

LEIGHTON BUZZARD RUGBY FOOTBALL CLUB

RE-OPENING RISK ASSESSMENT

V.1 3rd July 2020

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Introduction

The Rugby Club has been closed since 18th March due to the coronavirus pandemic. During the lockdown the Club has been cleaned and maintenance work has been undertaken. In the last two weeks work has been undertaken to prepare the Club for re-opening on 4th July.

This Risk Assessment relates solely to the re-opening of the Club house for the service of drinks and snacks in sealed bags only. It does not relate to the service of food from the kitchen or the training for or playing of rugby. Each of these activities will require a separate risk assessment.

In addition, no hirings are permitted where again a separate risk assessment will be required and significant updating of the hiring agreement.

In preparing this Assessment the key themes have been the protection of people, whether they be staff, volunteers or customers, and ensuring the facilities are ready to be used.

Mark Hardy

X July 2020

LEIGHTON BUZZARD RUGBY FOOTBALL CLUB

COVID 19 RISK ASSESSMENT

V.1 3rd July 2020

SECTION A

People at risk – staff, contractors and volunteers

Risks identified

1 Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional maintenance workers and contractors

Mitigations

- (1) Stay at home guidance if unwell on arrival. Staff/volunteers who are extremely vulnerable or over 70 to be advised to stay at home for the time being
- (2) Staff/volunteers provided with appropriate PPE including masks, gloves and aprons as appropriate to the task
- (3) All staff to complete a Health Declaration (see Appendix 1) and have their temperature checked
- (4) Contractors to provide own PPE and refreshments – no service by the Club and its staff or volunteers
- (5) Staff advised to wash outer clothing after cleaning duties
- (6) At end of each shift all used PPE to be placed in a sealed plastic bag and placed in the bin which will then be locked
- (7) If a person falls ill during their attendance at the Club the procedures set out in Appendix 2 should be followed
- (8) Staff/volunteers to be given guidance by the Steward/Stewardess as to cleaning requirements
- (9) Staff will be required to arrive in their own clothing and then to put on their LBRFC polo shirt. After each shift they should wash their shirt.

2 Staff/Volunteers may suffer from mental stress from handling this new situation

Mitigations

- (1) All Board and Committee members and the Steward to ensure they talk to staff/volunteers regularly to see if arrangements are working
- (2) Ensure that people are aware they can raise concerns

SECTION B

Areas at risk – Car Park, decking, paths, exterior area, interior of the Club

Risks identified

- 1 Social distancing is not observed as people congregate before entering the premises or in outside areas
- 2 Possible pinch points and busy areas where the risk is social distancing is not observed in a confined area. Door handles, light switches etc in frequent use. People drop tissues/paper towels
- 3 Tables and chairs become contaminated
- 4 Soft furnishings and carpeted areas cannot be adequately sanitised

Mitigations

- (1) Clear signage at entrance to ensure a one way system is in place and observed.
- (2) The only area where drinking will be permitted in the first instance will be the area at the rear of the Club comprising the decked area, the concrete driveway and a grassed area approximately 6 metres wide. Access to this area will be via the driveway at the side of the Club adjacent to the blue container.
- (3) Only one customer per group should come into the Club to purchase drinks. Other members of the group should proceed directly to the outside area as described above.
- (4) The purchaser will enter via the changing room entrance and walk along the corridor to the entrance hall where they will enter the Main Hall. At this point they will be asked to queue at least 2 metres apart. The floor will be marked accordingly. As they reach the service point they will stand behind a line on the floor (which is 2 metres from the service point) to order their drinks and snacks.
- (5) The access doors to the changing room corridor, the Hall and the fire doors through which customers will exit will all be wedged open. This will have two benefits. Customers will not have to touch the doors and it will assist ventilation.
- (6) The payment will be with contactless card. The machines will be on the counter. The amount will be entered by the bar staff who will then step back to allow the customer to pay. NO CASH WILL BE ACCEPTED.
- (7) The drinks will be served in plastic disposable glasses and placed on a tray at the end of the bar opposite the glass washing machine. Customers will be requested to dispose of their glasses in the black bins in the outside area.
- (8) Customers will leave via the fire doors adjacent to the kitchen to access the outside area.
- (9) No customer will be permitted to access the areas behind the bar or the kitchen
- (10) No access is permitted to the lounge bar because of the presence of soft furnishings and carpets.
- (11) For the avoidance of doubt, the main entrance to the Club is to be used as an emergency exit only and not for entry to the premises.

SECTION C

Area at risk – toilets

Risks identified

1 Social distancing difficult both when accessing and utilising the toilets

2 Surfaces in frequent use such as door handles, light switches, basins, taps, toilet seats etc

Mitigation

- (1) A queueing system (with social distancing) will be established by the use of floor signage. Effectively one in, one out
- (2) In the gents no-one will be permitted to use the urinals and the centre cubicle will be taped off
- (3) Touch free soap dispensers have been installed in the ladies', gents' and disabled toilets together with paper towel dispensers and foot operated waste bins which will have plastic bag linings
- (4) The following cleaning protocol will be followed:-
 - the toilets will be thoroughly cleaned each day prior to the Club opening. This will include fogging where considered appropriate such as where someone has been taken ill or has shown signs of being infected with CV-19
 - whilst the Club is open the toilets will be cleaned at least every hour. This may entail closing the bar for a short time if no other staff are available to undertake this task
 - this hourly clean will require all surfaces to be wiped including door handles, basins, toilets, taps and towel dispensers and the waste bag will be tied up and replaced if necessary
 - the toilets will also be cleaned at the end of the shift
 - a record of such cleaning shall be kept

Appendix 1 – Health declaration

See attached document

LEIGHTON BUZZARD RUGBY FOOTBALL CLUB

CORONAVIRUS HEALTH DECLARATION FORM

First name

Surname

Personal email

Mobile phone number

Home address

Have you been in close contact with a confirmed case of coronavirus?

YES/NO (delete as appropriate)

Are you currently experiencing symptoms (cough, shortness of breath, fever, loss of sense of taste/smell)?

YES/NO (delete as appropriate)

Emergency contact

First name

Surname

Contact phone number

PTO

By signing and submitting this form I hereby confirm the information I have given above is true.

Signature

Temperature reading: _____ C

APPENDIX 2 - Emergency procedures

1. In the event of any person whether staff, volunteer or customer becoming unwell and, in particular, if they show any symptoms of CV-19, they should be isolated immediately in the Committee Room and a sign posted to say that no-one should enter without permission.
2. All members of staff dealing with the incident are required to wear masks, gloves and aprons.
3. The emergency services (if necessary) or the next of kin should be advised and if the latter they should be asked to collect the person from the Club as soon as possible.
4. The track and trace system on 119 should be advised and the person's contact details given.
5. The Committee Room should be closed when the person has left.
6. All used PPE should be sealed in a plastic bag.
7. All staff/volunteers should ensure they wash and sanitise their hands before they return to work.
8. The Committee Room should be fogged as soon as possible and in any event before re-opening.
9. The names and addresses of those people the person has been in contact with should be collected if possible.

Appendix 3 – Member communications

See documents sent out by the Chairman and/or placed on the website

Appendix 4 – Government guidelines

Appendix 5 – Sport England guidelines

Appendix 6 – staff communications and induction

Staff induction

1. All staff will be communicated with by phone/text/email to ask if they wish to be considered for return to work
2. All staff will be required to complete a health declaration
3. All staff will have their temperature taken and recorded at the beginning of each shift. If a staff member has a temperature higher than 37.5C they will NOT be permitted to work. No wages will be paid but any travel expenses will be reimbursed including (if necessary) the cost of a taxi to take the staff member home
4. All staff will be required to travel to the Club in their own clothing and to change into the Club polo shirt upon arrival
5. Staff will be provided with PPE if they wish to wear it while serving. Staff will be required to wear PPE whilst cleaning. PPE will include masks, gloves and aprons
6. Staff must wash and sanitise their hands regularly and at least once every hour