



Risk Assessment and Gap Analysis for COVID-19 (Coronavirus)

Assessment Details

Company Name	The Spencer Club
Name of person/s completing the assessment	Nurette Stanford
Job roles	Club Manager
Date/s	20th May 2020
Review date	1st September 2020
Revision number	1



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Government Guidelines @ 20th May 2020

1. Carry out a COVID-19 risk assessment

Before restarting work you should ensure the safety of the workplace by:

- carrying out a risk assessment in line with the [HSE guidance](#)
- consulting with your workers or trade unions
- sharing the results of the risk assessment with your workforce and on your website

2. Develop cleaning, handwashing and hygiene procedures

You should increase the frequency of handwashing and surface cleaning by:

- encouraging people to follow the [guidance on hand washing and hygiene](#)
- providing hand sanitiser around the workplace, in addition to washrooms
- frequently cleaning and disinfecting objects and surfaces that are touched regularly
- enhancing cleaning for busy areas
- setting clear use and cleaning guidance for toilets
- providing hand drying facilities – either paper towels or electrical dryers

3. Help people to work from home

You should take all reasonable steps to help people work from home by:

- discussing home working arrangements
- ensuring they have the right equipment, for example remote access to work systems
- including them in all necessary communications
- looking after their physical and mental wellbeing



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4. Maintain 2m social distancing, where possible

Where possible, you should maintain 2m between people by:

- putting up signs to remind workers and visitors of social distancing guidance
- avoiding sharing workstations
- using floor tape or paint to mark areas to help people keep to a 2m distance
- arranging one-way traffic through the workplace if possible
- switching to seeing visitors by appointment only if possible

5. Where people cannot be 2m apart, manage transmission risk

Where it's not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:

- considering whether an activity needs to continue for the business to operate
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working whenever possible
- staggering arrival and departure times
- reducing the number of people each person has contact with by using 'fixed teams or partnering'



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2. Develop Cleaning, Handwashing and Hygiene Procedures

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Avoiding spread of the virus at Spencer Club facilities		
Who might be harmed and how?	Employees, members and their families, coaches, volunteers and other persons within using the Spencer Club facilities at Fieldview		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to do this?
Wash hands with soap and water often – For at least 20 seconds	Washroom facilities available and fully stocked with soap.	<ul style="list-style-type: none"> Perform regular checks to ensure that stocks remain good. Display reminder signs for people to wash their hands Confirm with suppliers that more stocks can be sourced if needed/low 	J Brown/ I Brown N Stanford
Always wash your hands when you get home or into work	Hand sanitiser in pump packs are available to everyone at various locations outside the facilities and in the washroom area.	<ul style="list-style-type: none"> Ensure signs are up around the facilities reminding people to wash their hands frequently 	N Stanford
Use hand sanitiser gel if soap and water are not available	<p>Hand sanitiser in pump packs are available to everyone at various locations outside the facilities and in the washroom area.</p> <p>Permanent dispensers are being installed on 28th May outside each entrance with signage.</p>	<ul style="list-style-type: none"> Perform regular checks to ensure that stocks remain good. Provide clear signage to the hand sanitising stations. Display reminder signs for people to sanitise their hands. 	J Brown/ I Brown N Stanford
Frequently clean and disinfect objects and surfaces that are touched regularly	<p>A rota has been set up to ensure all touchpoints within the Clubhouse and washroom facilities are cleaned regularly.</p> <p>Cleaning requirements have been defined for each time the touchpoints are toilets are cleaned.</p>	<ul style="list-style-type: none"> Reduce the amount of touchpoints by ensuring doors and gates are open 	J Brown/ I Brown N Stanford J Greig J Higgs



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	Each morning, a 2 hour deep clean of the areas will take place.		
Providing hand drying facilities – either paper towels or electrical dryers	Hand dryers are present in both the men and womens toilets	<ul style="list-style-type: none">• Provide the option of disposable hand towels for hand drying.	J Brown/ I Brown N Stanford



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3. Help People to Work from Home

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Employees		
Who might be harmed and how?	Employees, members and their families, coaches, volunteers and other persons within using the Spencer Club facilities at Fieldview		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to do this?
Discussing home working arrangements	Where possible, employees who can work from home (Club Manager and Membership Manager) should work some days.		N Stanford
Ensuring employees have the right equipment, for example remote access to work systems	Using GotoMyPC for remote access to the office computers. Emails all available remotely on home computer and phones.		N Stanford
Including employees in all necessary communications	Included in all Club communications.	<ul style="list-style-type: none"> Better processes to ensure all information relevant to the different sections is also communicated. 	N Stanford
Looking after employees physical and mental wellbeing	<p>Including those employees on furlough, regular check-ins to see if they are OK.</p> <p>Providing appropriate PPE for employees depending on their jobs.</p>	<ul style="list-style-type: none"> Greater frequency of communications. 	N Stanford



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4. Maintain 2m Social Distancing, Where Possible

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Employees, coaches, members and their families, volunteers and other persons within using the Spencer Club facilities at Fieldview.		
Who might be harmed and how?	Employees, members and their families, coaches, volunteers and other persons within using the Spencer Club facilities at Fieldview		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to do this?
Put up signs to remind workers and visitors of social distancing guidance	Social distancing signs have been put up at all currently used Spencer facilities and at the entrance to the site	<ul style="list-style-type: none"> Put up signs in the rest of the Club and the Clubhouse 	N Stanford
Avoid sharing workstations	<p>The Club Office will only ever have one person working in it at one time.</p> <p>Machinery used by groundsman and others that must be shared must be wiped down in between use.</p>		N Stanford
Using floor tape or paint to mark areas to help people keep to a 2m distance	<p>Nothing within the Clubhouse.</p> <p>Cricket operating a clear system use cones to ensure 2m distance.</p>	<ul style="list-style-type: none"> Depending on requirements for the Clubhouse, may need to put tape on the floor when it reopens 	N Stanford
Arranging one-way traffic through the workplace if possible	<p>Nothing within the Clubhouse, however separate entrances are use to access washrooms for tennis and cricket.</p> <p>Cricket operating a one way system for the outdoor nets.</p>	<ul style="list-style-type: none"> Introduce a one way system for tennis Introduce a one in/ one out system for washrooms 	N Stanford J Higgs



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5. Where People Cannot be 2m Apart, Manage Transmission Risk

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Employees, coaches, members and their families, volunteers and other persons within using the Spencer Club facilities at Fieldview.		
Who might be harmed and how?	Employees, members and their families, coaches, volunteers and other persons within using the Spencer Club facilities at Fieldview		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to do this?
Consider whether an activity needs to continue for the business to operate	Non essential functions and facilities have been shut down. (e.g. showers and changing rooms)	.	N Stanford
Keep the activity time involved as short as possible	Sporting activities have been restricted by the booking system. Cleaning activities are at set times. Employees should not be on site unless working.		N Stanford
Use screens or barriers to separate people from each other	Not applicable		
Use back-to-back or side-to-side working whenever possible	Not applicable		
Stagger arrival and departure times	Tennis and cricket bookings are all staggered. Employees arrival also staggered.		
Reduce the number of people each person has contact with by using 'fixed teams or partnering'	Not applicable		



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6. People with Symptoms of COVID-19

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Employees, coaches, members and their families, volunteers and other persons within using the Spencer Club facilities at Fieldview with Covid-19 symptoms at home.		
Who might be harmed and how?	Employees, members and their families, coaches, volunteers and other persons within using the Spencer Club facilities at Fieldview		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to do this?
If the company employee, member, volunteer or coach has symptoms of corona virus, they should stay at home for seven days	<p>Ensuring all employees report to their manager if they have experienced symptoms and self isolate at home.</p> <p>Communicating to members, coaches and volunteers to self isolate if experiencing any symptoms.</p>	Put up signs reminding people to self isolate if they are experiencing symptoms.	N Stanford J Greig J Higgs
If the company employee, member, volunteer or coach lives with somebody that has symptoms of corona virus, they should stay at home for 14 days from the date that the person first started with the symptoms	Communicating to all employees, members, coaches and volunteers to self isolate if they are living with someone with symptoms.	Put up signs reminding people living with someone with symptoms of Coronavirus to self isolate.	N Stanford J Grieg J Higgs



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Handy Links

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>