



MATLOCK TOWN FOOTBALL CLUB (MTFC)

COVID -19 RISK ASSESSMENT/GUIDANCE

(Taken from Covid-19 Guide Version 3 dated 23 June 2020)

SOCIAL CLUB/CLUB SHOP/TEA SHOP (Version 3)

August 2020

ITEM	HAZARDS	PERSONS AT RISK	GUIDANCE/CONTROL MEASURES/FURTHER ACTION	REQUIRED ACTIONED BY/DATE COMPLETED
1	Transmission of Covid-19 Virus	Bar Staff Social Club Use of Second Bar Second entrance Exit	Maintain Social distancing/Minimising contact with each other/Minimise staff working behind the bar using back to back or side to side where possible Wear PPE/wash hands regularly/use gloves for taking cash payments or trays/provide hand gel at the bar areas/maintain the works areas by continuous cleaning of bar pumps optics etc Display signage at the bar areas to maintain social distancing/minimise contact with customers	Posters Gel Mask Tape Marking Cash tray-Wiped PPE Club Steward Committee
2	Transmission of Covid-19 Virus	Customers/Visitors	Ensure no entrance unless prompted Stipulate maximum numbers in social club Display signage denoting social distancing and hygiene measures Provide hand gel at entrance and provide staff at door to show one way system to designated seating areas and queuing system Ensure customers are aware of the need to provide contact details Manage the external queues	Posters Gel Tape Committee

3	Transmission of Covid-19 Virus in Toilet Areas	Staff/Users and Customers	<p>Display signs/posters to build awareness of good hand washing technics</p> <p>Limit access to one in one out/provide hand gel on entry/ensure handwashing facilities liquid soap/hand towels/covered bin etc is provided</p> <p>Where possible have a member of staff monitoring entry and exit</p> <p>Ensure a cleaning regime in line with usage is implemented and managed (See checklist)</p>	<p>Posters</p> <p>Schedule</p> <p>Gel</p> <p>Cleaning Material</p> <p>Hand Cleaning Material</p> <p>PPE</p> <p>Club Steward</p> <p>Committee</p>
4	Transmission of Covid-19 Virus in Bar and Public area	Staff/Customers/Visitors	<p>Display signage/posters denoting social distancing and use of hand gel/maintain handwashing regime.</p> <p>Provide information on seating arrangements designated areas and identified socially distanced (increased distance) seating/tables/ensure all seating areas tables and areas that are likely to be contactable are cleaned before/during and after each use/</p> <p>Only staff are to collect and return crockery and glasses etc</p> <p>All areas including the access to the bar are to be identified by the 2m/1m rule for social distancing</p> <p>Seating area to be reconfigured to ensure social distancing.</p> <p>All glasses are to be thoroughly clean before first use and after (See checklist)</p>	<p>Posters</p> <p>Gel</p> <p>Cleaning Material</p> <p>Disinfectant</p> <p>PPE</p> <p>Committee</p>
5	Transmission of Covid-19 General All Areas Maintaining Clean Areas	All Staff/Customers/Users	<p>All areas at the entrance within the public areas</p> <p>Toilets Bar seating seat arms tables door handles bottles of spirits optics emergency exits etc any area that is likely to be or has been touched is to be cleaned/wiped down using everyday household cleaning products</p>	<p>Cleaning Products</p> <p>Disinfectant</p> <p>Cleaning Clothes</p> <p>PPE</p> <p>Committee</p>

			Display posters at ground entrance denoting social distancing measures/ensure cleaning schedule is implemented (See checklist)	
6	Transmission of Covid-19 Club Shop	All Staff/Visitors/Customers	Posters/Signage denoting social distancing Provide hand gel at entrance Designated 2m/1m distance Provide staff with PPE/Face shield/Perspex Screens etc Maintain hand washing regime Ensure staff are aware that shop items that are touched are to be wiped down/sprayed/ where practicable cover clothing in plastic see through covers Prevent more than one person at a time entering the shop/ensure cleaning schedule is implemented(see checklist)/an easy wipe dish/container should be used for cash payments (See Checklist)	PPE Gel Cleaning Material Tape Shop Manager
7	Transmission of Covid-19 General Poster Signage/Hand gel requirement	All	Social Distancing Signs/Social Distance Zone/Black Yellow Tape/Hand gel for each location Posters denoting dispose of all rubbish in bins provided Ground Stewards to ensure customers dispose of rubbish in bins provided	Committee
8	Transmission of Covid-19 Legionella	All Nominated Volunteers (Ged/John/Duncan)	All cold/hot water systems are to thoroughly flushed through daily for the first week and then weekly if used infrequently Tap and shower heads are to be removed cleaned separately disinfected and descaled quarterly records are to be kept al each flush and clean	Committee Safety Manager
9	Transmission of Covid-19 to Tea Shop Staff and Customers	Tea Shop Staff Customers	Apply social distances measures by displaying posters/signage to maintain 2m/1m rule/display signs at First Aid Room ramp and Side of Tea Shop window/2m/	Tea Shop Manger Tea Shop Staff

			<p>Spacing on ramp/queuing area to be managed by Stewards if required</p> <p>Counter markings/beverages should be completed by staff such as applying milk/sugar/food stuff should have either sachet type condiment/sauces or staff should apply them</p> <p>Notices informing customers of this should be displayed</p> <p>**PPE and Hand Gel should be provided for staff and maintain the hand washing regime</p> <p>The cashier should have a tray for cash placement</p> <p>Disposable trays/cutlery should be used</p> <p>Signage denoting wash your hands regularly for staff</p> <p>Signage to 'dispose of rubbish in bins provided'</p> <p>Tea Shop would benefit from a perspex screen as protection(ensure cleaning schedule is implemented) (See Checklist)</p> <p>**It would be difficult for staff who cook to wear face shields however consideration should be given to the cashier wearing a shield and other staff wearing masks</p>	
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NB: The control measures are not exhaustive and should be viewed as a guide taken from current guidelines. The COVID-19 virus is a moving health risk and all areas must be adaptable to new legislation and to addressing these concerns to prevent further infections

The details in the above Risk Assessments are to be shared with all concerned with managing COVID-19 and the confirmation notice below is to be signed by all managers/person in charge displayed in a prominent place

STAY ALERT
CONTROL THE VIRUS
STAY SAFE

Jim Higham CMIOSH (Ret)
Covid-19 Officer August 2020

STAYING COVID-19 SECURE IN 2020

We confirm we have complied and are complying with the governments
Guidance on managing the risk of COVID-19

5 STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a COVID -19 risk assessment and shared the results with the people who work in the areas identified**

- ✓ We have cleaning handwashing and hygiene procedures in line with guidance**

- ✓ We have taken all reasonable steps to minimise the amount of staff required**

- ✓ We have taken all reasonable steps to maintain a 2m/1m distance in all areas**

- ✓ Where people cannot be 2m/1m apart we have done everything practical to manage transmission risk**

Name/Signed on behalf of Matlock Town Football Club.....

Name/Signed Manager..... Date.....

Any concerns contact a member of the Management Committee or Safety Advisor/Officer