

## Covid-19 Risk Assessment Canvey Island Rugby Club

<b>Canvey Rugby Club Risk Assessment</b>	<b>Document ref: 01</b>	<b>Revision: 04 'tables of 6 inside, max 30 outside' amendment</b>
------------------------------------------	-------------------------	--------------------------------------------------------------------

### **Hazards:**

Spread of Cv-19 Coronavirus

### **Who might be affected:**

Employees, Visitors and customers could contract the virus and fall ill. Special consideration needs to be given to vulnerable groups with the classification extended to those with the most serious underlying health conditions as defined by PHE.

### **Advice to staff**

All staff must wear a mask or face covering inside unless consuming food or drink.

Staff must not come to work if they have symptoms of COVID-19 or live in a household where someone has COVID-19. Staff will be regularly briefed and given training to ensure that the protocol is implemented and thoroughly applied.

Service for members/visitors that are 'seated' only, customers should not que at the bar area, tables/seating to be set out for groups of 6 or 2 households per table to maintain social distancing.

### **Hand washing**

- First and foremost, all staff wash their hands immediately upon arrival of the club or when they re-enter the club having been outside.
- Hands should be washed using soap and water and following the guidance provided by UK Government. Alcohol hand sanitiser will also be used if available and, which must have an alcohol content at least 60%. Alcohol gel sanitisers are a good additional resource and should be positioned to encourage use by staff and customers alike.
- Staff serving customers or taking payments must be protected, and whilst at the moment there is no obligation to use masks, wherever possible staff must keep the minimum distance away from customers as set out in Government guidelines. Where maintaining the distance is not possible, other mitigating measures should be considered.
- More frequent cleaning regimes must be implemented, in particular to disinfect all high through areas and frequently touched surfaces such as bar tops, tables, chairs, counters tills, card machines etc.
- Avoid as far as possible any need for sharing equipment i.e. phone, keys, chairs....
- Where this is impossible, all shared equipment should be disinfected before use with an alcohol wipe or appropriate surface disinfectant as advised by Government guidelines.

### **Covid-19 Risk Assessment Canvey Island Rugby Club**

- Maintain minimum distance rules when taking deliveries and where possible use digital forms of delivery verification.
- Minimum distancing rules are applied at meal breaks, or smoking / vaping breaks
- For staff to protect others - Always sneeze or cough into a tissue and which should be placed into the bin immediately afterwards. If a tissue is not available you should sneeze or cough into the crook of your arm. In all cases, wash your hands or use an alcohol sanitising gel immediately after coughing or sneezing
- For cleaning contaminated surfaces in the club, use disinfectants and sanitisers that are effective against bacteria as well as cold and flu viruses, as recommended by Government advice.
- Staff are reminded that if they have a high temperature and/or a new, continuous cough they must not come to work and follow the latest self-isolating guidance (currently 7 days self-isolation). A club representative will check staff temperatures as part of the overall risk assessment and operational plan.
- If someone who has symptoms of coronavirus, they must follow government guidelines.

### **PPE**

Provision and use of protective clothing and equipment for staff, based on their specific roles, should be entirely compliant and in line with Government and PHE guidance. PPE requirements should reflect the extent of risk and characteristics of each role within the club.

### **Customer protection - Club bar operations**

- Staff will be required to undertake a temperature check at the door before each shift.
- Customers informed of access restrictions and distance regulations via the club website, on social media and via signs before entering the club.
- Alcohol hand sanitiser (with minimum 60% alcohol content) for dispensers will be available at the bar, at external doors and upon entering WC's
- Measures to control physical distancing in any queues / waiting areas will be in place via markings on the floor in tape and table service provided.
- Customers will not be permitted to enter if they have symptoms of COVID-19.
- Customers will be tested for temp upon arrival, any person with a temperature recorded above 37.8 will not be permitted entry, their names and address will be taken and filed for 21 days.
- Anyone visiting the club will be obliged to sign in informing of their name and contact details, this will be destroyed after 21 days, or alternatively sign in via the QR code using the NHS app scanner.
- Customers and visitors must wear a mask or face covering when inside the club house unless exempt for health reasons.

## **Covid-19 Risk Assessment Canvey Island Rugby Club**

### **Internally.**

Inside the club the rule of six is to be abided too, this means up to six people are permitted per table. All six people will be allowed to be from different households.

The only exemption from the rule of six is if the table is made up from 2 households, there is no limit on this number.

Do not share glasses or bottles with anyone in or not within the group of six, these must still be washed regularly.

Once a group has left a table or the seating area, this area must be disinfected immediately before another group attends.

All customers must wear a mask or face covering when entering the premises if they leave the chair to go to the toilet.

The bar manager and members of the club committee have the right to remove anybody not adhering to these rules inside the club and outside within the club's boundaries.

### **Externally**

Externally groups of up to 30 people is permitted, they must be 'seated' service only.

Anyone entering the club from the external areas to use WC's must wear a face covering or mask unless exempt.

**Covid-19 Risk Assessment Canvey Island Rugby Club**  
**Risk assessment**

<u>ref</u>	<u>Controls Measures</u>	<u>In place Yes or N/A</u>
1	Enhanced wash stations in place at all Entry and exit points.	
2	Controls to manage queues are in place both internally and externally in order to maintain social distancing (table service)	
3	The appropriate number of staff are available to serve external areas and advise on social distancing	
4	Separate entrance and exits are in place so social distancing can be maintained and customer crossing paths are limited	
5	Are doors able to be left open to increase air flow within the club	
6	Hand sanitisers are in place and available in key locations such as toilet and club entry points and the bar area.	
7	Hygiene, social distancing and directional signage is prominently displayed.	
8	Regular disinfection of high touch area has been designated to a member or members of staff.	
9	Designated smoking areas are in place and have been marked to avoid crowding.	
10	Customers are encouraged to use contactless payment methods instead of cash where possible. (tabs to be in place if required)	
11	The doorbell is installed and working, all staff can hear the doorbell when activated	
12	Forehead Thermometer is in place and working with sign in book in place	
13	Staff have been debriefed on operations and advise within this document	
14	Rule of 6 markings and posters clearly displayed and visible	
15	Signing in information is being destroyed after 21 days	
16	The relevant PPE for staff is available.	

Signed

Date