

Shield Safety  
GROUP

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# COVID-19 Risk Assessment Template

**Business name:**

The Club and Spa - Cadbury Hosue

**Revision number and date:**

1 - 02/07/2020

**Date distributed:**

02/07/2020

**Completed by:**

**Name:**

Russell Payne

**Employee representative:**

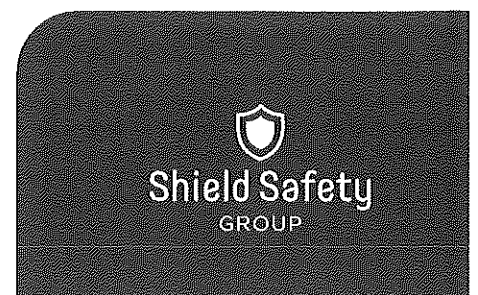
**Name:**

**Signature:**

**Signature:**

**Completed date:**

02/07/2020



### 3. Control measures

Read each question below and write in your control measures in the box. You can tick  to adopt any of the suggested control measure in the right-hand column.

#### 3.1 Effective personal hygiene

What facilities and/or procedures will you put in place to enhance the implementation of effective handwashing practices by all employees to prevent the spread of COVID-19?

<p>Additional hand sanitizers have been installed throughout premises for member, guests, employees and contractors both in main reception and back of house areas as well as throughout the club and spa.</p> <p>FLOW Training completed by employees before commencement of return to work</p> <p>Posters promoting personal hygiene displayed in communal areas</p> <p>COVID Risk Assessment training delivered to all team members</p>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Wash hand basins are provided to ensure that hand washing can be achieved.</li><li><input checked="" type="checkbox"/> If gloves are provided, has training been provided on good practices such as changing between a work task and handwashing after use.</li><li><input checked="" type="checkbox"/> Wash hand basins to be supplied with soap and an effective means of drying hands.</li><li><input checked="" type="checkbox"/> Paper towels are used for drying hands.</li><li><input checked="" type="checkbox"/> Wash hand basins are supplemented with alcoholic hand gel.</li><li><input checked="" type="checkbox"/> Hand gel is provided at the entrance of the business and at suitable locations throughout.</li><li><input type="checkbox"/> Employees carry their own personal hand gel for personal use.</li><li><input checked="" type="checkbox"/> Gloves are provided and training has been given on their use.</li></ul>
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#### 3.2 Social distancing

What procedures will you put in place to ensure appropriate social distancing is maintained between employees in their work space?

<p>Social distancing measures in place with floor stickers, perspex display screens and one way systems</p> <p>Reception area restricted to maximum of one person occupancy at all times</p> <p>Staff back office not available due to social distancing restrictions</p> <p>Maximum use of guest lift posters displayed in each lift lobby.</p> <p>Kitchen markings and social distance added to floor and only one chef working per shift</p> <p>Only two members of staff allowed in staff canteen at a time</p> <p>Shifts set to ensure spread of flow of footfall</p>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Wherever possible, social distancing must be maintained. This includes all work areas, entrances, exits and rest areas and is also applicable to visitors to the site.</li><li><input checked="" type="checkbox"/> Where social distancing cannot be achieved, alter the task so people are stood side to side or back to back.</li><li><input checked="" type="checkbox"/> Where social distancing cannot be achieved physical barriers (for example perspex screens) have been installed.</li><li><input checked="" type="checkbox"/> Implemented measures to prevent non-essential movement between work areas.</li><li><input checked="" type="checkbox"/> Created floor markings to ensure separation.</li><li><input checked="" type="checkbox"/> Re-designed the workflow</li></ul>
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## 3.5 Workplace Practices

### 3.5.1 Deliveries

What changes will you make to your delivery procedures to ensure they are minimising the potential spread of COVID-19?

Deliveries are limited to essentials only.

There is only 1 delivery point at front of main car park

Point of delivery have hand sanitizer for staff to use when accepting deliveries.

No personal deliveries on site.

Larger items needed for deliveries to be supported with relevant PPE and social distance guidelines in place

- ☑ The number of deliveries to site have been reduced, for example by increasing the size of order and reducing frequency.
- ☑ Stop personal deliveries to the workplace.
- ☑ Have a clear area for deliveries to be marked in the workplace and maintain social distancing when delivery is being made.
- ☑ Hands are washed thoroughly after handling the delivered items.
- ☑ Signage is displayed to indicate the delivery area and informing delivery personnel of the control on site.

### 3.5.2 Entering and leaving work

What procedures will you put in place to ensure appropriate social distancing is maintained between customers and or visitors?

Sneeze guards are placed at Reception that act as a barrier between members and team members

Signage placed on main entrance to advise on social distancing measures in place

Floor markings throughout club and spa and on walkways to main club and spa car park

Temperature checking pre shift and questionnaire completed before each shift

Signage on social distancing placed throughout the building

- ☑ If there is a receptionist, then they must be socially distanced or a screen placed as a barrier.
- ☑ To facilitate social distancing, stagger times that employees arrive and leave work, reducing congestion at entrances and exits.
- ☑ Mark the floor at entrances to show social distance gap.
- ☑ If keypads are used to access building, consider deactivating if security can still be maintained. If key pads are used, ensure they are part of the enhanced cleaning regime.
- ☑ Markings placed at the entrance of the building to ensure social distancing is maintained before entering the building and queuing.
- ☑ Signage is displayed to inform the guest of social distancing measures and requesting they are observed.

### 3.5.5 Travelling to work

What procedures will you put in place to ensure employees reduce the spread of COVID-19 travelling to and from work?

No work vehicles.

- If corporate vehicles are used to transport team, reduce number of people being carried to achieve social distance.
- If above cannot be achieved, then passengers to sit back to back or side by side and should wear a face covering.
- Work vehicles to be included on the enhanced cleaning regime.

### 3.5.6 Managing visitors

What additional procedures will you put in place to ensure any essential visitors do not present a risk of spreading COVID-19 to staff?

Every contractor arriving on site are advised of social distancing and personal hygiene practices in place.

Hand sanitizing is mandatory on arrival.

Staggered contractor bookings and all contractors designated work a nominated supplier.

Reception is signing in/out all contractors. All pens used to sign in are sanitized after the use by contractor.

- Discourage visitors to the workplace. Where visitors are absolutely necessary, then inform them of the controls on site before arriving.
- Host of visitor to inform visitor of the site specific controls when arriving at site.
- Limit the number of visitors at any one time and consider organising visits when occupancy is low, for example if maintenance is required then undertake early in morning or late afternoon.
- If visitors have to sign in, ask them to use their own pen or have a means of disinfecting pen after each use.

### 3.5.9 Managing the workforce

Are there any specific tasks where maintaining social distance between employees presents a challenge, and are additional measures possible which will prevent the spread of COVID-19?

Relatively small team allows working patterns to be in place to reduce number of contacts.

Digital handovers in place.

Paper copies scanned and saved by an employee upon completion.

All touch points disposable eg paper towels, cups and menus in Bardolinos

Staff do complete pre-shift health questionnaire and are advised to stay home if feeling unwell. Statutory sick pay is offered.

No changes to FRA as no changes in layout took place

- Fix teams into work groups or shift patterns. This reduces the number of contacts as employees are working with the same people routinely.
- If materials are passed between employees, for example office supplies or documentation, organise drop off zones where items can be left and then collected.
- All shared cutlery, crockery, cups and drinking glasses must be effectively cleaned and disinfected before use by other persons
- Ensure employees are not incentivised to work if they are feeling unwell
- Ensure employees are not incentivised to work if they have had contact with a symptomatic individual
- Content of the Fire Risk Assessment has been updated in this risk assessment to reflect any changes in layout

## 3.6 Workplace Procedures

### 3.6.1 Communication and training

How will you ensure all of your employees understand the measures needed to prevent the spread of COVID-19 whilst at work?

Staff have been issued with the following FLOW training in relation to Coronavirus:  
Your wellbeing  
Cleaning and Hygiene  
Looking after your Customer  
Personal Protection  
Service after lock down

The Safe to Trade Risk Assessment have been issued to staff working and will be issued to staff returning to work with training completed before they start work.

All new measures in place and amended operational procedures have been communicated to staff.

On return to work employees will complete COVID19 return to work questionnaire and continue to complete pre-shift health declaration.

Employee showing symptoms of COVID19 will be asked to wait in a designated area (loading bay) if taxi is called for them to be taken home.

- All employees have read and understand the control measures detailed in this risk assessment
- All employees receive COVID-19 training
- All employees receive regular update training and are informed of the new control measures. If control measures are not followed, the employee is immediately retrained in them.
- All employees complete a COVID-19 Return to Work questionnaire to ensure they are fit to work.
- All employees understand the symptoms of COVID-19 and the action they must take if they are in contact with anyone that has the symptoms.

### 3.6.4 Ventilation within the business

How do you ventilate your business to minimise the potential spread of COVID-19?

All windows open where possible to encourage natural air flow.

HVAC system maintained and serviced on a regular basis.

- ☑ Windows and doors should be left open to encourage ventilation of the space. This action must not impact other safety considerations, for example reduced security as the entrances are not secure or fire doors being propped open.
- ☑ Ventilation systems should be adjusted to achieve the maximum number of air changes possible, whilst maintaining colleague comfort. If there is a complex ventilation system, then guidance is to be sought from the company's ventilation and air conditioning advisors

### 3.6.5 Common hand contact surfaces

What procedures will you put in place for reusable hand contact surfaces?

PDQ machine sanitized after every use.

Restaurant Menus are printed in-house and are of a single use. Contactless payment in place. Condiments are in a single use sachets.

All touch point areas cleaned with sanitizer.

Kitchen, Restaurant, Canteen, Gym areas are disinfected after use. Kitchen clean as you go practices in place.

- ☑ Reusable hand contact surfaces are replaced with alternative non-contact methods (i.e. menus on display, condiments in single use sachets etc)
- ☑ All reusable hand contact surfaces are cleaned and disinfected between use (i.e. menus, till, PDQs, kitchen equipment, etc. condiments cleaned and disinfected between use).

## 4. Additional information and control measures

No cash payments. Contactless where possible.