

Covid-19 Risk Assessment – Members & Visitors to the Club

Company name: Royal Solent Yacht Club

Assessment carried out by: Club Secretary

Date of next review: 7th November 2020

Date assessment was carried out: 24th October 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Catching or spreading virus through poor hand hygiene	Employees Members Non-members	<ul style="list-style-type: none"> ➤ Staff trained in Covid-19 hygiene procedures & PPE useage. ➤ Covid-19 risk assessments and Procedure for Operational Practices shared via website. ➤ Signs requesting everyone sanitises hands on arrival. ➤ Hand sanitising stations in key locations (e.g. foyer, corridor outside 	<p>Staff refresher training.</p> <p>Monitoring on a daily/weekly basis, note and resolve any weaknesses in procedures.</p> <p>Check and top up hand sanitiser.</p> <p>Provide moisturiser to help combat effects of hand sanitiser.</p>	<p>Initially House Manager and Club Steward.</p> <p>Regular monitoring by all staff.</p>	<p>Prior to re-opening, notify staff and members of change in proceedures, regulations.</p> <p>Ongoing review.</p>	<p>Shared via procedural document on website and via email to members.</p> <p>Signage in foyer or briefing given on arrival by meeters and greeters.</p>

		<p>cloakrooms, top of stairs, outside lift).</p> <ul style="list-style-type: none"> ➤ Soap & hot water available in cloakrooms. ➤ Posters showing how to wash & sanitise hands properly. ➤ Wiping down touch points after arrival e.g. door handles, handrails, lift buttons. 				
<p>Catching or spreading virus through poor hygiene or lack of social distancing in cloakrooms, staff loo & disabled loos.</p>	<p>Employees Members Non-members</p>	<ul style="list-style-type: none"> ➤ Cloakrooms and both disabled loos are open for access to toilet and basin facilities. ➤ The shower cubicles remain closed. ➤ Face coverings must be worn at all times. ➤ Usage is limited to 3 people at any one time. ➤ If there are more than 3 people in the cloakroom others should wait socially distanced with face coverings in the foyer 	<p>Monitoring standards of cleanliness throughout day.</p>	<p>Employees and all users of cloakroom facilities.</p>	<p>Notify members of regulations before and after Club reopens.</p>	<p>Shared via procedural document on website and via email to members.</p> <p>Signage advising users to sanitise surfaces after use on back on loo doors.</p>

		<p>or use the disabled facility.</p> <ul style="list-style-type: none"> ➤ Intensively cleaned at start of each day. ➤ Antibac spray and paper towels are available for users to wipe down surfaces after use. ➤ Used paper towels to be disposed of in flip top pedal bins. ➤ Hand gel dispenser in corridor outside. 				
<p>Catching or spreading virus due to lack of social distancing at pinch points and in enclosed areas.</p>	<p>Employees Members Non-members</p>	<ul style="list-style-type: none"> ➤ Advanced booking is advised to help regulate influx and stagger arrivals ➤ Requirement to wear face coverings at all times inside the Clubhouse, except when seated to eat or drink. ➤ One way system in place with signage and arrows. ➤ Exits via external staircases, weather and ability permitting. 	<p>Monitor use of face coverings by those not seated.</p> <p>Monitor use of one way system.</p> <p>Ensure correct social distancing and no mingling are observed.</p> <p>Signage to remind members & non-members of requirements to wear face</p>	<p>Employees and all uses of the Clubhouse.</p>	<p>Prior to re-opening, notify staff and members of change in procedures, regulations.</p> <p>Ongoing review.</p>	<p>Shared via procedural document on website and via email to members.</p> <p>Signage throughout clubhouse.</p>

		<ul style="list-style-type: none"> ➤ Restricted numbers (3) in cloakrooms at any one time. ➤ Queueing kept to 2m apart using tape of floor where relevant e.g. outside disabled loo & at till to pay. 	coverings and follow one-way system and observe 1m+ or 2m social distancing.			
Catching or spreading virus due to lack of social distancing or through shared touch points in dining rooms/bars: Seating & ordering	<p>Employees</p> <p>Members</p> <p>Non-members</p>	<ul style="list-style-type: none"> ➤ Tables inside and outside spaced 2m apart. ➤ Table useage is limited to one sitting at lunch or dinner. ➤ Maximum of 6 persons per table. ➤ No mingling between groups. ➤ The Club will endeavour to allocate tables to support social distancing within a group if required. ➤ Diners shown to table wearing face coverings and asked to remain seated throughout except to use the cloakrooms. 	<p>Constant monitoring of tables for further food and drink orders.</p> <p>Additional staff may be required during busier times to assist with table service.</p>	House Manager, Steward, Servers	Notify members regarding new ordering procedures before Club reopens. Signage with clear instructions around club and on tables.	Yes, via procedural document shared on website and via email. Regulations and procedures given on arrival by meters and greeters at front door and at top of stairs if busy.

		<ul style="list-style-type: none"> ➤ Face coverings may be removed once seated at allocated table to eat or drink. ➤ Table service only. All orders for drinks or food to be taken at the table with social distancing observed by server wearing face covering and using own pen and pad. ➤ No ordering at or prolonged standing or sitting at the bar. ➤ Disposable paper menus and wine lists per table for each sitting. 				
Catching or spreading virus due to lack of social distancing or through shared touch points in dining rooms/bars: Serving & Clearing		<ul style="list-style-type: none"> ➤ One bar tender wearing face covering pours all drinks and places them on trays. ➤ Server wearing face covering takes tray to table and asks recipients to remove drinks from tray. ➤ Food is served to the table by server 	Continual monitoring of processes to ensure correctly followed.	House Manager, Steward, Servers	Notify members regarding new ordering procedures before Club reopens. Signage with clear instructions around club and on tables.	Yes, via procedural document shared on website and via email. Regulations and procedures given on arrival by meters and greeters at front

		<p>wearing face covering.</p> <ul style="list-style-type: none"> ➤ Used glasses and plates are removed by server wearing face covering. ➤ Bills should ideally be paid at the table using contactless card payment on a wifi card machine or members may ask for their bills to be charged to their payment card accounts remotely. Cash should only be accepted as a last resort and staff should sanitise their hands afterwards. ➤ Members/visitors put face coverings on and leave via one way system. ➤ After each sitting, dirty table cloth or banqueting roll is removed by staff wearing face covering, gloves and apron and transferred 				door and at top of stairs if busy
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		<p>securely to washing machine or bin.</p> <ul style="list-style-type: none"> ➤ Tables, chairs, condiments and any laminated signs are wiped down using antibac spray. ➤ Single use menus and wine lists are disposed of. 				
Persons displaying signs and symptoms of COVID 19	<p>Employees</p> <p>Members</p> <p>Non-members</p>	<ul style="list-style-type: none"> ➤ Details must be taken on arrival. ➤ If signs and symptoms are displayed entry must be refused. ➤ Any area and surfaces they have come into contact with must be thoroughly cleaned. ➤ If a positive test result has been confirmed Track & Trace will contact the Club and request records. 	Monitor and implement and new regulations and procedures.	Senior Staff, Flag Officers	Ongoing.	Records of all those who visit the Club and when they do so are being kept.