

WINTON BOWLING, TENNIS & SOCIAL CLUB

DATE: 23/07/20

REVIEW: WEEKLY

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> ● Staff ● Customers/ members ● Contractors ● Drivers ● Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	<p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in place.</p> <p>Regular checks to ensure there is enough hand soap & sanitiser available</p> <p>Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</p> <p>Gel sanitisers in any area where washing facilities not readily available</p> <p><u>Cleaning</u></p> <ul style="list-style-type: none"> ● Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by the committee to ensure that the necessary procedures are being followed.</p>	<p>All staff, committee & customers to follow guidelines</p> <p>Committee staff to maintain regular checks of the toilets & sign the logs</p> <p>Customers to communicate any with staff as soon as they are identified e.g. hand soap/sanitisers that need refilling.</p>	<p>Ongoing</p> <p>Every odd hour during opening</p> <p>As issues arise</p>	

		<p>use and asking customers to support with this .</p> <ul style="list-style-type: none"> ● Cleaning checks completed every couple of hours by the committee & logs kept ● Disinfectant wipes always available – a pack to be left on each pool table, each snooker table & each fruit machine. ● All doors to remain open to reduce touching of them <p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 1 metre+ gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times to maintain minimum numbers of staff.</p> <p>Redesigning processes to ensure social distancing in place –</p> <ul style="list-style-type: none"> ● Glasses to be returned to a designated table ● All tables to be spaced & the floor marked to ensure tables remain spaced ● Perspex across the bar areas ● 1 way systems in place ● Ladies toilets (games room) closed, disabled to be used as an alternative 	<p>Deep clean completed prior to the club reopening</p> <p>Staff & customers to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Customers to be reminded as required.</p>	<p>Donna with support of the committee during opening hours.</p> <p>Committee</p> <p>Laura & Tyler</p> <p>Customers</p> <p>Committee</p> <p>Committee</p>	<p>Daily</p> <p>03/07/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>03/07/20</p> <p>03/07/20</p>	
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