

# COVID-19 Risk Assessment

<b>Group:</b> The Sulgrave Club	<b>Site:</b> 287 Goldhawk Road, London, W12 8EU	
<b>People at Risk:</b> Staff, Young People, Parents/Carers, Visitors, Contractors	<b>Additional Information:</b> This risk assessment is for Covid-19 only and should be read in conjunction with our standard risk assessments.	
<b>Contact Person:</b> Nick Sazeides	<b>Job Title:</b> Club Manager	<b>Review Date:</b> Weekly

## Risk Evaluation

Hazard	Who	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
What's the hazard?	Who might be harmed?	Is this risk Low, Medium or High?	What measures will you put in place to reduce the risk identified?	How has this changed the rating?	What else can you do to minimise risk?
Covid 19	Staff (incl. volunteers) Children & Young People Parents & Carers Contractors Visitors to the premises	M	<p><b>Handwashing</b></p> <p>Handwashing facilities with soap and water in place.</p> <p>Gel sanitisers in any area where washing facilities not readily available.</p> <p>Drying of hands with disposable paper towels.</p> <p>Signs advising all Club users and visitors to regularly wash / sanitise hands.</p> <p>Posters displayed on:</p> <ul style="list-style-type: none"> <li>• Correct hand-washing techniques</li> <li>• Catch it, Bin it, Kill it</li> <li>• Need to avoid touching face with unclean hands</li> </ul>	L	<p>All staff, children and young people to undertake hand hygiene training.</p> <p>Regular hand washing breaks during / between activities.</p>

Hazard	Who	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
		M	<p><b><u>Cleaning</u></b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, activity areas, equipment using appropriate cleaning products and methods.</p>	L	<p>Staff to be trained in appropriate cleaning methods.</p> <p>Cleaning rotas to be drawn up.</p> <p>Manager to ensure necessary procedures are being followed.</p>
		M	<p><b><u>Social distancing</u></b></p> <p>Social distancing measures will be observed in line with government advice.</p> <p>Currently, maximum group size of 5 children and young people, who will remain in the same group during activities</p> <p>Arrival and departure times will be staggered to avoid bottlenecks</p> <p>Different doors will be used to enter and leave the Club</p> <p>Non delivery staff will work from home</p>	L	<p>Posters and signs on current social distancing rules to be placed within &amp; outside the premises</p> <p>Equipment / activities / work stations to be laid out in accordance with social distance guidelines</p> <p>Where appropriate, social distance markers to be used (eg outside entrance door, queue for toilets, etc)</p>
		M	<p><b><u>PPE</u></b></p> <p>Face masks will be provided for all staff, young people &amp; visitors who request them.</p> <p>Face masks will be worn in any situation where social distancing guidelines cannot be strictly followed.</p> <p>Face masks will be worn when using public transport and in the minibus.</p>	L	<p>All staff, young people &amp; visitors will be encouraged to wash their face mask after use.</p>

Hazard	Who	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
<p>People who are at higher risk from Covid-19</p>	<p>People at high risk (clinically extremely vulnerable)</p> <p>People at moderate risk (clinically vulnerable) including very obese people and pregnant women</p> <p>Other things that can affect risk include:</p> <ul style="list-style-type: none"> <li>• age – risk increases as you get older</li> <li>• where you live – the risk is higher in poorer areas</li> <li>• being from a Black, Asian or minority ethnic background</li> </ul> <p>People that live with people at higher risk</p>	<p>H</p> <p>M</p>	<p><b><u>People at higher risk</u></b></p> <p>It is essential to be aware of who these individuals are (whether staff, volunteers or children and young people) and to agree what steps need to be taken to mitigate the risk.</p> <p>They should be offered the option of the safest available on-site roles/activities, enabling them to stay socially distanced from others.</p> <p>If there are times they can't be socially distanced from others, you should carefully assess and agree with them whether this involves an acceptable level of risk.</p> <p>You must consider specific activities for those with protected characteristics, e.g. expectant mothers.</p> <p>Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.</p>	<p>M</p> <p>L</p>	<p>The manager must identify anyone at higher risk and agree with them what course of action can be taken to reduce the risk to an acceptable level.</p>

Hazard	Who	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
Symptoms of Covid-19	All		<p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell in the Club, with a new continuous cough or a high temperature or a loss of taste and smell, they will be sent home and advised to follow the stay at home guidance.</p> <p>If advised that a member of staff, a child or young person, or a visitor has developed Covid-19 and were recently on the Club premises, the manager will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>		The manager will offer support to staff and members who are affected by Coronavirus or have a family member affected.
Mental Health & Wellbeing	Staff		<p><b><u>Mental Health &amp; Wellbeing</u></b></p> <p>The manager will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference:-</p> <p><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p><a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>		Regular communication of mental health information and open door policy for those who need additional support.