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| Activity Description | **OVSC office and bar during COVID19 pandemic** |
| --- | --- |
| Equipment Used | NHS COVID19 & hygiene protocol posters |
| Substances Used | Hand Sanitisers, antibacterial sprays and wipes |
| Assessment Ref No. | **OCC/OW/RA**  | Project | Oxshott Village Sports Club | Location | Office, Bar and Sports Facilities |
| Assessor Name | OVSC | Assessment Date | 01/07/20 | Review Date |  |

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|  |  | **Severity –** *What Type of Injury Could Occur?* |
|  |  | **L=1****Minor Injury** | **M=2****Moderate Injury** | **H=3****Major Injury** |
| **Likelihood** | **L=1****Unlikely** | Insignificant1 | Low2 | Medium3 |
| **M=2****Likely** | Low2 | Medium4 | High6 |
| **H=3****Very Likely** | Medium3 | High6 | Extreme9 |

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| **Identify the Hazard** | **Who is at risk** | **Current Risk Rating** | **Controls** | **Residual Risk Rating** |
| **S** | **x L** | **= R** | **S** | **x L** | **= R** |

| Bar and clubroom | * Office workers
* Tradesmen
* Cleaners
* Members and Guests
 | **3** | **3** | **9** | * One way system in place for toilet access
* Bar, kitchen and clubroom closed – outside bar in operation only
* Bar to be run by family bubble only
* Restrict all non-essential visitors to site.
* **See separate Bar and Clubroom Risk Assessment**
 | **3** | **1** | **3** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Persons showing signs of COVID19 | * Office workers
* Cleaners
* Members and Guests
 | **3** | **3** | **9** | **Prior to attending:*** **STAY AT HOME – DO NOT TRAVEL TO WORK.**
* Immediately inform your line manager of your situation.
* Await further instructions.

**Whilst at work:*** Staff members is to be isolated from others (First Aider to be masked when dealing with suspected COVID19 symptomatic staff members).
* Ensure the staff member is collected by a family member and not to attempt to use public transport home.
* First Aider to monitor the affected staff member and call NHS 111 if situation worsens.
* Provide the staff member with details on how to contact the NHS 111 and other COVID19 safety guidance’s provided by the NHS.
* Cleaner to be instructed to deep clean and disinfect all areas.
* Monitor all other staff members and provide Information surrounding the symptoms of COVID19.Inform them what to do if they show any signs or symptoms.
 | **3** | **1** | **3** |
| Staff members who have had contact with others who have contracted COVID19 | * Office workers
* Cleaners
* Members and Guests
 | **3** | **3** | **9** | * **STAY AT HOME – DO NOT TRAVEL TO WORK.**
* Immediately inform your line manager of your situation.
* Await further instructions – possible self-isolation procedures to be used as directed by the NHS guidelines.
* If the staff member is a key worker, ensuring they have been COVID19 tested and received results of their tests prior to attendance to the workplace – these can be sent by email.
 | **3** | **1** | **3** |
| General rules and courtesy when attending the office | * Office workers
* Cleaners
* Members and Guests
 | **3** | **3** | **9** | **Travelling to and from work:*** Drive alone when attending the office, or, where this is not possible wear masks if passengers are not family members and ventilate vehicle.
* Wear a FFP2/FFP3 mask on public transport.
* Try not to touch surfaces in public areas (use elbows, shoulders or knees to open doors or use electronic doors where possible)
* Use a hand sanitiser after touching any handles, **DO NOT TOUCH YOUR MOUTH OR EYES UNTIL YOU HAVE DONE SO.**
* Use contactless on payments for underground or other services.
* Ensure to sanitise once you have entered the office or home.

**At your place of work:*** Ensure to use the sanitiser on entering the building (signing in register or lobby), or wash your hands immediately following the NHS guidelines poster on hand washing.
* Ensure you are aware and compliant at all times with this risk assessment and have been inducted into the COVID19 and 21C hygiene protocols.
* Ensure to follow the communicated NHS guidelines on hand washing techniques and follow the displayed notices within welfare areas on leaving such areas.
* All staff instructed to avoid touching their face/eyes/nose/mouth with unwashed hands.
* Cover all coughs or sneezes with a tissue then throw it in the bin immediately (Bins to be minimal touch operation and closed at all times when not in use – sensor or foot operated where possible).
* Do not have physical contact with other members of staff and respect others personal space and be mindful of the 2m social distancing rules.
 | **3** | **1** | **3** |
| Contact with structures potentially contaminated with COVID19 | * Office workers
* Other building users
* Cleaners
* Members and Guests
 | **3** | **2** | **6** | * Increased cleaning procedures of offices by contractor to include disinfecting handles, surfaces, welfare and breakout areas (2 x a day – Morning and evening).
* Normal cleaning at regular intervals to be done by staff members (after breaks during operational hours – up to three or four times per day).
* Ventilate offices (open windows) constantly during working hours without the use of air handling systems.
* Refrain from holding/touching handles where possible, using elbows or knees to open doors.
* Install COVID19 and hygiene posters to office entrances (signing in areas), breakout and welfare (toilets, bathrooms etc).
* All office attendees are made aware and compliant of hygiene protocols whilst working within the offices.
* Staff members are to keep all welfare areas, toilets and sinks clean and use bins provided for towels and rubbish.
 | **3** | **1** | **3** |
| Close proximity to other (within 2m social distancing rule) | * Office workers
* Other building users
* Cleaners
* Members and Guests
 | **3** | **3** | **9** | * Wherever possible work from home.
* Reduce office staff attendance to the absolute minimum.
* Set out workplace to accommodate 2m social distance.
* Close off neighbouring workstations to improve 2m social distancing.
* Adopt ways to reduce the need for close contact whilst working within the office, taking relief breaks, welfare breaks, attending meetings, signing in and out, leaving at end of day.
* Comply with this risk assessment and COVID19 and 21C rules governing working within the office.
 | **3** | **1** | **3** |
| Staircases and pinch points. | * Office workers
* Other building users
* Cleaners
* Members and Guests
 | **3** | **3** | **9** | * Stagger start and finish times to reduce congestion to staircases.
* Where possible, implement a one way system if you have two or more staircases (up or down only), with signage to entrances.
* Open any windows on staircase and ventilate wherever possible.
* Place COVID19 and 21C posters to all staircase entrances.
* Shout up or down staircase to inform others of your presence.
* Cross on landings only (if any).
* Be patient and respectful to others personal space.
 | **3** | **1** | **3** |
| Meetings within the office. | * Office workers.
 | **3** | **2** | **6** | * Use video link meetings wherever possible.
* Ensure room is well ventilated.
* Ensure 2m social distancing can be achieved.
 | **3** | **1** | **3** |
| Vulnerable persons with underlying respiratory problems.  | * Office workers
* Cleaners
* Members and Guests
 | **3** | **3** | **9** | * **MUST STAY AT HOME.**
* Continue to be self-isolated and protected.
* Continue contact via video link, telephone and email.
 | **3** | **1** | **3** |
| Tea breaks, lunch breaks and other breakout sessions. | * Office Workers.
* Cleaners
* Members and Guests
 | **3** | **3** | **9** | * Stagger breaks to reduce congestion.
* Staff members to only make drinks for themselves.
* Cutlery and used cups to be placed immediately once used within dishwasher or bowl of soapy water. Full wash at end of day.
* Staff members are to comply with the 2m social distancing rules when taking lunch breaks.
* Reduce the number of chairs for use within the breakout/canteen/rest areas.
* There is to be no unnecessary lingering within the breakout areas.
* Cleaners are to complete regular cleaning throughout the day.
* COVID19 and 21C hygiene posters to be placed on tables.
 | 3 | 1 | 3 |
| Clear desk policy. | * Office Workers.
* Cleaners
 | **3** | **2** | **6** | * **Strict clear desk policy at end of day**.
* All workstations are to be decluttered of office staff in readiness for cleaning by contractors.
 | **3** | **1** | **3** |

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| **PPE summary:** | Gloves small icon * Surgical or non-permeable gloves (non-latex)
* FFP2/FFP3 mask (whilst working within the premises)

**Note: To be used by cleaners only**   |
| **Training:** | * Regular revision of Government guidelines by Staff members
 |
| **Management requirements:** | 1. Ensure all office workers have received a COVID19 pandemic and OVSC hygiene protocol induction.
2. Ensure all office workers are provided with COVID19 daily updates.
3. Ensure all office workers are complying fully with the control measures identified within this risk assessment.
4. Ensure wherever possible that social distancing of 2 metres is applied, this to include workstation distancing, toilets (urinals).
5. Ensure that all contractor cleaners (inc labourers) are wearing suitable protective PPE and RPE when completing hygiene cleans.
6. **If any staff member is showing signs of COVID19 symptoms as detailed within the NHS guidelines (temperature, flu like symptoms) they are not to attend work and immediately inform their immediate line manager.**
7. **If any staff member at any time become aware that they have been in contact with a person who has contracted COVID19 (family and colleagues), they are to make this known immediately to their immediate line manager. Do not attend work and await further instructions.**
 |
| **Management declaration:** | I have read and understood this risk assessment and agree to comply with the management requirements set out above |
| Print Name | Signature | Position | Date |
| Sarah Murphy |  | Office Manager | 01/07/20 |