



Coronavirus (Covid-19) **RISK ASSESSMENT** for the clubhouse at WOODBRIDGE TOWN FOOTBALL CLUB

Last revised on: 19/7/2021

Hazard	Risk to:	Control	Method	Responsible	Completed
Spreading COVID-19 amongst staff	Staff Members	Personal hygiene practices for employees	All staff members advised to wash hands at the beginning, during and after shifts, and encouraged to wash their hands regularly during shift	Manager	Ongoing
Spreading COVID-19 amongst staff	Staff Members	Hand sanitising stations	All staff zones (bar and kitchen) to have a hand sanitizer station for staff use only	Manager	9/6/20
Spreading COVID-19 amongst staff	Staff Members	Clear process for management if they suspect an employee has COVID-19 and checking if staff have symptoms	Clear policy and training on what to do if a member of staff has COVID-19, either suspected at work or they ring in.	Manager	Ongoing
Spreading COVID-19 amongst staff	Staff Members	Majority of payments to be taken by contactless method	This will naturally increase as the public are getting used to paying this way. Clear signage and communication from staff encouraging contactless or card payment only, Cash should not be refused as this may affect the elderly or vulnerable, but the employee should wash or sanitise their hands after each cash transaction	All Staff	Ongoing
Spreading COVID-19 amongst staff	Staff Members	Training and changing working practices	<p>Clear staff training to be provided for all members on COVID-19 and how to manage the risks. All staff need to have training on working practices.</p> <ul style="list-style-type: none"> • Personal hygiene • Table & drinks service (if mandatory) • Toilet checks <p>All training completed to be documented and signed for to show full understanding.</p>	Manager	Ongoing



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Spreading COVID-19 amongst staff	Staff Members	PPE consideration-Masks	Staff to be strongly encouraged, but not enforced to wear masks	All Staff	Ongoing
Spreading COVID-19 amongst staff	Staff Members	PPE consideration - Gloves	It needs to be made clear that gloves do not replace the need for personal hygiene and the washing of hands. Gloves should be always be used for toilet cleaning checks and disposed of after each use	All Staff	Ongoing
Spreading COVID-19 amongst staff	Staff Members	Over hand washing	Frequent hand washing may be removing the healthy oils and also good bacteria that defends against disease. A person may also suffer from hand dermatitis, due to over washing. Hand moisturiser will be made available for staff use.	All Staff	Ongoing
Spreading COVID-19 amongst staff	Staff Members	Minimising risk of touch points	Consideration to be given to propping open doors that are not required to minimise the need to touch them. Fire doors DO NOT apply and must be kept closed. Regular antibacterial cleaning and on shift/zone change of: <ul style="list-style-type: none"> • Touchscreen tills • Beer pumps • Back bar • Fridge handles • Glass washer handle Antibacterial cleaning after every use <ul style="list-style-type: none"> • Card terminal / Telephone 	All Staff	Ongoing
Spreading COVID-19 amongst staff	Staff Members	Cellar safety	Only one person at a time to enter the cellar. Wash/sanitise hands before entering and wash hands again after leaving. Touch points, door handles/keg couplers, ice machines should be wiped clean with antibacterial spray	All Staff	Ongoing
Spreading COVID-19 amongst staff	Staff Members	Reduced menu	To allow social distancing in the kitchen the menu has been reduced to allow this to be completed by one person.	Manager	9/6/20



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Spreading COVID-19 to customers and the wider community	Customers and visitors	NHS Track and Trace	As of 19/7/21 it is no longer mandatory for all customers visiting the premises to either 'check-in using the NHS app or provide contact details. NHS posters to remain	All Staff	9/9/20
Spreading COVID-19 to customers and the wider community	Customers and visitors	Maintenance of social distancing (customers)	All government guidance will be followed when issued There will be no standing allowed at any time in the bar area	All Staff	Ongoing
Spreading COVID-19 to customers and the wider community	Customers and visitors	Seating layout	All seating and tables need to be positioned in such a way that there is social distancing. It is not expected for staff to tell people where to sit or in what groups (unless there is clear government guidance on this). Both internal and external seating needs to be considered	Manager	10/6/20
Spreading COVID-19 to customers and the wider community	Customers and visitors	Hand sanitising stations	Hand sanitizer station located at all entrances and in toilets with clear signage encouraging all customers and visitors to wash and sanitise their hands as they enter and leave the site.	Manager	10/6/20
Spreading COVID-19 to customers and the wider community	Customers and visitors	Management of toilets	Enhanced signage Wash your hands signage Hand sanitiser signage	Manager	10/6/20
Spreading COVID-19 to customers and the wider community	Customers and visitors	Management of toilets	Enhanced cleaning checks The toilets to be inspected every hour and all touch surfaces, door handles, flush handles, locks, taps, will be sanitised	All Staff	Ongoing
Spreading COVID-19 to customers and the wider community	Customers and visitors	Management of toilets	Propping access doors open Gents toilets access doors should be propped open to minimise contact Privacy issue with Ladies toilet. Not possible for disabled toilet	All Staff	Ongoing
Spreading COVID-19 to customers and the wider community	Customers and visitors	Management of toilets	Hand sanitiser All toilets to have hand sanitiser available.	Manager	10/6/20



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Spreading COVID-19 to customers and the wider community	Customers and visitors	Management of toilets	Compliance There is a form made available for staff to log the checks.	Manager	10/6/20
Spreading COVID-19 to customers and the wider community	Customers and staff	Service methods	Food and Drinks orders One payment only to be taken for all drinks whenever possible via use of customer tabs.	All Staff	Updated October 2020
Spreading COVID-19 to customers and the wider community	Customers and staff	Service methods	Food service Food will be served to the table by staff. Maintain social distance when serving food	All Staff	Ongoing
Spreading COVID-19 to customers and the wider community	Customers and staff	Service methods	Use of disposable napkins When passing the plate to the individual the server will either have plates on a tray or hold it via a disposable napkin so no contact with plate is made by the server	All Staff	Ongoing
Spreading COVID-19 to customers and the wider community	Customers and staff	Service methods	Minimising contact points All cutlery and condiments will be served by the staff Condiments will be served in disposable sachets	All Staff	Ongoing
Spreading COVID-19 to customers and the wider community	Customers and staff	Service methods	Clearing of glasses and plates To limit the customer movement all plates and glasses will be cleared by staff. Customers will be discouraged from bringing empty glasses back to the bar	All Staff	Ongoing
Spreading COVID-19 to customers and the wider community	Customers and staff	Service methods	Sanitation of tables In between each group the table will be completely cleared and sanitised.	All Staff	Ongoing