

## 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: 12<sup>th</sup> June 2021

Date assessment was carried out: 12<sup>th</sup> May 2021

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
<b>Catching or spreading virus through poor hand hygiene</b>	Staff Members Non-members	<ul style="list-style-type: none"> <li>➤ Staff trained in Covid-19 hygiene procedures &amp; PPE useage.</li> <li>➤ Covid-19 risk assessments and Procedure for Operational Practices shared via website.</li> <li>➤ Signs requesting everyone sanitises hands on arrival.</li> <li>➤ Hand sanitising stations in key locations (e.g. welcoming point, corridor outside cloakrooms)</li> </ul>	<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>Use signage to reinforce message.</p>	<p>Initially Service Manager and Club Steward.</p> <p>Regular monitoring by all staff.</p>	<p>Prior to re-opening, notify staff and members of continuation of Covid procedures &amp; regulations.</p> <p>Ongoing review.</p>	<p>Shared via procedural document on website and via email to members &amp; Staff.</p> <p>Signage at welcoming point or briefing given to members/ Visitors on arrival by Officer of the day.</p>

		<ul style="list-style-type: none"> <li>➤ Soap &amp; hot water available in cloakrooms.</li> <li>➤ Posters showing how to wash &amp; sanitise hands properly.</li> <li>➤ Wiping down touch points e.g. door handles, handrails, lift buttons.</li> </ul>				
<p><b>Catching or spreading virus through poor hygiene or lack of social distancing communal areas.</b></p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> <li>➤ Cloakrooms and downstairs disabled loo are open for access to toilet and basin facilities.</li> <li>➤ The showers will re-open from 17<sup>th</sup> May 2021, however Members are encouraged to avoid or minimise use of the showers where possible (for example, by arriving in sailing kit and showering at home) and to minimise the time they spend in the changing area.</li> <li>➤ Face coverings must be worn at all times.</li> </ul>	<p>Monitoring standards of cleanliness throughout day.</p> <p>Use signage to reinforce message.</p>	<p>Staff 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/Staff.</p> <p>Signage on back of loo doors advising users to sanitise surfaces after use.</p>

		<ul style="list-style-type: none"> <li>➤ Useage is limited to 3 people at any one time.</li> <li>➤ If there are more than 3 people in the cloakroom others should wait socially distanced with face coverings in the foyer or use the disabled facility.</li> <li>➤ Intensively cleaned at start of each day.</li> <li>➤ Antibac spray and paper towels are available for users to wipe down surfaces after use.</li> <li>➤ Used paper towels to be disposed of in flip top pedal bins.</li> <li>➤ Hand gel dispenser in corridor outside.</li> <li>➤ Windows will be opened to provide ventilation.</li> </ul>				
<b>Catching or spreading virus due to lack of social distancing at pinch points</b>	Staff Members Non-members	<ul style="list-style-type: none"> <li>➤ Advanced booking is advised to help regulate influx and stagger arrivals.</li> <li>➤ Requirement to wear face coverings except</li> </ul>	Monitor use of face coverings by those not seated.  Ensure correct social distancing	Staff and all users of the Clubhouse.	Prior to re-opening, notify staff and members of change in procedures, regulations.	Shared via procedural document on website and via email to members/Staff.

<p><b>and in enclosed areas.</b></p>		<p>when seated to eat or drink.</p> <ul style="list-style-type: none"> <li>➤ Exits via external staircases when seated outside.(Lift available to those on first floor balconies with mobility issues).</li> <li>➤ Lift buttons and hand rail should be sanitised after each use.</li> <li>➤ Restricted numbers (3) in cloakrooms at any one time.</li> <li>➤ Queueing kept to 2m apart using tape on floor where relevant e.g. outside cloakrooms &amp; at front desk.</li> <li>➤ One way system in place around first floor bar area that should be observed.</li> <li>➤ Windows will be opened to provide adequate ventilation.</li> </ul>	<p>and no mingling are observed – use signage to reinforce message.</p> <p>Signage to remind members &amp; non-members of requirements to wear face coverings and observe 1m+ or 2m social distancing &amp; one way system around first floor bar.</p>		<p>Ongoing review.</p>	<p>Signage throughout clubhouse.</p>
<p><b>Catching or spreading virus due to lack of social distancing or</b></p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> <li>➤ Tables spaced 2m apart or 1m back to back.</li> <li>➤ Rule of 6 or 2 households per table</li> </ul>	<p>Constant monitoring of tables for further food and drink orders.</p>	<p>Service Manager, Club Steward, Servers</p>	<p>Notify members regarding new ordering procedures before Club reopens. Signage</p>	<p>Yes, via procedural document shared on</p>

<p><b>through shared touch points. Seating &amp; ordering</b></p>		<p>(Applies outside until 17<sup>th</sup> May, inside from 17<sup>th</sup> May).</p> <ul style="list-style-type: none"> <li>➤ From 17<sup>th</sup> May, groups of up to 30 outside.</li> <li>➤ No mingling between groups.</li> <li>➤ The Club will endeavour to allocate tables to support social distancing within a group if required.</li> <li>➤ Diners shown to table wearing face coverings and asked to remain seated throughout except to use the cloakrooms.</li> <li>➤ Face coverings may be removed once seated at allocated table to eat or drink.</li> <li>➤ Table service only. Table buzzer system for diners to alert server of their need for attention. All orders for drinks or food to be taken at the table with social distancing observed</li> </ul>	<p>Additional staff may be required during busier times to assist with table service.</p>		<p>with clear instructions around club and on tables.</p>	<p>website and via email. Regulations and procedures given on arrival by Officer of the day at welcoming point.</p>
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		<p>by server wearing face covering and using own pen and pad.</p> <ul style="list-style-type: none"> <li>➤ No ordering at or prolonged standing or sitting at the bar.</li> <li>➤ Disposable paper menus and wine lists per table for each sitting.</li> <li>➤ Wrapped cutlery taken to table by server for each diner</li> <li>➤ Disposable condiments or condiments wiped down after each sitting.</li> </ul>				
<p><b>Catching or spreading virus due to lack of social distancing or through shared touch points. Serving &amp; Clearing</b></p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> <li>➤ One bar tender wearing face covering pours all drinks and places them on trays.</li> <li>➤ Server wearing face covering takes tray to table and asks recipients to remove drinks from tray.</li> <li>➤ Food is served to the table by server wearing face covering.</li> </ul>	<p>Continual monitoring of processes to ensure correctly followed.</p>	<p>Service Manager, Club Steward, Servers</p>	<p>Notify members regarding new ordering procedures before Club reopens. Signage with clear instructions around club and on tables.</p>	<p>Yes, via procedural document shared on website and via email. Regulations and procedures given on arrival by Officer of the day</p>

		<ul style="list-style-type: none"><li>➤ Used glasses and plates are removed by server wearing face covering.</li><li>➤ 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.</li><li>➤ Members/visitors put face coverings on and leave.</li><li>➤ After each sitting, any dirty table cloth/ banqueting roll used is removed by staff wearing face covering, gloves and apron and transferred securely to washing machine or bin.</li><li>➤ Tables, chairs, condiments, table</li></ul>				
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		<p>buzzers and any laminated signs are wiped down using antibac spray.</p> <ul style="list-style-type: none"> <li>➤ Single use menus and wine lists are disposed of.</li> </ul>				
<p><b>Asymptomatic staff spreading COVID 19 to each other or Members &amp; Visitors</b></p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>➤ Support NHS Track &amp; Trace:</li> <li>➤ Many staff will have received their first vaccination, but all staff working at the Club will be required to take a Rapid Flow Test at least once a week and to log the results online via the NHS Track &amp; Trace website.</li> </ul>	<p>Remind staff not to come to work and to notify the Club if they or any of their household is displaying any symptoms of COVID or have tested positive for COVID in the last 10 days.</p>	<p>All Staff.</p>	<p>With immediate effect and ongoing</p>	<p>Implemented from 30/3/21.</p>
<p><b>Asymptomatic Members &amp; Visitors spreading COVID 19 to each other &amp; Staff</b></p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> <li>➤ Support NHS Track &amp; Trace:</li> <li>➤ Members &amp; Visitors are required to provide the names and contact details of all individuals in their group either in advance or on arrival.</li> <li>➤ Prompt Members &amp; Visitors to scan the</li> </ul>	<p>Records of all staff, members and visitors are kept for 21 days to support NHS Track &amp; Trace.</p> <p>Put up posters of the NHS QR code for the Club in multiple locations.</p>	<p>All Staff.</p>	<p>With immediate effect and ongoing</p>	



		QR code using the NHS app each time they visit the Club.				
<b>Persons displaying signs and symptoms of COVID 19</b>	Staff Members Non-members	<ul style="list-style-type: none"> <li>➤ The individual's details must be taken on arrival.</li> <li>➤ If signs and symptoms are displayed entry must be refused in line with Rule 23.</li> <li>➤ Any area and surfaces they have come into contact with must be thoroughly cleaned.</li> <li>➤ If a positive test result has been confirmed Track &amp; Trace will contact the Club and request records.</li> </ul>	<p>Remind Members via the Club's website not to come to the Club if they or any of their household is displaying any symptoms of COVID or have tested positive for COVID in the last 10 days.</p> <p>Monitor and implement and new regulations and procedures.</p> <p>Use signage at arrival point to reinforce message.</p>	Senior Staff, Flag Officers	Ongoing.	