

Chester-le-Street Golf Club

Covid-19 Risk Assessment. Updated 18 September 2020, following local lockdown.

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by whom?	Action by when?	Done
Spread of Covid-19 coronavirus	Staff and franchisee	<u>Hand washing and hygiene</u> <ul style="list-style-type: none"> Stringent hand washing taking place Drying hands with disposable paper towels Regular use of hand sanitiser Skin protection using emollient cream 	Education and information meeting prior to reopening including re-iteration of government and public health advice.	KM	3/7	
			Regularly remind staff of hand washing and hygiene best practices.	CM	Ongoing	
			Encourage staff to regularly check skin & report any problems.	CM	Ongoing	
			Display any relevant posters and guidelines behind bar.	PS	3/7 18/9	
		<u>Cleaning</u> <ul style="list-style-type: none"> Frequent cleaning and disinfection of bar area and other surfaces 	Limit and advertise bar opening hours Sun-Fri 11.00-19.00, Sat 11.00-22.00 (Catering 11.00-14.00 weekdays & 11.00-16.00 weekends)	Office	1/7 18/9	
		<u>Social distancing</u> <ul style="list-style-type: none"> Staff to maintain 1m+ social distancing at all times 	Ensure all staff wear face coverings when serving at tables	CM	18/9	
		<u>Contact</u> <ul style="list-style-type: none"> Minimise staff need to touch items 	Implement new table service system for bar and catering	CM	18/9	
			Membership number and contactless payments only	Staff	Ongoing	
Notes:						

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by whom?	Action by when?	Done
Spread of Covid-19 coronavirus	Staff and franchisee	<u>PPE</u> <ul style="list-style-type: none"> Public health guidance on use of PPE to be observed at all times 	Ensure all staff conform to revised guidance following local lockdown	CM	1/7	
		<u>Deliveries</u> <ul style="list-style-type: none"> Ensure staff and drivers are safe while receiving deliveries 	Order additional stock when possible	CM	Ongoing	
			Socially distance from drivers at all times	Staff	Ongoing	
			Quarantine deliveries for 72 hours where possible; otherwise, disinfect on arrival	Staff	Ongoing	
			No signatures to be provided	Staff	Ongoing	
			Allow drivers to access toilet facilities	Staff	Ongoing	
		<u>Symptoms of Covid-19</u> <ul style="list-style-type: none"> Anyone displaying symptoms will be sent home and advised to follow government isolation guidance 	Retain work rotas to assist track and trace; ensure consistency of policy re self-isolation in line with track and trace regulations	CM	Ongoing	
		<u>Mental health</u> <ul style="list-style-type: none"> Club management will promote mental health and wellbeing awareness and support throughout the pandemic 		MF	Ongoing	
Notes:						

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by whom?	Action by when?	Done
Spread of Covid-19 coronavirus	Customers	<u>Hand washing and hygiene</u> <ul style="list-style-type: none"> Request customers wash hands and use sanitiser before using facilities 	Provide hand sanitizer throughout clubhouse.	CM	3/7	
		<u>Social distancing</u> <ul style="list-style-type: none"> Encourage customers to adhere to social distancing guidelines Institute one-way system throughout building Establish maximum customer numbers per clubhouse area (including patio) Arrange furniture for best possible social distancing as per revised government guidelines (also for computer kiosk) Establish socially distanced managed queueing for use of kiosk 	Display Covid-19 advice posters throughout building	PS	3/7	
			Issue members' bulletin regarding guidelines on new restrictions following local lockdown	KM	18/9	
			Signpost one-way system and queueing area. Mark doors as entrance or exit only.	PS	3/7	
			Display notices regarding our expectations of customers including social distancing and not moving furniture.	PS	18/9	
			Advise customers not to use locker rooms as a changing area.	KM	3/7	
		<u>Cleaning</u> <ul style="list-style-type: none"> Request customers sanitise furniture and drinks vending machine before use Staff to clean all surfaces as part of enhanced cleaning regime 	Provide customer cleaning stations and regularly check stock levels	CM	3/7	
Notes:						

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by whom?	Action by when?	Done
Spread of Covid-19 coronavirus	Customers	<u>Touch points</u> <ul style="list-style-type: none"> Minimise unnecessary contacts 	Wedge open doors (except fire doors)	Staff	Ongoing	
			Remove showers from use	MF	1/7	
			Drinks bottles to be sanitised before serving	Staff	Ongoing	
		<u>Ventilation</u> <ul style="list-style-type: none"> Improve where possible 	Open clubhouse windows	Staff	Ongoing	
		<u>Toilets</u> <ul style="list-style-type: none"> Ensure toilets are clean and disinfected at all times 	Reduce toilets in use. Gents – 2 urinals, 2 cubicles. Ladies – 3 cubicles	MF	3/7	
			Request customers disinfect toilet seat and flush mechanism before use and flush with seat down	Office	1/7	
			Provide cleaning wipes in each toilet cubicle plus separate bin for disposal	CM	3/7	
			Display notice in each cubicle regarding disinfection and flushing	PS	3/7	
			Establish 2-hourly toilet cleaning regime with transparent visible schedule	CM	3/7	
			Ensure sufficient soap and paper towels available	CM	Ongoing	
			Provide hand sanitiser at exit	CM	3/7	
		<u>Symptoms of Covid-19</u> <ul style="list-style-type: none"> Anyone displaying symptoms will be asked to leave and advised to follow govt isolation guidance 	Keep visitor record to assist with track and trace	CM	Ongoing	
Spread of Legionella virus	Staff and customers	<ul style="list-style-type: none"> Ensure building water is correctly supplied and safe to use 	Carry out a full risk assessment as per HSE instructions	MF	1/7	
			Flush water systems prior to re-opening	MF	3/7	
Notes:						