

Coronavirus Risk Assessment for Victory Services Club

Location/Dept: Club Wide			Date Assessed: 01/07/2020			Assessed by: Support Services Director and Operations Director				
Task/Activity: Club, Hotels and other guest accommodation						Reference Number: COVID-19/VSC1				
			Risk rating before implementing control measures			Risk rating after implementing control measures				
Activity/ Task	Hazard/ Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
Keeping customers and visitors safe	Contracting COVID-19	Employees Members Customers Visitors Contractors	5	5	25	<ul style="list-style-type: none"> We will make every reasonable effort to enable a safe working environment from home as a first option. We will make every reasonable effort to comply with the social distancing guidelines set out by the Government. Guests will be able to purchase hygiene packs these contain face masks, hand sanitiser and alcohol wipes. Bedroom keys will be cleaned between guests. If people must work face-to-face for a sustained period with more than a small group of fixed partners, we will need to assess whether the activity can safely go ahead. No one will be forced to work in an unsafe work environment. We will increase the frequency of handwashing or hand sanitising and surface cleaning (including disinfection of high-footfall areas or common touchpoints and toilet/restrooms). We will keep the activity time of any activity where social distancing cannot be maintained as short as possible. Staff will work back-to-back or side-to-side (rather than face-to-face), whenever possible. We will reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). 	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>We appreciate that many of our members cannot wear a face covering for entirely legitimate reasons, which is very often based on personal medical, or mental health grounds. Accordingly, and to avoid any embarrassment or discomfort we will not bar members and their guests from entering the Club if they are not wearing a face covering. We will, however, gently encourage everyone to follow the Government's direction to wear a face covering which safely covers the nose and the mouth.</p>

						<ul style="list-style-type: none"> • We will use fixed screens or barriers to separate people from each other. • We will take measures to make reception areas safer, with increased cleaning, keeping the activity time as short as possible and consider the addition of more screens between guests and staff. • We will consider minimising lift usage from reception and providing clear signage for new lift rules. • Where offering room service, we will leave trays outside the door, having knocked to inform the bedroom occupant that the tray has been delivered. • We will ensure that housekeeping staff follow government handwashing guidelines and make a checklist of all hand-contact services to be cleaned when each guest vacates. • We will regularly check the latest government guidance on opening of additional guest facilities (e.g. events). • We will ensure that any bar or dining area is only opened in a way compliant with UK government guidance for the Hospitality sector. • We will close shared sleeping spaces (i.e. shared facility bedrooms. which do not have a designated lockable personal bathroom). • We have closed other shared facilities, including the Reading Room, where guests usually share newspapers and workstations. • As far as possible, where workers are split into teams or shift groups, we will fix these teams or shift groups so that where contact is unavoidable, this happens between the same people. • We will identify areas where people have to directly pass things to each other and find ways to remove direct contact. • We will consider using one-way systems where possible, staggered shifts and assigned staff mealtimes as possible ways to minimise the risk of transmission. • The maximum number of customers that can reasonably follow social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) has been calculated for the 				
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						<p>Club, taking into account total indoor and outdoor space, specific Club characteristics such as furniture as well as likely pinch points and busy areas.</p> <ul style="list-style-type: none"> • Seating and tables have been configured to maintain social distancing guidelines (Two metres, or one metre with risk mitigation where two metres is not viable) between customers. • The local authority has, where relevant, been contacted to discuss the impact of potential queues on open spaces, infrastructure or other local features. • Neighbouring businesses and local authorities have been consulted to ensure there is sufficient provision of facilities such as bike racks, where possible, to help customers avoid using public transport. Designated drivers will continue to be encouraged. • Queuing systems have been reviewed for the premises in order to maintain two-metre social distancing (or one metre + where this is not possible). Outside spaces will be used where possible and markings will be laid. • Clear guidance on social distancing and hygiene will be made available to people on arrival (e.g. signage, visual aids, etc.) and before arrival, such as by phone, on our website or by email. • The number of persons on site will be managed in such a way as to ensure there is sufficient seating. This will be achieved through the use of, for example, reservation systems, social distancing markings, having customers queue at a safe distance for toilets, encourage inhouse guests to use their bedroom facilities or bringing payment machines to customers, where possible. • Queues will be managed in such a way as to ensure they do not cause a risk to individuals, other businesses, or additional security risks. • We will make customers aware of, and encourage compliance with, limits on gatherings. For example, on arrival or at booking. • Sanitising facilities will be provided at the entrances and throughout the building and customers will be 				
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						<p>encouraged to use the sanitiser or to wash their hands.</p> <ul style="list-style-type: none"> • Changes made to entrances, exits and queue management will take into account reasonable adjustments for those who need them, including disabled customers. • Customers who are accompanied by children will be reminded that they are responsible for supervising them at all times and should follow social distancing guidelines. • The flow of customers and employees through the premises has been considered and systems put in place to avoid areas of congestion and unnecessary contact. • Plans have been put in place for maintaining social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) in the event of adverse weather conditions, being clear that customers cannot seek shelter indoors unless social distancing can be maintained. Umbrellas have been purchased. • We will work with neighbouring businesses and local authorities to consider how to spread the number of people arriving throughout the day. • Booking of essential services and contractor visits have been revised to reduce interaction and overlap between people, wherever possible, for example carrying out services at night. • We will assist the NHS Track and Trace service by keeping a temporary record of our staff shift patterns for 21 days and assist with requests for data, if needed. This could help contain clusters or outbreaks. All members or their accompanied guests who are staying, dining ,or visiting the Club will be required to have a booking. Walk-in visitors will be signed in and will need to provide their contact details. • Face coverings must be worn in public areas in hotels, hostels and social clubs. • Appropriate signage will be in place. • If members or guests do not have their own face covering when they arrive, disposal face masks will be available. 				
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Managing contact	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> • Guests and contractors are informed of guidance about visiting the premises prior to and at the point of arrival. All contractors coming into the Club will also need to provide contact details.. • Where necessary, we will work with neighbouring businesses and local authorities to consider how to spread the number of people arriving throughout the day. • Guests will be encouraged to use hand sanitiser or handwashing facilities as they enter the premises and regularly during their stay as they move between areas in the facility. • We will take measures to avoid crowded reception areas, such as staggering check-in and check-out times. • We will determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example carrying out services at night. • We will make staff accessible to guests via phone, emails, and behind protective screens. • We will encourage contactless payments or pre-payments for rooms as part of the online booking, where possible, to limit cash payments for bills. 	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>
Managing service of food and drinks	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> • We will ensure that any bar or dining area is only opened in a way compliant with UK government guidance for the Hospitality sector. • Where offering room service , we will take measures such as placing trays outside the door. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Use of the shower, changing facilities and toilets	Contracting COVID-19	Employees Contractors Visitors Members	5	5	25	<ul style="list-style-type: none"> • Signs and posters will be used to build awareness of good handwashing, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Staff will be regularly reminded about this action. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

						<ul style="list-style-type: none"> • Social distancing markings will be installed in areas where queues normally form, and we will adopt a limited entry approach, with one in, one out where possible and where this does not increase risk by creating a bottleneck. • To enable good hand hygiene, hand sanitiser will be available on entry to toilets where safe and practical, and suitable handwashing facilities, including running water and soap and suitable options for drying (either paper towels or hand dryers), will be available. • There will be clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Enhanced cleaning regime using Zoono microbe shield surface sanitizers. Paying attention to frequently hand-touched surfaces, and disposable cloths or paper roll will be used to clean all hard surfaces. • Ventilation will be increased where necessary by opening windows and, where appropriate, doors. • Special care will be given to cleaning of toilet facilities. • A cleaning schedule will be kept up to date. • Further waste facilities will be provided and emptied regularly. • We will shut shared shower facilities or assign them to one bedroom with a key. • We will make information available to guests on the increased risk of using these facilities. • Where possible, we will increase safe ventilation. 				Control measures will be revised and updated daily when the latest government guidance is released.
Providing and explaining available guidance	Contracting COVID-19	Employees Members Guests Members of the public Contractors	5	5	25	<ul style="list-style-type: none"> • Clear guidance on expected customer behaviours, social distancing and hygiene will be provided to people on or before arrival, for example on online booking forms and on-site signage and visual aids. It will be explained to customers that failure to observe safety measures will result in service not being provided. • Written or spoken communication regarding the latest guidelines will be provided to both workers and customers inside and outside the Club. We will provide posters, a welcoming letter, or information setting out how customers should behave at the 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>

					25	<p>Club to keep everyone safe.. We will also consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.</p> <ul style="list-style-type: none"> • Where necessary, these will inform customers that police and the local authorities have the powers to enforce requirements in relation to social distancing and may instruct customers to disperse or leave an area, issue a fixed penalty notice, or take further enforcement action. • Customers will be informed that they should be prepared to remove face coverings safely if asked to do so by police officers and staff for the purposes of identification. • Workers will be encouraged to remind customers to follow social distancing advice and clean their hands regularly. • We shall ensure that information passed to customers does not compromise their safety. 				
Employee attendance to site	Contracting COVID-19	Employees Contractors	5	5	25	<ul style="list-style-type: none"> • Employees will be able to work from home, including those not in customer-facing roles such as administrative staff, although periodic attendance in the Club will be necessary. If this occurs, the Club will provide free overnight accommodation in the Club, or be flexible about work start and finish times. • The minimum number of people required for safe operation of the Club will be on site at any one time. • The wellbeing of people who are working from home will be monitored and means for them to be able to stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site, will be implemented. • We will keep in touch with home-based workers on their physical wellbeing, including their welfare, mental and physical health, and personal security. • Remote workers will be provided with sufficient hard and software to be able to complete their roles. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>

Protecting people who are at a higher risk	Contracting COVID-19	Employees	5	5	25	<ul style="list-style-type: none"> Support will be provided to employees with regards to mental health and wellbeing. A support system will be identified and implemented. Employees and volunteers who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p> <p>The Club has a confidential Employee Assistance Programme</p>
People who need to self-isolate	Contracting COVID-19	Employees	5	5	25	<ul style="list-style-type: none"> Employees will be encouraged to work from home when required to self-isolate. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Coming to and leaving work	Contracting COVID-19	Employees	5	5	25	<ul style="list-style-type: none"> All staff have been issued with a digital thermometer to check their temperature before travelling to work Arrival and departure times at work are staggered to reduce crowding into and out of the Club, taking account of the impact on those with protected characteristics. Employees will minimise using public transport, and aim to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory. Two cloth face coverings have been purchased for each member of staff. All staff will enter and exit through the main entrance where thermal scanning equipment is in place. Floor markings will be used to inform staff coming into or leaving the building of the mandated routes. 	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>

						<ul style="list-style-type: none"> • Handwashing facilities or sanitiser have been provided at entry and exit points. • Storage will be provided for staff belongings and clothing. • Staff will be requested to change into work uniforms on site using appropriate facilities/changing areas, where social distancing and hygiene guidelines can be met. • Uniforms will be washed by the Club's contractor. 				
Staff movement around the Club	Contracting COVID-19	Employees Contractors Members Guests	5	5	25	<ul style="list-style-type: none"> • Movement around the Club will be limited by discouraging non-essential trips within the building, for example restricting access to some areas, encouraging the use of radios, telephones or other electronic devices when sending orders from service areas to kitchens, where permitted, and cleaning them between use. • Job and location rotation will be employed, for example assigning workers to specific areas or keeping temporary personnel dedicated to one area. • One-way systems will be implemented where possible and marked through the Club. • Maximum occupancy for lifts will be reduced, hand sanitiser will be provided for the operation of lifts, and the use of stairs will be encouraged wherever possible. • Zoono microbe shield surface sanitizers are used on the lift buttons providing a 30-day protection. • We will ensure that disabled access to the lift is maintained. • Social distancing measures will also be implemented in high-traffic areas such as corridors, staircases and lifts. 	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Working areas	Contracting COVID-19	Employees Contractors	5	5	25	<ul style="list-style-type: none"> • Layouts and processes have been reviewed to ensure staff can work apart from each other as far as is reasonable. • Where it is not possible to move working areas further apart, we will arrange for people to work side-by-side or facing away from each other rather than face-to-face. Where this is not possible, screens may be used to separate people from each other. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

										Control measures will be revised and updated daily when the latest government guidance is released.
Food preparation areas	Contracting COVID-19	Employees Contractors	5	5	25	<ul style="list-style-type: none"> • Government guidance on food preparation will continue to be followed. • The kitchen will be accessed by as few persons as possible. • Interaction between kitchen staff and other workers will be minimised, including break times. • Teams will be put into shifts to minimise contact between persons. • Working areas will be spaced to maintain social distancing guidelines as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens. Consideration will be given to cleanable panels to separate working areas in larger kitchens. • One-way traffic systems will be employed through the kitchen. • Access to walk-in fridges, freezers and pantries will be managed with a 'one in, one out' system. • Contact points such as the pass and other areas for the delivery of the prepared food will be managed to minimise risk and maintain social distancing. 	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Meetings and training	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> • Remote meeting tools should be used where possible to avoid face-to-face contact. • Only absolutely necessary participants will physically attend meetings and will maintain social distancing guidelines. • Participants will avoid sharing pens, documents or other items during a meeting to reduce transmission. • Hand sanitiser will be provided in the meeting rooms. • Floor signage will be implemented to encourage social distancing. • We will provide clear, consistent and regular communication to improve understanding and consistency of ways of working. • Staff will be engaged through existing communication routes to explain and agree any changes in working arrangements. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>

						<ul style="list-style-type: none"> • Communication and training materials for staff prior to returning to site will be undertaken. • Employee re-orientation process has been created. 				
Back of house / common areas	Contracting COVID-19	Employees Visitors Contractors	5	5	25	<ul style="list-style-type: none"> • Break times will be staggered to maintain social distancing within break/staff/function rooms. • Areas freed up by remote working can be used for breaks. • Screens and roping off may be required in common areas where staff and customers interact, such as tills. • Social distancing marking for other common areas, such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form, will be maintained. 	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Accidents, security and other incidents	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> • Incident and emergency procedures will be reviewed to ensure they reflect the social distancing principles as far as possible. • Consideration will be given to ensure enough persons with safety designated tasks are on site at all times to ensure the safety of staff and customers. • We will ensure security changes made as a result of COVID-19 do not adversely affect the security of staff or customers. • Where physical searches of customers are required, appropriate measures such as the wearing of PPE will be implemented. • We will continue to follow government advice on managing security risks. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Cleaning the premises – prior to opening	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> • Checks will be completed on the need to service or adjust ventilation systems, for example so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. • HVAC Engineers carried out full PPM the week before opening. • Complete a deep clean of the premises prior to opening. • Extra waste collection will be provided. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>

Cleaning the premises – keeping the Club clean	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> • Doors will be wedged open, where appropriate, to increase ventilation. This does not apply to fire doors. • Frequent cleaning will be completed of objects and surfaces that are touched regularly, including counters and tills, and we will make sure that there are adequate disposal arrangements for cleaning products. • Surfaces and objects will be cleaned between each customer use. This will include cleaning tables, card machines, chairs, and trays in view of customers before their use. Menus will be single use and then disposed of. • Once symptomatic, all surfaces that the person has come into contact with must be cleaned with Zoono microbe shield surface sanitizers will be used on the lift buttons providing a 30-day protection, , including: <ul style="list-style-type: none"> ○ All surfaces and objects which are visibly contaminated with body fluids; and ○ All potentially contaminated high-contact areas such as toilets, door handles, light switches, etc. • Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors), but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. • If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. • General cleaning will be increased to cover all occupied areas. • Windows and doors will be kept open as much as possible to increase ventilation. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Handling goods, merchandise, other materials	Contracting COVID-19	Employees Members of	5	5	25	<ul style="list-style-type: none"> • Goods and merchandise entering site will be cleaned and sanitised. • Shared contact points on equipment will be cleaned prior to each use. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>

and onsite vehicles		the public Contractors				<ul style="list-style-type: none"> • Frequent handwashing will be encouraged, and further facilities provided. • Regular cleaning will be completed of the interior of shared vehicles that are taken home by staff. • Handling procedures for laundry will be reviewed to ensure that dust is not raised and to prevent spread of the virus. 				https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily when the latest government guidance is released.
PPE and face coverings	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> • PPE identified to control risks other than COVID-19 will continue to be worn. • Wearing face masks/coverings by the staff will be mandatory in the Food and Beverage and frequently transited areas, including the Club Reception, corridors and stairways. To do so safely, they should: <ul style="list-style-type: none"> ○ Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it. ○ When wearing a face covering, avoid touching their face or face covering, as this could contaminate them with germs from their hands. ○ Change their face covering if it becomes damp or if they have touched it. ○ Continue to wash their hands regularly. ○ Change and wash their face covering daily. ○ If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in the usual waste. ○ Practise social distancing wherever possible. 	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily when the latest government guidance is released.
Communication and training	Contracting COVID-19	Employees Contractors	5	5	25	<ul style="list-style-type: none"> • Regular and clear communication with staff will be delivered to ensure knowledge and comprehension of the risks and controls. • Training was delivered to staff prior to re-opening. • Refresher training will be regularly provided. • All new staff will be given a Covid-19 training course.. 	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19

									Control measures will be revised and updated daily when the latest government guidance is released.	
Ongoing communication and signage	Contracting COVID-19	Employees Contractors	5	5	25	<ul style="list-style-type: none"> Ongoing communications will be made with staff. Simple, clear signs will be used with pictures where possible. These will be clear to persons for whom English is not their first language or who are visually impaired. Means of communication, will be digital where possible, will be used to remind staff of rotas and control measures. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Inbound and outbound goods	Contracting COVID-19	Employees Contractors	5	5	25	<ul style="list-style-type: none"> Pick-up and drop-off collection points, procedures, signage and markings will be revised. The frequency of deliveries will be minimised, for example by ordering larger quantities less often. Where possible, the same pairs of people will be used for loads where more than one is needed. Drivers will be permitted access to welfare facilities when required, consistent with other guidance. Drivers will be temperature checked on arrival, a high temperature could lead to the delivery being turned away. There will be one-way flow of traffic in stockrooms. Put-away and replenishment rules will be adjusted to create space for social distancing. Where social distancing cannot be maintained due to Club design, sufficient mitigation strategies should be designed and implemented. We will minimise contact during exchange of documentation. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Handling of keys	Contracting COVID-19	Employees Members Guests Contractors Cleaners	5	5	25	<ul style="list-style-type: none"> Handover of keys to property is done a socially distanced way, ensuring that sanitised after each use. Staff cleaning accommodation between stays will follow full government handwashing guidelines, and a comprehensive checklist of all hand-contact surfaces to be cleaned throughout the property when each guest vacates will be carried out. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

										Control measures will be revised and updated daily when the latest government guidance is released.
Queues and social distancing	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> Organised queuing within existing protected areas. Operators are careful to avoid giving credible, detailed information that could help a hostile entity identify an attractive target and carry out an attack. 				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Events	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> The Club should not permit live performances, including drama, comedy, and most forms of music, in particular instruments which require exhalation including brass, or woodwind for instance. 	1	3	3	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Gatherings	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> We will further lower capacity. We will stagger entry times with other venues and take steps to avoid queues building up in surrounding areas. We will arrange one-way travel routes between transport hubs. We will advise patrons to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the Club. Thermal scanning will be in place on entry. 	1	3	3	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Business events	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> Business conferences, events, exhibitions and trade fairs are not currently allowed to take place in England. <ul style="list-style-type: none"> The Meetings Industry Association has produced guidance specifically for 	1	3	3	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

						<p>conferences and meetings venues, which is aligned with the wider UK Hospitality guidance.</p> <ul style="list-style-type: none"> ○ The Association of Event Organisers has published guidance specifically for exhibition, trade fairs and consumer shows to reopen. ○ We will consider the relevant sections of workplace guidance published by BEIS as well as relevant guidance for pubs and restaurants and the UK Hospitality guidance on catering requirements. 				<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Security	Contracting COVID-19 burglary, terrorist attack	Employees Members Guests	5	5	25	<ul style="list-style-type: none"> ● We will ensure good security is maintained as far as possible and that there are no unintended security consequences as a result of changes. ● To maintain effective security and deterrence, search and screening should still be conducted if necessary, in line with the organisation's policies. ● We will ensure the Portering team are and feel safe, for example by providing access to handwashing facilities, and that they are able and confident to raise any concerns. ● Staff remain vigilant and act on potential security threats, including terrorism and wider criminality. It is advised to: <ul style="list-style-type: none"> ○ Continue to ensure that awareness of security threats is raised alongside safety and health risks through staff briefings. ○ Whilst staff may be focused on managing people and queues for COVID-19 safety reasons, they should continue to remain vigilant for and report any suspicious activity as soon as possible. ○ Consider staffing levels to manage the social distancing and other safety aspects to enable staff to focus on their core responsibilities to keep the Club safe from threats. 	2	4	8	<p>The Centre for the Protection of National Infrastructure (CPNI) has published guidance on adapting existing search and screening processes to take account of physical distancing. Details are also available from your local * Police Counter Terrorism Security Advisor (CTSA), which are available online.</p>

						<ul style="list-style-type: none"> ○ Ensure there is a good communication system in place to inform people of any incident. Carry out a short exercise or test to check procedures and equipment for this are working correctly. • Awareness of security threats is raised alongside safety and health risks through staff briefings. • Staff should continue to remain vigilant of and report any suspicious activity as soon as possible. • Good communication system in place to inform people of any incident. 				
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Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	SEVERITY (CONSEQUENCE)					

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments
03/07/20	Mark Field	Advice taken on Track and Trace from Thomas & Thomas Partners LLP
16/07/20	Mark Field	Insurers validated the Coronavirus Risk Assessment for Victory Services Club
06/08/20	Mark Field	Updated after the Government advice on 31 st July 2020 https://www.gov.uk/guidance/31-july-announcement
21/09/20	Mark Field	Updated after the Government advice on 18 th September 2020 https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace
01/10/20	Mark Field	Updated after the Government advice on 1 st October 2020 https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/updates