

SOUTHGATE OLD SCHOLARS' ASSOCIATION – COVID-19 RISK ASSESSMENT – Stage 3

What are the hazards?	Transmission of COVID-19	
Who might be harmed?	Facility users, staff. volunteers, members. visitors and the wider community of Southgate Old Scholars' Association Clubhouse and surrounding Area	
No	Controls required	Action Taken by the Club
People Management, Clubhouse Facility and Communication		
1	Track and Trace	<p>Upon entry to the clubhouse.</p> <p>The Club will keep a register of all visitors and attendees using the Track and Trace QR or signing in register.</p> <p>Details of attendees will be passed to Track and Trace upon request.</p>
2	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	<p>Maximum Clubhouse occupancy is restricted to a total of no more than 30 people seated.</p> <p>There is to be no more than 6 people seated in any gathering/group and socially distanced inside the Clubhouse and no more than 30 in any group outside.</p> <p>One-way system in operation for accessing toilets with signage and floor markings in place.</p> <p>Kitchen to remain closed until further notice.</p> <p>Changing and Shower facilities will restrict use to recommended Government guidelines. Changing rooms to be restricted to 3 people at any given time and maintain social distancing.</p> <p>Showers to be restricted to 1 person at given time.</p> <p>One person maximum in toilets and behind bar at any given time.</p>

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3	Signage and communication so that all visitors and attendees are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19.	Appropriate signage placed in prominent locations. Hand washing and social distancing signs placed in prominent positions.
4	Volunteer training to support the implementation of the plan, with suitable training records.	This risk assessment distributed to all volunteers. Risk Assessment clearly displayed on Clubhouse Notice Board and member club websites.
5	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Clubhouse entry and exit doors to remain open, in extreme bad weather entry and exit doors may be closed and windows opened. Entry and Exit doors are clearly identified.
6	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Excess chairs removed from use. Tables and chairs positioned and clearly marked to maintain social distancing. Table service ONLY throughout the Clubhouse areas. Face covering is required inside the Clubhouse unless seated.
Social and Hospitality Areas		
7	Plan to solicit and maintain records of attendance, visitors, and members - to be maintained for 21 days and then destroyed (as detailed in section 1).	Visitors and members unless using the QR record must be recorded in attendance register.
8	Identification of suitable areas for outdoor service that do not overlap with any recreational sports activity.	Clubhouse Bar opened only by authorised; trained members of Clubhouse Committee as agreed by Southgate Old Scholars' Association Committee.
9	Steps taken to minimise time and the number of people at the bar.	Table service ONLY throughout the Clubhouse areas.
10	Steps taken to minimise contact points at payment or around the hospitality space.	Members encouraged to use payment by card.

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11	Suitable PPE provision and training for staff and volunteers.	Club will provide wipes and hand sanitiser. Paper towels and sanitiser dispensers distributed at toilet entry, bar.
12	Strategy for the safe serving, clearing, and cleaning of glassware and tableware.	All glassware and tableware are replaced after single use and cleaned.
13	Deep cleaning strategy to minimise COVID-19 transmission risk.	Deep cleaning carried out after clubhouse use.
14	Daily cleaning strategy to minimise COVID-19 transmission risk.	Signage installed in toilets asking users to wipe down thoroughly after use. Wet wipes and antibacterial spray always supplied and readily available.
15	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	All main doors are secured open when clubhouse is in use. Wipes and hand sanitiser distributed throughout the clubhouse for individuals. Bins supplied for wipe disposal.
Hygiene and Cleaning		
16	Materials, PPE, and training that you have provided to your staff for effective cleaning.	Club will provide, gloves, spray, cloths, gel, and wipes to all volunteers. Posters offering instruction and guidance visible in clubhouse.
17	Provision of hand washing facilities with warm water, soap, disposable towels, and bin.	Hot water available to all sinks. Wipes provided to wipe down toilets, taps. Club provide anti-bacterial soap dispensers for all sinks.
18	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Hand sanitiser provided on bar, toilets, and tables in the clubhouse.
	What are the hazards?	Other venue hazards to be considered after temporary closure such as Legionnaire's Disease, fire, electrical safety etc.
	Who might be harmed?	Facility users, staff, volunteers, and visitors.

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Controls required		Action Taken by the Club
Actions Taken Prior To Re-Opening		
19	Consider the risk of Legionnaire's disease and carry out necessary work to make your water supply safe for users.	Shower Heads have been removed and cleaned. Hot water flushed through all outlets.
20	Check that routine maintenance has not been missed and certification is up to date (Gas safety, Electrical Safety and Portable Appliance Testing, Fire Safety, Lifts and Heating – Ventilation and Air Conditioning).	Fire extinguishers and fire safety is up to date. PAT testing completed.
21	What are the hazards?	None Identified
22	Who might be harmed?	
Controls required		Action Taken by the Club
First Aid		
23	Check that your first aid kits are stocked and accessible during all activity.	First aid kit in clubhouse re-stocked.
24	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	Delivering first aid during Covid-19 poster displayed in Clubhouse.
25	If you have an AED then check that it is in working order, service is up to date and that it is available during all activity.	A portable AED has been professionally installed and training material with links to video guidance has been provided and circulated on 26 th August 2020.
26	What are the hazards?	None Identified
27	Who might be harmed?	