# Risk assessment template for Club Opening – Running Event

## Company name: Lanchester Cricket Club Assessment carried out by: Duncan Morris

## Date of next review: 23/07/2020 Date assessment was carried out: 21/07/2020

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **Slips/ Trips Outside** | Servers, Customers |  | *Set up: Open beer garden in hours of daylight*  *Agreed Sat 4th July 2 – 6pm (8:30pm) , Friday 10th July 5 – 9pm, Sat 11th July 2 – 6pm* | *Committee* | 25/06/20 | Yes |
| **Close Proximity - Arrival on site / leaving site by car** | Servers, Customers, Neighbours |  | *Set up: Control access to car parks on site for limited number*  *Agreed capacity max 30 at reopening*  *No signage in place. Use low numbers and prompts for customers to social distance – particularly when leaving site* | *Committee*  *Staff at bar when open* | 25/06/20  10/07/20 | Yes  Yes |
| **Close Proximity - Arrival on site / leaving site on foot** | Servers, Customers, Neighbours |  | As per arrival / leaving site by car – see above. |  |  |  |
| **Close Proximity: Separating access for members of the public** | Servers, Customers, Visitors |  | Set up: Cordon / separate beer garden area from common access areas for general public.  Signage to post at set up. Take down at clear up | Event Team – Duncan / John / Phil / Stu / Nathan / Anne  Event Team – Signage List – Neil / Duncan | 01/07/20 – Dummy Run Set Up  04/07/20.  Reset for Fri 10th & Sat 11th? | Yes  Yes  Yes |
| **Close Proximity: Contingency plan in case of poor weather making departure from site likely to cause queue** | Servers, Customers |  | *Set up: Layout inside to support gathering as per current rules for outside tables*  *Inside area for seating only. Service by distance and calling off pre paid drinks.*  *Collection point inside club – no table service.*  Clarify Drinks Ordering – Verbal orders from order point away from bar  Communicate to customers what will happen in case of poor weather – move inside | *Committee*  *Discussed*  *Proposal following set up on 1st July*  *Set up confirmed*  Method discussed  6 Tables layout set outside.  Cannot match inside groups inside – match 2 households together | 25/06/20  04/07/20  04/07/20  04/07/20  01/07/20  04/07/20 | Yes  Yes  Yes  Yes  Yes  Yes |
| **Close Proximity: Number of Members allowed to Beer Garden Opening** | Servers,  Customers |  | *Members Communication with communication on 5 tables (max 30 people)*  *Members to act as table host – advise on names / contact numbers for guests*  *Number of staff for close to capacity of 26 – 3 staff min* | *Committee Agreed*  *Committee Agreed*  *Proposal following 04/07/20* | 25/06/20  25/06/20  11/07/20 (Sat) | Yes  Yes  Yes |
| **Transmission through touching items: Goods transfer to site for event – Managed by Brewery?** | Delivery drivers, Servers |  | *Is there a need to clean items after delivery from the brewery before serving to customers (bottles / cans)? How are they packed?* |  |  |  |
| **Close proximity of set up team for setting outdoor bar**  **Close proximity of set up team for indoor seating area** | Set Up Team |  | Set up: Manage Liftout / set up of tables to servers from same household – at 2m separation or with face masks if inside 2m. Gloves for contacting surfaces.  Set up: Clean down surfaces following setting  Set up: Manage Liftout / set up of tables to servers from same household – at 2m separation or with face masks if inside 2m. Set 1 of team in separate area of bar after initial plan  Set up: Leave inside area layout set after Dummy Run | Set Up Team – Rolling Point but not in parallel with matches.  Who? Rolling Point  Set Up Team  S McPhail | 01/07/20  04/07/20  01/07/20  30/06/20 | Yes  No  Yes  Yes |
| **Transmission through contact - Contact of items from bar to serving hatch, payment machine** | Servers |  | Confirm Servers not to drink alcohol before / when serving. No masks worn. No gloves. Regular handwashing / sanitising  Check on Handwashing for servers  Disposal of cleaning material from bar areas / tables | Servers  Servers  Servers | 10/07/20  10/07/20  10/07/20 | Yes  Yes  No |
| **Close proximity of customers queueing for drinks** | Customers and Servers. Increased risk of virus transmission |  | Set out 2m separating markers for queue – for function and for takeaway queues  Reset for future bar slots – Fri 10th & Sat 11th?  Allow any person from table to collect round of drinks  Running Event: Check in during event. Request customers to behave. Ask to leave if not. Bar from future events also.  *Set up: Pre Pay System and call off outside at service hatch. Link table number to allowed drinks - raffle tickets*  *Keep table number labels*  Use same call off system inside | D Morris  Set Up Team – D Morris  Adjustment following 4th July  Rolling Point  Adjust from 04/07/20  Keep from adjustment made 04/07/20 | 04/07/20  04/07/20  10/07/20  04/07/20 – Not required  10/07/20 – Dummy Run  10/07/20 | Yes  Yes  No  No  Yes  No |
| **Contact: Transferring drinks from servers to customers** | Customers, Servers |  | Set up: Drink Collection point at hatch with Perspex Screen  *Confirm server handwashing, no drinking when due to serve / serving*  Set up: Handwashing for Servers before serving, at beginning of break, before restart after break | Rolling Point  Check Point  Check Point | 04/07/20  10/07/20  10/07//20 | Yes  No  No |
| **Contact: Transferring payment for drinks from customers to servers** | Servers, Customers |  | Set up: Contactless Payment method at Serving Hatch for Table Tab Top Up / Takeaway  Cash Accepted – Servers comfortable? Handwashing of servers and customers using cash | Rolling Point  Check Point | 04/07/20  10/07/20 | Yes  Yes |
| **Close proximity of customers consuming drinks** | Servers / Customers |  | Set up: Number of benches / seat to provide.  Set up: Separate areas for household groups to occupy  *Limit time for opening - a few shorter hour slots agreed.* | Set Up Team  Set Up Team  *Committee Agreed* | 01/07/20  01/07/20  25/06/20 | Yes  Yes  Yes |
| **Disposal of drinks packaging – close proximity when disposing, contact of shared items – Move to Glass** | Customers, Servers | Outdoor Bins in selected locations around ground. | Scrap – move to glass for beer garden. Sealed containers for takeaway. Used glasses returned from tables at Perspex hatch – only applies at pre booked events in the club  Plastic glass for takeaway option during matches |  | 04/07/20  13/07/20 | Yes  Yes |
| **Toilet Facilities – Close Proximity** | Customers, Servers |  | Revise Toilet Layout – Gents to use clubhouse – 1 in 1 out – limit number of cubicles per changing room for Gents to adjust for longer pre booked events. Customer access clubhouse toilets only during games.  Routing of Takeaway service point clarified for events and game day  Ladies – Clubhouse. Retain layout from 04/07/20  Increased cleaning checks – Clubhouse – cleaning rota.  Changing Rooms?  Disposal of cleaning materials from toilets  Set Outdoor Queue Markers & Signage at 2m for Toilet queue for changing rooms | Agree layout / areas open / kit / routes  Rolling Point  Rolling Point  Rolling Point  Set up team | 10/07/20  10/07/20  10/07/20  10/07/20  10/07/20 | No  Yes  Yes  Yes  No.  No.  Yes |
| **Toilet Facilities – Contact with Common Areas** | Customers, Servers | Cleaning currently done how often now? | Instructions: Hand sanitiser when entering clubhouse / leaving clubhouse  Set up: Locate Hand Sanitiser Dispenser  Hand Sanitiser Unit Operation / Top Up / Clean Up  Set Up: Chock Open doors where possible to avoid contact with door handles. Link with number of people allowed to use toilets.  Signage for 1 way system | Set up  Set up  Who?  Check Point  Check Point | 04/07/20  04/07/20  10/07/20  04/07/20  10/07/20  04/07/20  10/07/20 | Yes  Yes  No  Yes  Yes  Yes  Yes |
| **Close Proximity: First Aid provision (include DeFib)** | First Aiders, Servers / Customers requiring First Aid |  | *Options:…St Johns Ambulance Advisory notes* | *Check Point – Serving Staff* | 10/07/20 | No |
| **Break Facilities – close proximity, common contact points** | Servers |  | ~~Set up: Set up break area with spaces for servers to distance. Inside Clubhouse / Outside Clubhouse – not set / agreed – needed~~  ~~Set up: Wipes to clean down common areas. Spillages in outdoor / indoor areas~~  ~~Set up: Reminders to distance and wash hands.~~  ~~Set up: Signage and cordon to demarcate server area – area not set – needed?~~  ~~Clear Up: Remove after event~~  Break area not set. Staff on 2hr slots. Have all of indoor bar area during games as break area. Clean down inside after serving slots? | ~~Servers~~  ~~Servers~~  ~~Servers~~  ~~Set Up Team~~  ~~Set Up Team~~ | ~~03/07/20 – Dummy Run~~  ~~03/07/20 –Dummy Run~~  ~~03/07/20 – Dummy Run~~  ~~01/07/20 – Dummy Run~~  ~~01/07/20 – Dummy Run~~ | ~~No~~  ~~No~~  ~~No~~  ~~No~~  ~~No~~  ~~No~~ |
| **Transmission of virus at event** | Customers, Servers - **Managing those with possible Co Vid Symptoms** |  | *Running Beer Garden: Attendees list for any track and trace follow up (use following event if needed).*  *Apply for beer garden outside – take more controlled approach*  Guest List Collation  Handwritten forms to include servers, lead customers on table. Individual customers to be listed and linked to tables if taken. Names and Numbers to be printed clearly  Worked up list to be stored at club in hardcopy form only after clarity check  How to communicate: Signage  *Set up: Communicate event for those fit to attend linked to current advice directly. Understanding of current requirement. 24/06/20 – Isolate with symptoms, get a test with symptoms, isolate if requested by track and trace due to proximity to a case.*  *How to communicate - Signage* | *Committee Agreed*  *Servers*  *D Morris* | 25/06/20  04/07/20  10/07/20  10/07/20 | Yes  Yes  Yes  Yes |
| **Transmission of virus following event.** | **Managing those shielding / vulnerable or living with / close to those shielding** - Customers. Servers |  | *Set up: Communicate event for those able to attend*  *Set up: Screen / check in with situation for servers – clear on risk. Face covering for servers to be comfortable. Provision on face coverings. Instructions on how to use safely*  *Full server teams for first 3 slots to complete* | *Who / How / When?*  *Committee Agreed*  *Who / How / When?* | Rolling Point  25/06/20  Agree event by event | No  Yes  Yes |
|  |  |  |  |  |  |  |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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Risk Assessment Key

Red text – Open Points at this stage

*Italic text – Committee action point.*

Normal Text – Sub Group / Individual Action point