

## 2020 Risk assessment implementation template for COVID-19.

This template has been developed to help businesses implement the government “COVID- secure guidelines”. It is aimed at smaller, lower risk businesses, enforced for health and safety by Local Authorities and who don’t have dedicated health and safety advice. Currently the guidance consists of 5 key points contained within <https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work> these are printed below, and 8 workplace guides at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Nothing in this document should add or take away from the guidance, and you don’t have to use this template to complete your risk assessment. We have created this to help businesses go through the risk assessment process and document their findings. It can be freely copied and used but it is best completed on the computer as the boxes expand. We take no responsibility for your risk assessment, but we hope this is helpful in getting back to work safely.

Next steps;

- Think about your procedure for dealing with actual cases of COVID-19 sickness.
- Complete the 5 boxes- the basic risk assessment.
- Additional steps from guidance- what specific measures apply to your workplace type.
- Implement all the measures and check they work.
- Save or upload risk assessment to website, print out notice, sign and display.

Business name and address:

- Mersey Motor Boat Club Ltd

Person carrying out risk assessment:

- Maureen & Ian Chatten

Signed and dated (when completed):

- Friday 3<sup>rd</sup> July 2020

## First, be clear on your procedure on COVID-19 sickness

What arrangements for sending people home if an employee or customer is displaying symptoms of COVID-19?

- Ensure contact details have been collected from the affected person and advise them to inform the relevant health authority.
- Ensure they are able to return home safely i.e. call a taxi/family member to collect them.
- Inform any other club members who have been in the same vicinity at the same time.

Any further cleaning or other actions that you would take to if this happens?

- Extensively clean all areas and surfaces the affected person may have touched or been in contact with.

What will you do if an employee informs you that members of his/her household are displaying symptoms of COVID-19?

- Ask them to return home and self-isolate for a minimum of 14 days and encourage them to contact the relevant health authority

## Second, complete the 5 boxes

### 1. Work from home, if you can

*“All reasonable steps should be taken by employers to help people work from home. But for those who cannot work from home and whose workplace has not been told to close, our message is clear: you should go to work. Staff should speak to their employer about when their workplace will open”.*

Which employees can work from home?

- All staff working behind the bar and cleaning at the club are volunteers. The bar is manned on a rota basis

If your workplace has not been told to close, when do you plan to open?

- The Board of Directors took the decision to close the bar immediately on notification of lock down by the government. We plan to open on Sunday 5<sup>th</sup> July 2020 as a trial run.

How have you communicated with staff about this?

- By email, phone and text

## **2. Carry out a COVID-19 risk assessment, in consultation with workers or trade unions**

*“This guidance operates within current health and safety employment and equalities legislation and employers will need to carry out COVID-19 risk assessments in consultation with their workers or trade unions, to establish what guidelines to put in place. If possible, employers should publish the results of their risk assessments on their website and we expect all businesses with over 50 employees to do so”.*

What consultation with workers or trade unions will you do?

- We have had discussions with our volunteer bar staff regarding the actions and processes we will be applying in order to open the bar.

Will you publish the results of your risk assessment on your website?

- The results of our risk assessment will be published on the Club website as soon as possible.

### **3. Maintain 2 metres social distancing, wherever possible**

*“Employers should re-design workspaces to maintain 2 metre distances between people by staggering start times, creating one-way walk-throughs, opening more entrances and exits, or changing seating layouts in break rooms”.*

This business will maintain 2 metre distances between people by;

- Spacing small round tables and chairs at a minimum distance of 2 metres and limiting the number of chairs around each table to 2. This will allow for some household couples to use a single table. All others will be encouraged to use a table singly. Bar staff will ensure numbers at each table are restricted to households or ‘bubbles’ and direct members to available tables where necessary.
- A one-way system for entering and leaving the club will be in place with posters and arrows.
- Tape will be used on the floor to ensure 2 metre distancing.
- Toilet use will be restricted to one person at a time.
- Orders will be text to bar staff and a table placed a minimum distance of 3 metres from the bar for the customer to collect their drinks from a tray (cleaned after each use).
- A bar tab will be maintained and payments will be taken once at the end of the session, encouraging card payment where possible. The bar arrangement allows for staff and customers to maintain a 2 metre distance.
- In addition club members will be required to use a sign in book with their contact details to be used in the event of a report of a member contracting Covid-19.

### **4. Where people cannot be 2 metres apart, manage transmission risk**

*“Employers should look into putting barriers in shared spaces, creating workplace shift patterns or fixed teams minimising the number of people in contact with one another, or ensuring colleagues are facing away from each other”.*

This business will manage transmission risk where people cannot be 2 metres apart by;

Having explored the area of the club that will be in use and the fairly small numbers of members on the premises at any given time, it is considered that 2 metre distancing can be maintained at all times. Therefore, subject to customers observing the measures put in place and if they read and abide by the notices, it should be possible to maintain the 2 metre distancing rules.

## **5. Reinforcing cleaning processes**

*“Workplaces should be cleaned more frequently, paying close attention to high-contact objects like door handles and keyboards. Employers should provide handwashing facilities or hand sanitisers at entry and exit points”.*

This business will reinforce cleaning processes by;

- As the intension is to only open the club bar for one evening each week, toilets and all surfaces, including door handles and door plates, will be cleaned before each use of the club.

- Hand sanitisers will be provided on entrance/exit to the club and toilets. Hand sanitisers will also be available on the 'order' table near the bar.
- Clear notices encouraging frequent handwashing and/or use of sanitiser gel will be displayed around outside and around the club.
- During any bar session, all doors (where possible) will be wedged open to avoid unnecessary contamination points.

### **Third decide which guides are relevant, put the steps into the table below, and implement**

These 8 guides cover a range of different types of work. Many businesses operate more than one type of workplace, such as an office, factory and fleet of vehicles. You may need to use more than one of these guides as you consider what you need to do to keep people safe.

Decide which guides are relevant to your business, put the relevant measures in the table below. There is a lot of information in the guides and it is important to remember that their aim is to help implement the 5 points, and the "steps that are usually needed" are key to this. Some associations are also providing helpful additional guidance to businesses as to the most appropriate steps to take in their work area.

The relevant workplace guides for this business are;

- Our facility is a Members Club and so will fall under the guidance for Pubs and Restaurants

The workplace guides have been examined and measures applied in the table below.

**Currently there are 8 guides- Construction and other work, factories, plants and warehouses, labs and research facilities, offices and contact centres, homes, restaurants offering takeaway or delivery, shops and branches, vehicles.**

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>

**Further guides are likely to be published shortly, check government websites.**

| Steps that are needed from workplace guidance.  | How implemented, any consultation?  | Documentation (e.g. written instructions, notices for customers)                           | Management walk-around are the measures working, being complied with by staff and customers?  | Further measures following management check.  |
|---|---|--|---|---|
| Example- hazard tape on floor marking 2 m distance from checkouts for queuing customers | Discuss with employees and put down tape.   | This risk assessment and verbal instructions.  | No, some customers still too close.   | Staff told to remind customers to socially distance. Laminated signs telling customers to stay behind the line.   |
| Clear signage instructing handwashing and floor markers displaying 2 metre distance.    | Communicate all requirements to the staff via email, text or phone conversation.  | Clear instructions and guidance will be visible in and around the club.                    | Bar staff will have responsibility to ensure all measures in place are being adhered to.  | Following the trial event on Sunday 5 <sup>th</sup> July 2020, a regular (weekly, monthly) check of procedures will be undertaken and changes made where necessary to ensure we continue to comply with government expectation. |
| Strategic placing of tables and limiting seating at each table                          | As we are a Members Club, communicate to all members likely to attend the club with the measures and regulations that will be expected. E.g. distancing, hand cleaning etc. | Notice of requirements and the Risk Assessment will be available on the club website.      | As we are a Members Club, it will be a simple measure to speak to any members not following guidance and any blatant infringement will place their membership of the club at risk.                        |   |
| One way system for entry/exit using physical barriers.                                  |   | Details of the requirements will be posted on the external. Notice board at the Clubhouse. | A trial run of the process if planned for Sunday 5 <sup>th</sup> July 2020. Following an assessment of that date, any issues can be addressed prior to a planned regular opening of the club each Friday. |   |

|  |  |  |  |  |
|--|--|--|--|--|
| Hand sanitisers at entry/exit to the building and toilets.   |  |  |  |  |
| Record of contact details for all club members attending the bar.  |  |  |  |  |
| Text system for ordering drinks so minimising face to face contact.  |  |  |  |  |
| Regular cleaning of all surfaces throughout the evening. Regular cleaning of customer toilets before and after club evening. |  |  |  |  |
| (Where possible) have doors and windows open to ensure circulation of fresh air.   |  |  |  |  |

After the risk assessment has been completed, what further regular monitoring will be carried out?

- An initial assessment will be undertaken following the trial run on Sunday 5<sup>th</sup> July 2020. Following that, further assessments will be carried out weekly to ensure we are in compliance with regulations. If this continues to be satisfactory, assessment will be moved to monthly with the understanding that it will return to weekly should any issue regarding customer and staff safety be identified.

How will any further needed changes be put in place

- Following each regular assessment, changes will be made where necessary in areas such as restricting times, increasing notices and labelling and reminding club members of the guidance that must be followed.

**Finally save and upload your risk assessment onto your website as appropriate and print out and display the notice.**

A downloadable notice is included in the downloads section of the 8 workplace guides, “staying COVID-19 secure in 2020” which employers should display in their workplaces to show their employees, customers and other visitors to their workplace that they have followed this guidance.