit the freedom of customers, which may result in increased violence and aggression. In addition the effects of alcohol different from person to person, so the risk of violence and aggression is increased.
  - Explanatory Signage to be very clear throughout the club house to ensure that customers are given as many opportunities as possible to understand new rules and regulations before approaching staff.
- ***Minimising Touch Points***
  - The club house will have enhanced cleaning of touch points, but we consider it wise to open as many doors throughout the clubhouse as possible, to minimise touch points, but also to ensure the flow of air throughout the buildings
  - Internal fire doors do not apply, although consideration that where the internal fire door is fitted with a Dorgaurd, this would be ok.
  - Dorguards to be checked regularly to ensure they are functioning fully in case of a fire.

### **Areas of Responsibility**

The Vaults Inns Ltd take ultimate responsibility for the ensuring that the control measures are upheld by staff. The Vaults Inns Management Team will hold the staff on site accountable to ensuring that whilst they are on shift, they take responsible action to ensure that that the control measures are acted upon, through the guidance of management.

### **Date for Actioning Control Measures**

All of the control measures are to have been actioned upon the UTCC opening of the Club House Bar on 18.07.20