

Risk assessment for Covid-19

Company name: Newcastle Cricket Club

Assessment carried out by: Alistair Poll

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Date of next review: 06/07/2020

Date assessment was carried out: 30/06/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transmission of Covid-19 coronavirus		Manage the risk	<p>Ensuring both workers and customers who feel unwell stay at home and do not attend the venue.</p> <p>Increasing the frequency of handwashing and surface cleaning in function room and out door areas.</p> <p>Service to be provided in controlled areas of premises by guidance from staff, lay out of furniture and signage.</p>	RD and staff	While premises are open and staff on site	

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			<p>5 tables indoors, 10 spaces outdoors, maximum of 90 people.</p> <p>Social distancing guidelines must be followed.</p> <p>The opening process to be controlled by customers booking their time slot for attending the premises by phone or via website.</p> <p>Maximum of 15 tables to be made available allowing a maximum of 90 plus staff to be on site.</p> <p>Opening times to be 12pm to 9pm, booking time slots to be 12 to 3pm, 3pm to 6pm and 6pm to 9pm. Site cleared by 9.30</p> <p>This Risk assessment to be placed on website and customers to be informed of this on booking.</p>	TW		

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Transmission of Covid-19 coronavirus	Staff (including volunteer staff), Patrons, Delivery Drivers by coming into contact with contaminated hard services.	Provide adequate hand cleaning facilities	Employees and Staff (15 to date with 5/6 on shift) 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 will be made available throughout the workplace	AP & RD	Ongoing	
		Staff to be briefed and sign a staff awareness form prior to opening	Covid – 19 Staff Awareness Guidance to be written and delivered to staff.	AP	2 nd July 2020 6pm	
		Remind staff of good hygiene practises	Ensure Dermatitis poster displayed at hand wash basins https://www.hse.gov.uk/skin/posters/skindermatitis.pdf	AP	03/07/2020	
		Ensuring all hand drying facilities are contact free (automatic hand	Ensure signage at entrance, in function room, in toilets, and outside, to remind patrons of social distancing, hand hygiene and “catch it, bin it, kill it” advice.	AP	03/07/2020	

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		driers or paper towels)				
		Reminding staff of social distancing guidelines, where a 2 metre distance should be kept where practical. A 1 metre distance may be kept where 2m is not practical	A list of all visitors will be made and kept for 21 days to assist with government track and trace. This will be via details which are required for booking, and confirmed on entry.	AP, TW	03/07/2020	
		Regular cleaning of all surfaces	Social distancing markers to be placed on the floor to ensure adequate social distancing. Staff to be briefed as to hygiene and cleaning routines and to complete sign off sheets.	AP, PW Staff	03/07/2020	
		Function room used instead of upstairs bar, and layout reorganised to ensure best chance of keeping 2m distance	Signs informing of one way system through the function room and around toilets, and encouraging safe and responsible use of toilets by limiting capacity and queuing safely.	AP	03/07/2020	

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		<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be instructed not to attend work, or sent home and advised to follow the stay at home guidance</p>	<p>PPE can be used by staff where desired, but it is noted that Public Health guidance on the use of PPE 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. It may be preferable for staff to wear disposable gloves when using drinks dispensers and other contact points.</p>	AP	ongoing	
		<p>Removal of bar handrails or any surface likely to encourage unnecessary contact.</p>	<p>Deliveries will be contact free where possible, and where contact is needed this will remain between the same pair of people. All delivered items e.g. beer barrels will be cleaned with a suitable disinfectant cleaner.</p>	RD	ongoing	
		<p>All doors (excluding fire doors) to remain open where practical, to encourage better ventilation and reduce contact points.</p>	<p>Cleaning of all surfaces will be increased, all tables wiped between customers, and all contact points on e.g. doors cleaned hourly, with a suitable disinfecting cleaner.</p>	All staff	ongoing	

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		Plastic, disposable glasses will be used to prevent the risk of transmission via glassware	All staff, including volunteer staff, will receive adequate training on maintaining hygiene and all legal requirements for reopening the business.	AP, RD	03/07/2020 & ongoing	
		All used glassware etc will be double bagged and left for 72 hours before disposal	All outside seating will be adequately spaced to allow social distancing. Seating will be placed in a way so as to discourage face to face seating.	AP, RD	03/07/2020	
			Tables and benches will be numbered and a the feasibility of a text based service will be investigated to prevent queuing at the bar	AP, RD, TW	03/07/2020	
			Extension of contactless payment to outdoors to be investigated	AP, TW	03/07/2020	
			Drinks to be ordered via text and taken to customers			
			“Sanitation stations” will be provided at the entrance, exit and toilets, as well as other locations as necessary.	AP, RD, TW	03/07/2020	

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			An accessible area for up to six people with seating a minimum of two metres apart will be reserved for those considered clinically vulnerable. Although the club would discourage anyone considered vulnerable from attending, it is noted that government guidelines will permit them to do so, and as such extra precautions will be taken.	AP, RD	03/07/2020	
Disposal of waste	Staff and Customers	Provide extra bins double lined by plastic bin liners for each table	During and at the end of 3 hour time slots staff to clear any litter	All staff on duty	During opening times	
Toilet areas	Staff and customers	Wedge open toilet doors with a 1 in 1 out policy	Wedge doors Notice on doors explaining 1 in 1 out Cleaning schedule on doors signed off by staff after hourly hygiene cleaning	All staff on duty	During opening times	
Customers become disruptive	Staff and customers	Area Police command has been informed Club Manager to act on any disruptive behaviour	Brief staff 2 nd July 2020 and prior to shifts.	NGB AP RD Staff aware	During opening times	

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First aid provision	Staff and customers	Ensure we have at least one 1 st aider in attendance at all times.	Ensure we have 1 st aider in attendance PPE equipment available for 1 st aider attending to customers.	RD 1 st aiders	During opening times.	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery#takeaways-2-4>