

Woodbridge Cruising Club – Risk Assessment for Indoor Club operations, December 2021

(Assessment of risks and mitigation measures based on HM Gov Guidance on working safely for restaurants, pubs, bars and takeaway services)

Hazards	Who might be harmed and why?	Principal controls	Persons to carry out action	Done?
Transmission of virus between attendees	The attendees, by contracting Covid	<ul style="list-style-type: none"> - Capacity for indoors operations to be limited to 70 attendees including bar and galley staff - A dedicated OOD will be present at all club openings, and has principal responsibility for ensuring compliance with these requirements. - Attendees come to the club at their own risk. - NHS Covid QR code to be prominently displayed at entrances and attendees encouraged to register. OOD to ensure that a record is kept of all attending members and visitors. Visitors to provide contact details in Visitors' Book and records to be kept for 21 days - Hand sanitiser to be provided at entrance, on bar and in toilets, and its use to be encouraged. - Attendees not to attend if displaying Covid symptoms, and are also expected to take a lateral flow test before attending and only attend if negative. - Attendees are expected to be double vaccinated. - Members booking on line for organised events will be required to make a declaration that they will take a lateral flow test before attending and confirm that they are double vaccinated as a condition of coming to the event. - Attendees to be requested to follow current government guidance regarding social distancing and use of face masks. - The ventilation system to be turned on in accordance with the posted instructions and bar sliding door in bar onto terrace and bar windows to be kept open. - Attendees at functions to be requested to leave the bar area once drinks have been served to them. - CO2 monitoring to be carried out in the main hall, and ventilation extraction and inlet settings to be increased if level exceeds 800 ppm consistently over 5 minutes 	<p>OOD</p> <p>Event organisers</p> <p>Those attending</p>	
Transmission of virus between attendees and bar staff	The attendees and bar staff, by contracting Covid	<ul style="list-style-type: none"> - Bar staff should be ideally from same household or bubble. Bar staff are required to take a lateral flow test before attending and only attend if negative. All bar staff are required to be double vaccinated. - Screen in place at the bar. - Servers to sanitize card machine after any payments requiring PIN. - Bar staff to wash and sanitise hands after handling empty glasses, and frequently during the session. Glasses to be given high temperature wash before re-use 	Bar staff	
Transmission of virus between galley staff during preparation of food and clearing up	The attendees and galley staff, by contracting Covid	<ul style="list-style-type: none"> - Galley staff to be double vaccinated and required to take a lateral flow test before undertaking galley duty - Galley windows to be kept open and cooker extraction hood to be run at all times while galley staff are working in the galley 	Galley staff	
<p>Transmission of virus via touch points on:</p> <p>Door handles, handrails, key cupboards, shutter controls.</p> <p>Keys – balcony, bar, etc</p>	The attendees, bar and galley staff, by contracting Covid	<ul style="list-style-type: none"> - Ensure surfaces are regularly cleaned and disinfected - Cleaner to continue to use Covid disinfecting products. - On opening up, volunteers to use disinfectant spray on all appropriate surfaces before the event. Surfaces to be sprayed again after the event. - Hand and spray sanitiser with disposable cloths to be located outside at entrance to toilets. - Posters to remind attendees of safe usage of facilities. - Attendees to be requested to spray door and toilet handles, toilet seat and taps before and after use, close lid before flushing, and wash their hands thoroughly. 	OOD to monitor	

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Tables and chairs set out				
Surfaces in toilet				
Volunteers who are “extremely clinically vulnerable” or shielding a family member exposed to virus.	Infection of vulnerable person	<ul style="list-style-type: none"> - Those who volunteer are discreetly questioned to ensure they will be safe to carry out duties, both for themselves and attendees. - Ensure on day of duty that any vulnerable volunteers are not showing any symptoms relating to Covid or even feel generally unwell and inform other volunteers so they can be replaced - Ensure clinically vulnerable volunteers fully comply with all safety and distancing advice. 	OOD and the attendees and volunteers involved	
Contamination of deliveries and bar replenishments	Handling of items delivered by bar staff, servers and attendees	<ul style="list-style-type: none"> - Arrange deliveries and bar stocking to take place at least 72 hrs prior to opening. 	Bar management and bar staff	
Leaving Club contaminated on closure – risk to cleaner or maintenance crew	Attendees or cleaner entering less than 72hrs after club opening	<ul style="list-style-type: none"> - Those on duty are asked to spray sanitise all internal surfaces and machines and external door handles and handrails used during session. Remove all rubbish and glass-cloths after each event. - Provide bins with lids for hand towels, wipes, etc. 	Volunteers of the day	
Transmission during first aid procedure.		<ul style="list-style-type: none"> - First aid box available in main hall. PPE (gloves and masks) to be available in first aid box and to be worn by those administering first aid. 	First aiders responding to incident	