

Risk assessment template

Company name: Melksham Town FC

Assessment carried out by: Nicola Perrin

Date of next review: 28/12/2020

Date assessment was carried out: 28/10/2020

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
Spread of Covid-19 Coronavirus	Staff Visitors Cleaners Vulnerable groups (Elderly, pregnant workers and those with underlying health conditions) Anyone else who physically comes into contact with Melksham Town FC	<u>Hand washing</u> - Hand sanitizers in place at all entrances which includes entrances to toilets and other areas where washing facilities are not readily available. -This will be accompanied with clear posters and signage to encourage all types of customers and visitors to sanitize		DP, PS, AK & SP	4/7/2020	Y

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		<p>their hands as they enter and leave the site.</p> <ul style="list-style-type: none"> -Hand washing facilities and hand sanitizer in place for staff use. -Staff encouraged to protect their skin by applying emollient cream regularly. -Posters and other materials to be displayed. -Employees to be reminded to wash their hands at the beginning, during and after shifts for 20 seconds with water and soap and the importance of proper drying with disposable towels. 				

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		<ul style="list-style-type: none"> -Also reminded to catch coughs and sneezes in tissues. -Tissues made available throughout the workplace. -Staff to wash hands after handling customers items and before moving onto another task. 				
Spread of Covid-19 Coronavirus	Staff Visitors Cleaners Vulnerable groups (Elderly, pregnant workers and those with underlying health conditions) Anyone else who physically comes into contact with Melksham Town FC	<u>Cleaning</u> -Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches etc. -Cleaning surfaces and objects such as	-Rigorous checks will be carried out by bar steward and committee members to ensure that the necessary procedures are being followed.	DP, PS, AK & SP	4/7/2020	Y

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		card machines, chairs etc. -Doors to be wedged open where appropriate to reduce touchpoints. -Air conditioning systems can be used if required. -Doors and windows to be opened frequently. -Enhanced cleaning of facility during the day and at the end of the day.				
Spread of Covid-19 Coronavirus	Staff, Visitors, Cleaners Vulnerable groups (Elderly, pregnant workers and those with underlying health conditions)	<u>Customer Toilets</u> -Handwashing posters to be displayed in all toilets.	-Cleaners to be told to use disposable cloths or paper roll to clean all hard surfaces. -Display a visible cleaning schedule in toilets.	DP, PS, AK & SP	4/7/2020	Y

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	Anyone else who physically comes into contact with Melksham Town FC	<ul style="list-style-type: none"> -Social distancing markings where a queue may form. -Entrance doors to toilets to be pinned back using door wedges to keep the facilities well ventilated. -Increased frequency of cleaning in toilets. 				
Spread of Covid-19 Coronavirus	Staff Visitors Cleaners Vulnerable groups (Elderly, pregnant workers and those with underlying health conditions) Anyone else who physically comes into contact with	<u>Social Distancing</u> <ul style="list-style-type: none"> -Tables and chairs to be reconfigured into groups of 6 to maintain social distancing. -Masks to be worn when not seated. -Reduce the need for customers to queue. 	<ul style="list-style-type: none"> -Table service only -All bar staff to wear masks -Contactless payments encouraged. 	DP, PS, AK & SP	4/7/2020	Y

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	Melksham Town FC	<ul style="list-style-type: none"> -Remind customers that they are responsible for supervising their own children at all times and to follow social distancing guidelines. -One way flow system to move throughout the venue. -Staff to use side to side working whenever possible. -Fixed teams will be working behind the bar to reduce the number of contacts. -Maximum occupancy for lift reduced to 1. The use of the stairs to 				

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		be encouraged where possible.				
Spread of Covid -19 Coronavirus	Staff Visitors Cleaners Vulnerable groups (Elderly, pregnant workers and those with underlying health conditions) Anyone else who physically comes into contact with Melksham Town FC	<u>Face coverings</u> -Staff to be provided with face coverings. -Hands need to be washed or sanitised before putting a face covering on and before removing it. -When wearing a face covering, avoid touching your face or face covering to avoid contamination. -Face coverings to be changed if it become damp or you've touched it. -Continue washing hands regularly. -Change and wash face covering daily.	-Table service only -All bar staff to wear masks -Contactless payments encouraged.	DP, PS, AK & SP	4/7/2020	Y

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		<ul style="list-style-type: none"> -Social distancing to be practised where possible. 				
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff Visitors Cleaners Vulnerable groups (Elderly, pregnant workers and those with underlying health conditions) Anyone else who physically comes into contact with Melksham Town FC</p>	<p><u>Management of food and drink at venue</u></p> <ul style="list-style-type: none"> -Table service to order drinks. -Reduce the number of surfaces touched by staff and customers. -Contactless payments to be encouraged. -Customers to sit in tables of 6. -All outdoor areas to have sufficient ventilation. -Staff are to collect and return empty glasses to the bar only. 		<p>DP, PS, AK & SP</p>	<p>4/7/2020</p>	<p>Y</p>

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Spread of Covid-19 Coronavirus	Staff Visitors Cleaners Vulnerable groups (Elderly, pregnant workers and those with underlying health conditions) Anyone else who physically comes into contact with Melksham Town FC	Available guidance - A temporary record of customers, visitors and staff shift groups will be kept for 21 days. -Provide clear guidance on expected customer/staff behaviours, social distancing and hygiene to people before arrival on website and in person. -Encourage workers to remind customers to follow social distancing and clean hands regularly. -Supply guidance on social distancing and hygiene on arrival		DP, PS, AK & SP	4/7/2020	Y

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		<p>where visits to venue are required such as inbound supplier deliveries or safety critical visitors.</p>				
<p>Spread of Covid -19 Coronavirus</p>	<p>Staff Visitors Cleaners Vulnerable groups (Elderly, pregnant workers and those with underlying health conditions) Anyone else who physically comes into contact with Melksham Town FC</p>	<p><u>Staff requirements</u> -Staff will have staggered arrival and departure times. -Separate entry and exit doors into the venue. -Markings will be on the floor and posters will be displayed. -Hand sanitiser will be available to staff on entry and exit to the venue and behind the bar. -Staff can store coats and bags in</p>		<p>DP, PS, AK & SP</p>	<p>4/7/2020</p>	<p>Y</p>

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		<p>the section between the two bars. -All clothes should be washed regularly at home. -Working areas will be assigned to an individual as much as possible.</p>				
<p>Spread of Covid -19 Coronavirus</p>	<p>Staff Visitors Cleaners Vulnerable groups (Elderly, pregnant workers and those with underlying health conditions) Anyone else who physically comes into contact with Melksham Town FC</p>	<p><u>Entertainment</u> -Volume on the tv's to be reduced to ensure people are not unduly raising their voices. -Indoor spaces to be reconfigured to encourage customers to be seated rather than standing. -Arrangements to be communicated to</p>		<p>DP, PS, AK & SP</p>	<p>4/7/2020</p>	<p>Y</p>

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		customers and staff will supervise.				
Spread of Covid -19 Coronavirus	Staff Visitors Cleaners Vulnerable groups (Elderly, pregnant workers and those with underlying health conditions) Anyone else who physically comes into contact with Melksham Town FC	<u>Accidents, security and other incidents.</u> -Incident and emergency procedures reviewed to reflect social distancing. -Additional staff to encourage social distancing.		DP, PS, AK & SP	4/7/2020	Y
Spread of Covid-19 Coronavirus	Staff Visitors Cleaners Vulnerable groups (Elderly, pregnant workers and those with underlying health conditions) Anyone else who physically comes	<u>Inbound and outbound goods.</u> -Pick up and drop off points outside of club house. -Space to be made in cellar to ensure social distancing is maintained.		DP, PS, AK & SP	4/7/2020	Y

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	into contact with Melksham Town FC	-Providing drivers with hand sanitiser on arrival and departure.				
Spread of Covid-19 Coronavirus	Staff Visitors Cleaners Vulnerable groups (Elderly, pregnant workers and those with underlying health conditions) Anyone else who physically comes into contact with Melksham Town FC	<u>Kiosk and outdoor areas</u> -Hand washing facilities and hand sanitizer in place for staff use. -Posters and other materials to be displayed. -Employees to be reminded to wash their hands at the beginning, during and after shifts for 20 seconds with water and soap and the importance of proper drying with disposable towels.	-Barriers in place to ensure social distancing is maintained.	DP, PS, AK & SP	4/7/2020	Y

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		<ul style="list-style-type: none"> -Maintaining social distancing when ordering drinks. -Reduce the number of surfaces touched by staff and customers. -Staff to wear face masks at all times. 				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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