

HARLOW (BLACKWATER) SAILING CLUB RISK ASSESSMENT



Task: COVID-19 RE-OPENING PLAN PHASE 3B - CLUBHOUSE BAR/GALLEY OPENING

Date: 6th July 2020 **Completed by:** Teresa Henderson

25th September 2020 **Updated by:** Tony Everitt **(Updated to comply with Government regulations 14/9 & 22/9/2020)**

For task to proceed the Control Measures in this Risk Assessment MUST reduce the risks to reasonable and acceptable levels

Hazards	Risks	How is the Risk Controlled?
Contracting Covid-19 infection	Contracting Covid-19 from surfaces and equipment	Increased frequency of hand washing of Bar/Galley staff
		Increased frequency of cleaning of equipment and surfaces. Equipment to be cleaned immediately if risk of being handled by another person. Any surfaces to be cleaned immediately if spillage or other contamination.
		Ensure food waste does not build up and is disposed of appropriately.
		No draught beer (bottles and cans only). Bottles covered by a glass on opening using fixed bottle opener only,
		Glasses to be washed immediately after use.
		Provide hand sanitiser at main Clubhouse door for use on entering premises.
		Use of cash minimised by using a credit/pre-paid system.
		Face coverings to be worn by bar/galley staff and by members in the Clubhouse unless seated at a table.
		Reduce number of tables in the Clubhouse to maintain social distancing between tables with a maximum group of 6.
		In the Clubhouse, table service only for food and drinks.
		Disinfectant spray available for decontamination of tables after use.
Unable to observe Social Distancing	Contracting Covid-19 directly from another person	Follow Club Policy as outlined in Club Opening Risk Assessment (https://www.harlow-blackwater-sailing-club.com/resources/Covid19/Risk_Assessment_Club_Opening_1.pdf)
		Ensuring a minimum 1 metre distancing at all times.
		Either a single person or single household serving at bar or galley.
		Whenever possible (e.g. if weather allows) serving from Clubhouse doorway, with a one-way system using both sets of Clubhouse steps, so that customers do not need to enter the Clubhouse.

Unable to observe Social Distancing cont./	Contracting Covid-19 directly from another person	If serving from bar/galley inside Clubhouse then a one-way system to be implemented with social distancing maintained. External doors or windows to be open to minimise surface contact and improve air circulation.
Personnel not following procedures	Compromising control measures to minimise risk of contracting Covid-19	E-mail to Club Members advising on bar/galley opening and safety procedures.
		Provide signage indicating safety procedures for using Clubhouse bar/galley
		Use floor markings to indicate social distancing requirements
		If serving from Clubhouse doorway use 1 metre wide table for serving to ensure distancing maintained between server and customer.

Summary of Essential Controls and Actions

Provide hand sanitizer for use on entering and leaving Clubhouse premises (Teresa Henderson)
E-mail members with information on opening of Clubhouse bar/galley and safety procedures (Tony Everitt).
Provide floor markings to indicate social distancing requirements (Teresa Henderson/Barry Knights)
Provide signage indicating safety procedures and one-way system if using Clubhouse bar/galley (Teresa Henderson/Topyn Everitt).