





















Assessment Title	Date of Assessment	Recommended Review Date (unless significant change occurs)
Coronavirus (Covid-19) V1	27/06/2020	07/07/2020
V2	08/07/2020	14/07/2020
V3	16/09/2020	24/09/2020
V4	24/09/2020	When guidance changes
V5	12/04/2021	17/05/2021
V6	17/05/2021	21/06/2021

Legislation, guidance and information used in support of this assessment	Persons effected by the hazards in this assessment
HM Government Covid-19 secure guidance from 17/5/2021	Members, Guests, Contractors

Ref	Hazard To Be Assessed	Who might be harmed and how	Controls	What further action do you need to consider to control the risks?	Action / Monitored by whom	When is action needed by?
1	Getting or spreading coronavirus by not washing hands or not washing them adequately	Members Visitors Contractors	<ul style="list-style-type: none"> Provide water, soap and drying facilities in rest rooms Provide information on how to wash hands properly and display posters Provide hand sanitiser for the occasions when people can't wash their hands 	<ul style="list-style-type: none"> signs up to remind people to wash their hands and/or use sanitiser Anti bac sprays available for use Liquid hand soap dispensers available Automatic water sensor taps in both restrooms Electrical hand dryers available in both restrooms 	BFA Management Committee Cleaning Team	At all times
2	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Members Visitors Contractors	<ul style="list-style-type: none"> Identify surfaces frequently touched and by many people e.g. door handles, shared equipment (till etc) and specify how to clean and by whom Identify where we can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, providing contactless payment Identify what cleaning products are needed (e.g. surface wipes, detergents and water etc) and where they should 	<ul style="list-style-type: none"> Provide wipes, hand sanitiser and soap Check these are in supply on a regular basis Door stops in place where possible Cleaning supplies to be provided Bar staff to clean bar area at the end of their shift 	Cleaning Team Bar Staff	When cleaning taking place & to be accessible during club opening hours

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			be used, e.g. wipes for bar staff, water and detergent on work surfaces etc  Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects			
3	Getting or spreading coronavirus in common use high traffic areas such as inside space, bar area, cellar, rest rooms, entry/exit points to facilities	Members Visitors Contractors	 Members only to attend club to reduce numbers and risk of getting/spreading the virus  Contactless payments / money loaded of BFA card  Lower music and other background(ie tv) noise.  Glasses to be cleaned after each use  where possible put in place physical barriers to reduce contact	 Enhanced cleaning for busy areas  Drinks trays to be cleaned in between each customer use  Card machine (PDQ) to be cleaned regularly and always after each use when number pad used  Contactless/BFA Card payments only  Maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable)  Remind members who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines  In the event of adverse weather conditions, members cannot seek shelter indoors unless social distancing can be maintained  Avoid need to raise voices by making sure music and TV broadcasts are played at a low volume.  Limit the number of people in the club so that social distancing rules can be met  spacing out of tables so social distancing rules can be met  one-way systems in place to manage the flow of people moving around whilst allowing social distancing rules to be met  Leave non-fire doors open, where possible, to reduce the amount of contact with doors and also potentially improve workplace ventilation  provide washing facilities and hand sanitiser at accessible places near to high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit  put signs up to remind people to wash and sanitise hands and not touch their faces	BFA Management Committee Cleaning Team	At all times

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4	Contracting or spreading the virus by not social distancing	Members Visitors Contractors	<ul style="list-style-type: none"> From 17th May 2021 members by law can only visit in groups of up to 6 people and can be seated inside. Identify how to keep people apart in line with social distancing rules in the first instance. Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people using screens where needed to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable) 	<ul style="list-style-type: none"> use marker tape on the floor one-way systems limit the number of members seated to a maximum of 6 per table members to remain seated at all times Table service only with orders to be sent by WhatsApp to nominated mobile number Masks to be worn by all when not seated at a table Tables/chairs are not to be moved Table hopping is not allowed Limit the total number of members in the club at any one time to 66 (not including bar staff) Provide signage to communicate to all what they need to do to maintain social distancing Screen installed at bar Screens placed around the club to separate tables Bar staff to work back-to-back or side by side rather than face-to-face when working Outdoor seating only When smoking/vaping to be seated at the outside tables 	BFA Management Committee	At all times
5	Poor ventilation leading to risks of coronavirus spreading	Members Visitors Contractors	<ul style="list-style-type: none"> Identify if need additional ventilation to increase air flow in all or parts of club - Fresh air is the preferred way of ventilation so opening windows and doors (that are not fire doors) can help Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air 	<ul style="list-style-type: none"> Open windows and bifold doors as much as possible Maintain air circulation systems in line with manufacturers' recommendations 	Bar staff BFA Management Committee	When opening the club

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6	Accidents, Security & Other Incidents	Members Visitors Contractors	<ul style="list-style-type: none"> Fire equipment available on site First Aid equipment on site 	<ul style="list-style-type: none"> In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to comply with social distancing guidelines if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands 	All	At all times
7	<u>Outbreaks To provide guidance in an event of a COVID-19 outbreak within the BFA</u>	Members Visitors Contractors	<ul style="list-style-type: none"> Notice on site to say do not attend if symptomatic or self-isolating Social distancing in place Track & Trace procedures in place to ensure collection of information from members VW to keep records of attendance for 21 days and then shred 	<ul style="list-style-type: none"> All members must on arrival, provide their contact details to assist NHS Test and Trace. – Signing in sheet is located at the main entrance .The official NHS QR code poster is also on display so that members can 'check in' using the NHS track & trace app in addition to signing in as usual should you wish to Vinnie Wallis is nominated as a single point of contact (SPOC) who will lead on contacting local Public Health teams. If the local PHE health protection team declares an outbreak, we will be asked to provide details of symptomatic members/guests and assist with identifying contacts. PHE Health protection team will provide information about the outbreak management process, to assist with implementing control measures, assist with communications, and reinforce prevention messages. 	Vinnie Wallis	<u>When requested</u>