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| **Venue:** | | | Hampton Hill CC | **Operation / activity assessed:** | Bar Opening / Toilet Facilities | | |
| **Assessment by:** | | | Dave Mackinney | **Date:** | 24th June 2020 | | |
| **Area / Location provide a description and check that the area and surroundings are safe and free from obstacles and that the area is fit and appropriate for the activity:** | | | | * The Bar and toilet area will be properly cleaned and sanitised prior to opening * Tables and chairs for outside use to be cleaned prior to use and whenever the members vacate them. * Strict Guidelines on numbers allowed in the premises, with Covid 19 markers on the floor - 2m apart for queuing * Dedicated entrance and exits routes to the bar, clearly marked with Covid related signage, with social distancing rules applied. * Dedicated entrance and exits routes to the toilet, clearly marked Covid related signage, with social distancing rules applied. * Only 1 person at the bar at any time * Only 1 person serving behind the bar * Hand cleaning materials available behind the bar * Hand sanitisers available at the entrance and at the bar * NO cash transactions, card transactions only. Contactless where possible. * Plastic Cups only used, with a dedicated bin for empties situated outside the clubhouse. * The toilets will have anti bacterial wipes for use after each visit and hand basins and hand dryers available for use * The bar and toilet areas will be cleaned and sanitised * Tables and chairs to be cleaned and brought into the clubhouse. * Outfield will be checked for rubbish and collected and disposed of in our bins. * Limit the number of drinks an individual can buy to 4 items. | | | |
| **Emergency Procedures:** | | | | Emergency vehicles will enter the Park by the Hampton Hill gate. The nearest hospital is Teddington Memorial Hospital, Hampton Road Twickenham TW11 0JL. First Aid kit to be carried by organiser/appointed person of the net session. | | | |
| **List of Equipment/documents:** | | | | 1 Appropriate Signage on floor and in the relevant bar and toilet areas  2 Hand cleaning and anti-bacterial cleaning products situated on entrance, at the bar and in the toilet areas  3. Plastic cups for distribution?  4. Signage regarding entrance and exit, use of toilets, opening and closing times, rules for table use.  5. Rope off tabled area so we can control with tables and chairs inside. Exit and entry onto main path only. Signs out there too. | | | |
|  | **Risk or Hazard** | **Control Measure** | | | | **Risk Factor** | **Adequate** |

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| 1. | | Spread of Covid-19 Coronavirus at risk are the following persons   * Members * Visitors * Anyone else who physically encounters any members or visitors to HHCC | | | | * All members will be advised of the queueing procedures * Members will sign in on entering to use the facilities * Members to observe social distancing * To be reminded on a regular basis to wash their hands for 20 seconds - signs on tables * Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it - signs on tables * Avoid touching face, eyes, nose or mouth with unclean hands. | | | | | |  | |  | |  |  | |
| 2. | | Who is attending concern over the list of attendees attendance? Risk of persons not following guidelines. | | | | * Members will be required to sign on upon entering the facilities for the first time * Members of the HHCC committee will oversee the controls within the queueing system. * Members of the HHCC committee overseeing outdoor tables to ensure cleaned and vacated * The Bar staff will ensure there is only 1 person at the bar. | | | | | |  | |  | |  |  | |
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|  | | **Risk or Hazard** | | | | **Control Measure** | | | | | | **Risk Factor** | | | | | **Adequate** | |
|  | |  | | | |  | | | | | | **Severity** | | **Likelihood** | | **Risk** | **Y / N** | |
| 3. | | Set up, clear setting up protocol with pre check list of all items on check list. Ensuring all relevant persons are aware of responsibilities on day of netting. Requirement to maintain social distancing. Risk of persons not following guidelines. | | | | * Ensure all areas of the Bar and Toilet area will be cleaned thoroughly prior to use. * Hand sanitisers in place for all to use at the bar and in toilet areas * Authorised Personnel only behind the bar * Written bar procedures on site for Bar Staff * No unauthorised users not on list. * Social distancing to remain in place when queueing * No access to the clubhouse other than authorised personnel or members queuing for the facilities. * Toilets to be checked on a regular basis . checklist signed | | | | | |  | |  | |  |  | |
| 4. | | Use of equipment during Bar / Toilet Opening. To alleviate the and reduce the risk of infection. | | | | * Card machine wiped after every transaction * Bar surface wiped * Users to clean the toilet seat after every use signs. Anti bacterial wipes provided. * Hand sanitisers in place for all to use at the bar and in toilet areas * Dedicated bin for all plastic glasses. Plus bins available for all other rubbish | | | | | |  | |  | |  |  | |
| 5. | | Closing Procedures | | | | * All areas of the bar will be cleaned including entrance and exit doors/ handles * All areas of the toilet facilities will be cleaned , including doors/ handles | | | | | |  | |  | |  |  | |
| Risk factors: Severity of injury (S) x Likelihood of occurrence (L). The overall risk rating for this operation/activity is arrived at by determining the average from the total of the risk factors for each hazard considered and employing the matrix as outlined below. | | | | | | | | | | | | | | | | |
| Severity | | | | Likelihood | | |  | Severity Likelihood | Improbable | Unlikely | | Likely | | Very likely | | |
| No injury | | 1 | | Improbable | | 1 |  | No injury | 1 | 2 | | 3 | | 4 | | |
| Minor injury | | 2 | | Unlikely | | 2 |  | Minor injury | 2 | 4 | | 6 | | 8 | | |
| Major injury | | 3 | | Likely | | 3 |  | Major injury | 3 | 6 | | 9 | | 12 | | |
| Fatality | | 4 | | Very likely | | 4 |  | Fatality | 4 | 8 | | 12 | | 16 | | |
| Risk Assessment: the resulting risk rating can be used to prioritise actions. | | | | | | | | | | | | | | | | |
| 1 – 4 | | | Low | | | Procedures to assessed after a period of 4 weeks , unless other factors or guidelines dictate an earlier review | | | | | | | | | | |
| 5 – 8 | | | Medium | | | Monitor activities regularly and carry out remedial action as soon as possible but within 2weeks, if appropriate. | | | | | | | | | | |
| 9 - 16 | | | High | | | Appropriate procedures plan / safe method of planning and delivering activity to be developed. Activity should be closely monitored to ensure appropriate controls are in place to reduce risk. | | | | | | | | | | |