

Location Weir Wood Sailing Club
Description of activity / purpose of risk assessment Catering during Covid19 Pandemic Revisions 1. Tables on the Patio 2. Use of the Clubroom 10 August (Draft) 3. Not Issued 4. Following Covid Committee meeting 13 August 5. General update for circulation to Main Committee 18 August 2020 6. Issue 21 August 2020

Assessment carried out by:	Mike Summers
Assessment approved by:	Peter Hargreaves, Dick Lankester, David Whensley, Tim Taylor, Richard Haw, Chris Hopkins
Date of assessment:	21 August 2020
Planned review date:	21 September 2020

Hazards associated with transmission of the virus in the Clubhouse									
What are the hazards?	Who might be harmed and how?	What are we already doing?	Existing Risk Level			Do we need to do anything else to control the risk?	Action by who?	Action by when?	Risk Level after completion
			Low	Med	High				
C1.0 Transmission through droplets and direct contact in a humid environment	Club members using the changing rooms	Changing rooms and showers have been closed/ locked off	✓	<input type="checkbox"/>	<input type="checkbox"/>	Keep the changing rooms cleaned, dry and well ventilated.	WWSC	Ongoing	Low
C2.0 Social Distancing and cleansing failures associated with the toilets	Club members using the toilets	One way system for men, one-in/ one-out for women using the new door. Social distancing markers provided on floor. Hand gel dispensers and sanitising sprays in cubicles and by single washbasins. Labels advising required cleansing actions fixed in toilets and by washbasins.	✓	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that sanitising sprays and gel dispensers are topped up as required.	WWSC	Ongoing	Low
C3.0 Social Distancing and cleansing failures associated with serving foo	Club members accessing the fire escape door to collect and pay for food and drinks	Take Away food/ drink collection point is the Clubroom Fire Escape door and stairs. One way system with road pins and fence to separate queuing customers from those just served. Cashless card transactions only to be used	<input type="checkbox"/>	✓	<input type="checkbox"/>	Sanitise the handrails of the fire escape stairs at intervals. Note that Wych's Kitchen comprise a single household group.	WWSC/ WK	18 July 2020	Low

Hazards associated with transmission of the virus through Catering – Tables and Chairs on the Patio									
What are the hazards?	Who might be harmed and how?	What are we already doing?	Existing Risk Level			Do we need to do anything else to control the risk?	Action by who?	Action by when?	Risk Level after completion
C4.0 Transmission of the virus through use of cutlery and crockery	Club Members and WK staff	Take away food is only served in disposable packaging. No plates or cutlery requiring dishwashing to be used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a bin with liner for disposal of paper etc packaging. Bin liner to be sealed and placed in wheelie bins as required and at end of day. WWSC to provide bin and liner.	WK	18 07 2020	Low
C5.0 Transmission of the virus through sale of alcohol	Club members and WK staff	Cans and bottles to be served with disposable plastic cups, no glasses or anything requiring dishwashing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a crate for returned bottles. After weekend service crate with used bottles. Crate to be sprayed with sanitiser and placed behind bar until the following weekend	WK	18 07 2020	Low
C6.0 Use of café tables and chairs	Club members and WK	The café-style tables and chairs are stored in the Training Room and brought out and initially sanitised by WK for use by Club Members only. Tables and chairs are sanitised and returned to Training Room at the end of each weekend day.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mark position of tables on patio paving to aid social distancing. Provide table sanitisers chained to table. Fix labels to tables to request users to sanitise the table and chairs after use and to maintain social distancing.	WK		Low
C7.0 Transmission through failure to Socially Distance inside and outside the clubhouse	Club Members	Signage outside the clubhouse associated with use of toilets, directing men to enter using the changing room fire escape door, exit through front door. Female toilets operate one-in/one-out. Lady members to check before entering. Two metre spacing tape stuck down on floors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Additional signage pinned onto the balcony woodwork reminding members to maintain social distance except for members of two households. Include reminder to socially distance on tables	MJS/WW SC		Low
C8.0 Entry into the site by unauthorised persons during normal hours	Club members and unauthorised persons who may bring infection with them or pick up infection from tables etc.	Club members to deter entry by unauthorised persons into the site at all times	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Install road pins and orange mesh fencing around the patio and signage to state that patio and tables are for club members' use only	All members of WWSC		Low

C9.0 Occupation of tables and chairs by unauthorised persons out of hours	Non club members/ intruders	Signage fixed at entry to the car park and on the security gate intended to deter unauthorised access. When there are no club members on site there is nothing to physically prevent intruders entering.	✓	<input type="checkbox"/>	<input type="checkbox"/>	Remove the stainless steel café tables when WWSC/WK are not present, store them in the Training Room	WK		Low
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C10.0 Opening the clubroom to members and guests for pre-booked meals	Club Members and WK staff	Nothing, the clubroom is closed to all but WK at present.				<p>The capacity of the clubroom is determined by the socially-distanced table layout under the bar/restaurant guidelines. Depending on the mix of tables booked, the capacity will be around 28-32.</p> <p>If it becomes possible to hold events, the event guidance will apply to total numbers, likely to be 30.</p> <p>Table-service customers enter the clubhouse through the front door and use the internal stairs to access the clubroom through the landing door. Sanitiser station to be provided at base of stairs and members shall sanitise hands in the ground floor lobby before touching handrails and door handles.</p> <p>Members entering the lobby have the opportunity to socially distance at the entrance door if a member is exiting the male toilets.</p> <p>Provide signage to Exit only through the Fire Escape. This route to be used for visits to the toilets and for final exit.</p> <p>Tables and chairs positioned according to tape markings on floor to achieve 1m+ social distancing when seated. Include some tables on the balcony.</p> <p>Tables and chairs to be sanitised at the beginning of the day and when occupants changeover.</p> <p>Provide signage limiting table use to maximum 2 households including one support bubble person on any one table. Customers to provide number of places required when booking a table.</p> <p>Signage to be posted advising that, once seated, occupants of tables should not circulate to other tables.</p>	<p>WWSC</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>WWSC</p> <p>WWSC</p> <p>WK</p> <p>WWSC</p> <p>WWSC</p>	<p>TBD</p>	<p>Low</p>
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Commented [PaGH1]: I don't know if this is right – might be better to say the maximum capacity achievable is X

Commented [PaGH2]: Not sure about this because the balcony is quite narrow – what did you have in mind?

Commented [PaGH3]: To line up with the procedures document

					Pre-booking of tables and food is essential. WK shall monitor numbers and will turn away newcomers when maximum occupation is reached. Option to direct excess number onto balcony while waiting for a table.	WK		
					Mark out circulation routes across the floor linking the clubroom entrance door to the fire escape door via the servery area to provide guidance for social distancing whilst walking through the room.	WWSC		
					Provide wall mounted signage reminding members to maintain social distancing	WWSC		
					Sofa, Chairs and bookcase removed from use	WWSC		
					Open the windows next to the bar, the patio doors and fire escape doors to maximise natural ventilation.	WK		
					No queuing at the servery or bar. Only table serving staff may approach the servery and bar to collect food and drink and to return empty plates etc.	Note		
					Place barriers with signage in front of the servery to deter approach by members	WK		
					Tables, chairs, door handles, surfaces to be cleaned with sanitiser provided by WWSC at the end of Saturday service and the start of Sunday service. Final clean down at end of Sunday service	WK		

Commented [PaGH4]: Would it be better to have them wait outside on the patio? Social distancing problems on the balcony. I appreciate we don't want them going back down the stairs. This is a tricky one. Pre-booking of tables essential – could WK have a sign they put in the main entrance when all tables are full?

<p>C11 Catering arrangements for serving food to members who sit at tables in the clubroom</p>	<p>Club Members and WK staff</p>	<p>Nothing, there is currently no seated food service in the clubroom.</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Other than servers, WK staff remain in the Galley for the duration of service with the sneeze guard in place on the servery.</p> <p>WK staff wearing PPE face coverings provide table service for food (pre-ordered on line, text or by phone) and take drinks orders from seated members.</p> <p>Track and Trace data recorded with order</p> <p>Food served on china plates with steel cutlery (delivered with plates) that has been pre-sanitised by WK staff by being washed at high temperature in the dishwasher. After use the plates and cutlery are cleaned in the dishwasher on a high temperature 70 degree cycle.</p> <p>Drinks served in disposable plastic beer and wine glasses. Plastic glasses provided by WWSC</p> <p>Condiments (if required) provided in sachets for individual use, delivered on request (ie not left on each table).</p> <p>Payment for meals by contactless card reader brought to each table by the WK server.</p>	<p>WK</p> <p>WK</p> <p>WK</p> <p>WK</p> <p>WK & WWSC</p> <p>WK</p> <p>WK</p>	<p>TBD</p>	<p>Low</p>
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C12 Take Away Service	Club Members and WK staff	Wych's Kitchen currently serve their meals in take away packaging collected by their customers from the fire escape door. All meals are pre-booked (text, emails or on their website).	✓	□	□	<p>Take Away customers pre-order food (online, text or by phone) with an agreed pick up time.</p> <p>Track and Trace data recorded with order</p> <p>Takeaway customers to use the doorbell on WK outside menu to attract their attention for ordering and collection. The collection point remains the fire escape but customers must wait at the bottom of the fire escape until called up by WK to collect their order at the agreed time.</p> <p>Member/customer presents at Fire Escape door at the appointed time, waiting at the base of the stairs to allow exiting members to socially distance</p> <p>Food is prepared and put into disposable packaging and taken by the WK server to the Fire Exit door and handed over to customer.</p> <p>Payment for Take Away food by contactless card brought to the Fire Exit door by the WK server.</p>	<p>WK</p> <p>WK</p> <p>Note</p> <p>Note</p> <p>WK</p>	TBD	Low
C13 Casual users of the clubroom (non-food)	Club Members and WK staff	Nothing, the clubroom is currently closed	□	✓	□	<p>Provided there is space (ideally outside peak meal-times), members enter and are seated. WK monitor numbers and turn away excess numbers. Option to direct excess numbers onto balcony to wait for an available table to balcony.</p> <p>Track and Trace data to be recorded (ie membership number) by server taking order for tea/coffee/cakes etc.</p> <p>Server shall ensure that members only may be served</p> <p>Members seated but not eating/drinking to wear face coverings.</p>	<p>WK</p> <p>WK</p> <p>WK</p> <p>Note</p>	TBD	Low

Commented [PaGH5]: I think this reflects the procedures document.

Club Reputational Hazards									
What are the hazards?	Who might be harmed and how?	What are we already doing?	Existing Risk Level			Do we need to do anything else to control the risk?	Action by who?	Action by when?	Risk Level after completion
			Low	Med	High				
R 1.0 Infection is traced to a member of WWSC	All members present on the relevant day. Contact Track and Trace provides details to PHE to advise those traced to self-isolate.	Providing one way, one-in/one-out access to toilets. Access denied to the clubroom to anyone except WK. Providing hand gel and surface sanitiser at strategic locations. Changing rooms and showers closed	✓	<input type="checkbox"/>	<input type="checkbox"/>	WK to take a dated paper record in a notebook (to be provided by WWSC) of the membership number of all members and those they are paying for as they order their food and drink. Note no guests are permitted to be served during the pandemic.	WK/ WWSC	18 07 2020	Low
R.2.0 Interest from local media, Social media	Club Reputation	Conforming rigourously to Regulations and Guidance issued by HMG and Interpretation by RYA. Deterring our members from posting on Social Media. Not advertising events or training opportunities in local media.	✓	<input type="checkbox"/>	<input type="checkbox"/>	Maintain signage, keep sanitiser sprays and gel dispensers full and be prepared for a visit by local radio or newspaper reporters.	WWSC	Ongoing	Low