

RISK ASSESSMENT – Appendix 1 (Bar)

Reopening the Florence Park Community Centre - Bar

Area or people at Risk	Risk identified	Action to be taken to mitigate the risk	Action by whom?	Action by when?	Done
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Risk Assessment for re-opening of Florence Park Community Centre BAR – July 20th 2020

COVID-19 risk assessment.

The COVID-19 Risk Assessment has been carried out in consultation with Committee members, self-employed workers and volunteers have also been consulted.

Hirers will be issued with a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment is in identifying “pinch points” where people cannot maintain social distancing of 2 metres.

For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.

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<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed.</p> <p>Staff display symptoms of COVID-19</p>	<p>Surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p>	<p>Staff/volunteers provided with protective clothing (gloves) if necessary and masks/face shields. Contractors provide their own.</p> <p>Staff/volunteers advised to wash outer clothes after each shift.</p> <p>Staff/Volunteers to be given guidance & training on how to clean and sanitise properly. Also on personal cleanliness. Signage & training encouraging more frequent hand washing</p> <p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Staff member displaying symptoms to be sent home immediately and not return until tested and well. Staff trained to report sickness</p> <p>A rota of times and days staff work to be kept for at least 30 days.</p>	Centre Manager/FPSC Committee.	<p>Before the centre is opened for business</p> <p>Staff/volunteers are to be informed immediately if a case has been identified. The individual's medical condition must be kept confidential unless they agree to details being shared.</p>	

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<p>COVID case occurring in the centre effecting staff /volunteers & visitors. Tracing those who may be infected.</p>	<p>The risk that someone falls ill and has been a visitor or staff member/volunteer at the centre having passed the virus on to those others who were there at the same time or those who visited after – including staff/cleaners/volunteers.</p>	<p>Follow the centre's Track and Trace system for those visiting the centre to record when and at what time they were on the premises.</p> <p>Train staff/volunteers to report sickness and not attend work if feeling ill.</p>	<p>Bar manager/FSCC to train staff on this aspect before reopening.</p>	<p>Have in place for opening and check daily that the system is working.</p> <p>Once a case has been identified.</p>	
<p>Front of Bar Service area – Staff/Volunteers and visitors to the centre</p>	<p>Social distancing is not observed as people congregate to order drinks at the bar.</p>	<p>Mark out 2metre waiting/ queueing area for anyone approaching the bar.</p> <p>Mark out a line around the bar front that visitors should not cross.</p> <p>Encourage and implement table service whenever possible.</p> <p>Advise visitors that they must comply with social distancing and as far as possible remain at their tables seated for the duration except when visiting the toilets.</p>	<p>Centre manager/FPSC before reopening.</p> <p>Bar staff / volunteers whilst centre is in use and open.</p>	<p>Before reopening. Checked daily by volunteers, staff. (cleaning record to be kept for each shift)</p>	

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		<p>Adopt a one-way system of entry and exit to the main hall and garden area.</p> <p>Supply all staff/volunteers with face shields</p> <p>Put up a plastic screen at the service point.</p> <p>Clean the bar top and front before and after each shift and throughout at intervals – keep cleaning records.</p> <p>Put up clear and consistent signage.</p>			
<p>Behind the Bar and Cellar area. Staff/Volunteers</p>	<p>Social distancing more difficult in small spaces.</p> <p>Door handles Light switches</p> <p>Working surfaces, sinks</p> <p>Cupboard handles. Fridge, Ice machine, Crockery, glasses, work surfaces, bartop, pumps</p>	<p>Control numbers behind the bar to 3 maximum so as to ensure social distancing as much as possible, Staff to clean all areas likely to be used before and after use, (wash with soapy water, dry, then sanitise) Staff to remain in their own 'section' as much as possible.</p> <p>Rubbish to outside bins at the end of each shift.</p> <p>The bar and Cellar area and all surfaces frequently touched will be cleaned daily after each shift ends.</p> <p>Frequently touched area, work surfaces, pumps, cupboard and drawer handles, fridges, glass washer, ice machine will be wiped with sanitiser regularly throughout the shift.</p>	<p>Bar manager to instigate a daily record of the cleaning & ensure the staff/volunteers are up to date with COVID knowledge and are trained.</p>	<p>To be done every day and throughout the shift.</p> <p>Training to be done before reopening and a record kept of this by the Bar Manager</p>	

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		<p>Sanitiser, blue paper towels, anti bac soap and paper towels will be left available for cleaning and personal hygiene.</p> <p>Contactless payments only.</p>			
Garden Area Staff/Volunteers and visitors	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed.</p> <p>Tables, menus, chairs. Rubbish</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance and exit area down opposite sides of the building.</p> <p>Mark out ‘pods’ at least 2 meters distance from each other for people to sit in Socially acceptable groups</p> <p>Create one-way system and provide signage. Bins to be provided in the Garden</p> <p>Tables, Menus, Chairs to be cleaned regularly. Hand sanitiser to be provided on each table for public use.</p>	<p>Centre manager /committee to implement marked out spacing and one way system.</p> <p>Bar staff/Volunteers to ensure compliance during each shift</p> <p>Cleaner to check hand sanitisers daily and check there are</p>	<p>Before reopening and daily each morning and throughout the shift.</p>	

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		And cleaned at the end of each shift. Records to be kept.	cleaning materials available for the bar. Cleaner to check garden for rubbish each morning		
Take Away service	Build-up of queue for take away Non-compliance with social distancing	A one way system will be implemented for Take Away service. Masks must be worn on approaching the bar to order Screen installed at service point. Queuing system with distancing clearly sign posted One way system implemented	FPSC/FPCA Committees to implement physical aspects (signposting etc.) Staff training by FPSC	Before Opening	