

OLD RUTLISHIANS' ASSOCIATION

Covid 19 General Risk Assessment



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Assessor: Steve White	Date: 29 th June 2020	Review date:	Assessment Number 2
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Identify the Activity and Persons at Risk		
Describe the work activity: Preventing exposure to Covid 19 (Coronavirus) Opening of the Old Rutlishians Association Club House	Who might be harmed? All attendees at the Old Ruts	Frequency of activity: Daily

Hazard Identification	Risk Assessment			Identify Existing Controls	Action Plan	
	Likelihood	Severity	Initial Risk Level		Additional Control Measures	Residual Risk Level
<p>Preventing spread of Covid 19</p> <p>Customer, Staff and visitor's exposure to the virus</p>	Possible	Severe	H	<ul style="list-style-type: none"> Red, Amber, Green zones in place Red zone - Staff and nominated volunteers only, staff to be temperature checked before shift starts. Amber zone - Restricted area - Order collection only. Green zone - General public area Click and collect app in use to order drinks etc to prevent interaction with staff and negate access to building. Staff will bring drinks to a collection point on the amber zone, customers will then collect and take back to the green zone. Customers will be instructed not to congregate at the collection point. One-way system in place for access and egress to and from General public area. Information signage throughout - See site plan 	<p>Updated red zone to include 'nominated volunteers'</p> <p>Renamed 'drinking area to 'Social Zone'</p> <p>Updated consumption restrictions to state that customers are not permitted to consume drink purchased from the Club outside the Social Zone when organised sport is being played.</p> <p>Added additional control measure to allow customers to</p>	

OLD RUTLISHIANS' ASSOCIATION

Covid 19 General Risk Assessment



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	Hazard or Potentially Hazardous Situation	Likelihood	Severity	Initial Risk Level	Existing Controls	Additional Control Measures	Residual Risk Level
					<ul style="list-style-type: none"> Only bar Staff and nominated volunteers are permitted access to the main building Roped off 'Social Zone' drinking area with strategically laid out tables to ensure social distancing is maintained at all times. Customers encouraged not to move from table to table but to stay in their "Family bubble" Customers are not permitted to consume drink purchased from the Club outside the Social Zone when organised sport is being played. Queuing system in place for use of toilet facilities, one-way system in and out. See site plan Antibacterial hand gel dispensers located at various points throughout the site. Staff and Trustees to encourage customers to maintain a 2m social distance whilst in the General public areas and queuing for toilets The Association has limited the capacity to no more than 250 visitors at one time to ensure 2m safe distance is maintained at all times. This equates to approx. 0.357 people per sq/m. 	<p>use the whole sports field when no sport is being played</p> <p>Added clarification as additional control measure that customers will queue outside for toilets Updated number of people allowed in toilets</p> <p>Added formula for calculating space requirements in green zone in case space has to change for sport at a later date (0.357 per sq/m)</p> <p>Updated Social Distancing additional control measures to state 2m or 1m+ with risk mitigation. As no risk mitigation is possible 2m social distancing is required.</p>	

OLD RUTLISHIANS' ASSOCIATION

Covid 19 General Risk Assessment



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					<ul style="list-style-type: none"> Ladies toilet facilities limited to two persons at a time and Gents 4 people. Customers must clean hands using the Antibacterial dispensers when entering and wash hands when leaving. 	<p>When organised sport is not being played customers may disperse in the whole sports field.</p> <p>Customers will queue outside for toilets</p>	

OLD RUTLISHIANS' ASSOCIATION

Covid 19 General Risk Assessment



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	<p>Preventing spread of Covid 19</p> <p>Good hygiene practice</p> <p>Following Associations guidelines</p>	Possible	Severe	H	<p>Wash your hands</p> <ul style="list-style-type: none"> Regularly and thoroughly wash your hands with soap and water (do this for at least 20 seconds) or clean your hands with an alcohol-based hand rub when soap and water is not available. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Practice good hygiene</p> <ul style="list-style-type: none"> Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. Wash your hands as soon as you can. All Staff/Volunteers are reminded that spitting is a possible source of spread of Covid 19 and should refrain from doing so. Staff/Volunteers should not, at any time share mobile devices or water bottle with other members of staff. <p>Keep work areas clean</p> <ul style="list-style-type: none"> Wipe down your work areas regularly with sanitizer/disinfectant cleaner, where possible, regardless of your working location. This should include 		L

OLD RUTLISHIANS' ASSOCIATION

Covid 19 General Risk Assessment



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					<p>computer keyboards, cash tills, desktops, backs of chairs and/or anything that may harbour the virus.</p> <p>Implementation of Club house capacity</p> <ul style="list-style-type: none"> Numbers of members occupying the club house will be reduced to ensure social distancing guidelines are adhered too. Door signage will indicate numbers allowed at one time. These strict rules must be adhered to at all times. 		

OLD RUTLISHIANS' ASSOCIATION

Covid 19 General Risk Assessment



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OLD RUTLISHIANS' ASSOCIATION

Covid 19 General Risk Assessment




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					<div>BE HEALTHY, BE CLEAN</div> <div>CLEAN & DISINFECT</div> <div>SOCIAL DISTANCE</div>		
	Social distancing	Possible	Severe	H	<ul style="list-style-type: none"> Reduce the number of members using the bar area to comply with the 2-metre (6.5ft) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/social-distancing-essential-battle-against-coronavirus Staff and Members to be reminded on a regular basis of the importance of social distancing both in the Club house and outside 	<p>23rd July - New Government guidelines on social distancing</p> <p>From the 4th of July the 2m social distancing will be reduced to 1m+ with risk mitigation. There are no additional 1m+ controls provided so 2m still applies.</p>	L

OLD RUTLISHIANS' ASSOCIATION

Covid 19 General Risk Assessment



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					<ul style="list-style-type: none"> Vehicle sharing should be avoided where possible, if its unavoidable then masks must be worn and travel with windows open. Weekly reviews in place to ensure social distancing is adhered to. 		
	Personnel Protection Equipment	Possible	Severe	H	<ul style="list-style-type: none"> Provided Disposable masks and gloves should be worn where applicable i.e. where social distance cannot be applied or where the SSWP indicates, Grounds team, Coaches etc, whilst on the Old Ruts premises. Staff are reminded that wearing rubber gloves is not a substitute for rigorous hand washing routines 		L

OLD RUTLISHIANS' ASSOCIATION

Covid 19 General Risk Assessment



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					<ul style="list-style-type: none"> https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm 		

Eliminate	Stop all non-essential visitors
	Workers who are unwell with symptoms of coronavirus (COVID-19) should not travel to or attend the workplace
	Work requiring skin to skin / face to face contact should not be carried out
	Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2m)
Reduce	Where the social distancing measures (2m) cannot be applied:
	Minimise the frequency and time workers are within 2m of each other
	Minimise the number of workers involved in tasks
	Workers should work side by side, or facing away from each other, rather than face to face
	Regularly clean areas such as, doors, handles, tools, equipment etc.

OLD RUTLISHIANS' ASSOCIATION

Covid 19 General Risk Assessment



	Staff should wash or clean their hands before using and after using any equipment
Isolate	Keep teams of workers that have to work within 2m:
	Keep teams together where practicable (do not change workers within teams)
	Keep teams as small as possible to ensure 2m social distance is applied
	Away from other workers where possible
Control	Where face to face working is essential to carry out a task when working within 2 metres:
	Keep this to 15 minutes or less where possible
	Consider introducing an enhanced authorisation process for these activities
	Provide additional supervision to monitor and manage compliance

OLD RUTLISHIANS' ASSOCIATION

Covid 19 General Risk Assessment



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No	Hazard or Potentially Hazardous Situation	Likelihood	Severity	Initial Risk Level	Existing Controls	Additional Control Measures	Residual Risk Level
	First Aid - Cardiac Arrest - exposure to virus	Possible	Severe	H	<p>Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice:</p> <ul style="list-style-type: none"> Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection. If the rescuer has access to any form of personal protective equipment (PPE) this should be worn. 		L

OLD RUTLISHIANS' ASSOCIATION

Covid 19 General Risk Assessment



					<ul style="list-style-type: none"> After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. 		
	RIDDOR	Possible	Severe	H	<p>The Health and Safety Executive has introduced new guidance requiring employers to make a report in respect of cases of COVID-19 within the workplace. This is under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR"). Employers must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:</p> <ul style="list-style-type: none"> An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. A worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. A worker dies as a result of occupational exposure to coronavirus. 		L

OLD RUTLISHIANS' ASSOCIATION

Covid 19 General Risk Assessment



FC RISK ANALYSIS MATRIX					
Use the risk matrix to classify the perceived risk levels and prioritise the action plan					
INJURY POTENTIAL SEVERITY	LIKELIHOOD				
	Very Unlikely (freak event)	Unlikely (unlikely sequence of events)	Possible (foreseeable under unusual circumstances)	Likely (easily foreseeable)	Very Likely (common occurrence)
Negligible (no injury/no disturbance)	Low	Low	Low	Low	Low
Slight (first aid injury, or minor disturbance)	Low	Low	Low	Medium	Medium
Moderate (medical treatment injury, or significant disturbance)	Low	Low	Medium	High	High
Severe (injury resulting in lost time, or large disturbance)	Low	Medium	High	High	High
Very Severe (long term disability or fatality, or major disturbance)	Low	Medium	High	High	High

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Covid 19 General Risk Assessment



ASSESSMENT REVIEW HISTORY		
Revision Date/Version	Reviewer	Changes/Updates (i.e. Change of process, legislation etc)