**Covid-19 is a new illness that can affect lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This **Risk Assessment** for dealing with the current Covid-19 situation in the workplace was undertaken on 29th June 2020 by Richard Hutchison (Club Manager)

**RISK ASSESSMENT – COVID-19 / PUDSEY ST LAWRENCE CRICKET CLUB**

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| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | Action by who? | Action by when? | Done |
| Spread of Covid-19 Coronavirus | * **Staff** * **Visitors** * **Cleaners** * **Contractors** * **Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions** * **Anyone else who physically comes in contact in relation to the business** | **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * See hand washing guidance. * <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> * Drying of hands with disposable paper towels. * Gel sanitisers in any area where washing facilities not readily available   **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as tables, door handles, light switches etc using appropriate cleaning products and methods.  **Social Distancing / Ordering Drinks**  Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.  Redesigning processes to ensure social distancing in place.  Ensuring sufficient rest breaks for staff.  **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.  **PPE**  *Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours*  Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-  Wearers must be clean shaven.  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.  Manager will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the Club will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. | Employees, members and guests to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues and hand sanitisers will be made available where needed.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the existing public health advice- <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  Posters, leaflets and other materials are available and clearly displayed.  Staff to regularly wipe surfaces and ‘touch points’ (door handles etc) with appropriate antibacterial cleaner.  Clubhouse to be thoroughly cleaned before each days trade, with full clean down done after each days trading.  Reduced staffing to ensure distancing  Club open for members only to ensure we are able to track and trace people attending.  Clubhouse closed to members other than use of female toilet facilities.  Rigorous checks will be carried out by The Manager and designated staff to ensure that the necessary procedures are being followed.  Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to.  Outdoor queuing system in operation.  Drinks ordering from a single point, with socially distanced queueing system in operation.  Trays to be provided. The ‘tray station’ will have antibacterial spray available so trays can be cleaned after each use.  Card/contactless payments only  Floor markings and signs in place to reinforce social distancing.  Staff to wear protective gloves and face masks whilst working.  Staff to be reminded that wearing of gloves is not a substitute for good hand washing.  To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –  Both the fit tester and those being fit tested should wash their hands before and after the test.  Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).  Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.  Internal communication channels and cascading of messages through managers will be carried out regularly to reassure and support employees in a fast changing situation.  Managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.  Regular communication of mental health information and open door policy for those who need additional support.  Staff encouraged to voice ideas and concerns to ensure social distancing, safety and government guidelines are adhered to at all times.  Staff reminded that they will need to self isolate for 14 day if they develop Covid-19 symptoms, or if they are advised/aware that they have been in contact with someone displaying Covid-19 symptoms.  Regular staff meetings to ensure everyone knows what is required of them to comply with the necessary working practices. | **RH &**  **ALL STAFF**  **Members**  **Visitors**  **Deliveries** | ONGOING |  |