



## Bromborough Bowl Covid-19 Risk Assessment.

Written by T Green/K Jaap

Version 2: 12<sup>th</sup> April 2021

In advance of reopening of Bromborough Bowl a comprehensive review of our operations has taken place and a secure operations protocol has been developed.

It has been written following extensive consultation and incorporates advice from Government, Wirral Council and others. The trade association UK Hospitality has developed and published protocols and guidance which have been incorporated where relevant.

<https://www.ukhospitality.org.uk/UKHospitalityGuidanceforHospitality>

<https://www.ukhospitality.org.uk/page/WalesGuidance>

Operating safely is a matter of trying to eliminate the risk of transaction of the virus and introducing mitigating measures- for the safety of team members, customers and others who visit our bowling centre.

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
-----------------------	----------------------	-------------------	---------------------	----------------	-----------------	------

<p>Spread of COVID-19 virus</p>	<p>Team Customer Visitors Suppliers</p> <p>High Risk Groups</p>	<p><u>1. General cleaning, hand washing, and hygiene.</u></p> <p><u>1a. Hand washing</u></p> <ul style="list-style-type: none"> <li>• Hand wash facilities to be available in all key areas.</li> <li>• Team to be trained on how to wash hands correctly.</li> <li>• Posters in all key team areas with hand washing process.</li> <li>• Centre Managers/Manager to ensure that adequate stock holding in place for all PPE.</li> <li>• All team members to wear disposable gloves when making contact with surfaces.</li> </ul> <p>Hand sanitizers dispensers to be available for all to use. Located at;</p> <ul style="list-style-type: none"> <li>• Front entrance</li> <li>• Reception</li> <li>• Outside the toilets</li> <li>• On the lanes</li> <li>• Amusement area</li> </ul> <p><u>1b. Cleaning and Hygiene.</u></p> <p>New procedures have been introduced to ensure the constant cleaning of high impact areas.</p> <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Rails</li> <li>• Surfaces</li> <li>• Tables</li> <li>• Chairs/seats/high chairs</li> <li>• Toilets</li> </ul>	<p>1. Team members will be reminded through posters to wash their hands before, during and after their shifts for 20 seconds. Drying hands using hand dryers or blue roll.</p> <p>Also staff will be reminded to catch coughs and sneezes in tissues- Follow catch it, bin it, kill it guidelines</p>			
---------------------------------	---	--	---	--	--	--

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
-----------------------	----------------------	-------------------	---------------------	----------------	-----------------	------

	<ul style="list-style-type: none"> <li>• Card readers</li> <li>• Amusement coin mechanisms, air hockey pucks etc</li> <li>• Pool cues, balls, triangle etc</li> <li>• Taps etc</li> <li>• Lane areas between customers</li> <li>• Sneeze guards/partition screens</li> </ul> <p>And detailed training plans in place for each “area” of operation</p> <ul style="list-style-type: none"> <li>• Reception</li> <li>• Lanes</li> <li>• Technicians</li> <li>• Bar</li> <li>• Diner</li> <li>• Amusements</li> <li>• Back of House etc</li> <li>• Offices</li> </ul> <p>Cleaning should be completed using the correct surface cleaner and sanitizer for each cleaning task, using disposable blue roll after every use.</p> <p>Staff to attend retraining before the centre reopens.</p> <p><u>Daily Cleaning.</u></p> <p>Daily cleaning should be undertaken as set out in the training sheets and records kept.</p>	<p>(posters printed in team areas)  Managers to ensure rigorous checks are carried out on each shift to ensure the highest standard of compliance.  Duty Managers to report to the management team to support any issues that they need support resolving.  Managers ensure that all team members compete all training sessions</p>			
--	---	---	--	--	--

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p><u>Set up at close down</u></p> <p>Additional checks have been introduced to ensure the high standards of cleaning. A check sheet has been introduced on the close down of each department with the key checks as listed below;</p> <p>Lanes</p> <ul style="list-style-type: none"> <li>• Remove all excess bowling balls</li> <li>• Clean all bowling balls</li> <li>• Clean down all tables, chairs and surfaces</li> <li>• Wipe down all ramps</li> <li>• Clean the partition screens</li> </ul> <p>Reception</p> <ul style="list-style-type: none"> <li>• Wipe down and sanitize the sneeze guard</li> <li>• All IT equipment sanitized- PDQ, computer screens, keyboard, and mouse</li> <li>• Any shoes to be sanitized</li> <li>• Empty litter bins</li> <li>• Wipe down reception and check sanitizer stations</li> </ul> <p>Bar &amp; Diner</p> <ul style="list-style-type: none"> <li>• Wipe down and sanitize the sneeze guards</li> <li>• All IT equipment- PDQ and tills.</li> <li>• All surfaces sanitised and clean (kitchen and bar)</li> <li>• All tables/chairs wiped down</li> <li>• Kitchen checked for cleanliness</li> </ul>	<p>prior to opening and ensure all training records and daily record sheets are completed on all shifts.</p> <p>Supervisors to review compliance to the training on a weekly basis.</p>			

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p>Amusements</p> <ul style="list-style-type: none"> <li>• Wearing gloves</li> <li>• Remove litter</li> <li>• Sanitize high point touch areas e.g. pucks, coin mechanisms etc</li> <li>• Empty litter bins</li> <li>• Check sanitizer stations</li> </ul> <p>General</p> <ul style="list-style-type: none"> <li>• Office and Cash office- surfaces sanitized</li> <li>• Tech Office- surfaces sanitized</li> <li>• Toilets- taps, flushes, and dispenses wiped- soap stocked up</li> <li>• All sanitizers units checked and filled</li> <li>• Check signage</li> </ul> <p>Duty managers MUST ensure they complete the close down sheets for each department and records are kept.</p> <p><u>LAST ORDERS FOR FOOD AND DRINK IS 10PM DAILY</u></p> <p><u>ALL CUSTOMERS MUST BE OUT OF THE BUILDING BY 11pm.</u></p> <p><u>Bowling is permitted beyond 10pm but games must have finished by 10.55pm</u></p> <p>SUBJECT TO CHANGES IN GUIDELINES</p>				

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p><u>Deep Cleaning</u></p> <p>The duty manager should ensure that a visual check is made daily and any issues reported. A weekly cleaning audit and check will be undertaken by the cleaning manager.</p> <p>In the event a COVID case identified in centre by NHS test and trace and we are recommended to temporarily close management will contact staff ASAP. Deep cleaning will be arranged as soon as possible.</p> <p><u>Use of Bodily Fluid Kits</u></p> <p>Team members can still use fluid kits to clean up any bodily fluids. Team members MUST wear single use disposable gloves, aprons and wear a face covering. Strictly follow the bodily fluid procedure.</p> <p><u>Noise</u></p> <p>We aim to create a fun atmosphere in all areas of our centres, which includes playing background music and amusement attractions at a volume level that does not require our customers to raise their voices to an uncomfortable level to converse with one another. Duty managers should ensure the levels in centre are appropriate on a shift by shift basis.</p>				



What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p><u>2. Social Distancing- Overview</u>            Ensure the compliance to social distancing measure for both team and customers to create a safe environment in centre. Capacities, congested/busy areas, people flow, pinch points, queuing areas, signs, markings, screens and appointments have been considered.</p> <p><u>1+ Social Distancing</u>            The following mitigating factors support 1+m social distancing within the bowling centre:</p> <ul style="list-style-type: none"> <li>• Hand sanitizer stations throughout the centre and on/between each pair of lanes</li> <li>• Separate set of balls for each lane. Customers advised when they check-in which bowling balls they should use and signs on the tables reminding them.</li> <li>• Sneeze guards/partition screens fitted between each lane</li> <li>• Table and chairs dedicated to each lane.</li> <li>• Sanitizing seating, partition screen, tables, bowling balls and hand points between games.</li> <li>• Asking customers to sit down if they are drinking. At all other times masks must be worn (unless customer is medically exempt). There is signage around the centre to remind customers of their legal duty to wear a mask.</li> <li>• Customers upon check-in are told of the social distancing measures in place.</li> <li>• Customers will be advised to wear a face covering (unless eating or drinking) by staff.</li> <li>• Staggering start times so that customers on adjacent lanes arrive at different times to avoid pinch points.</li> </ul>				

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> <li>• Key pads have been removed bowlers names will be programmed by reception staff.</li> <li>• During off peak periods alternate lanes will always be used. Adjacent lanes will only be used during peak trading periods.</li> </ul> <p>Procedures and effectiveness will be reviewed by the management team WEEKLY. Capacities, congested/busy areas, people flow, pinch points, screens will be reviewed weekly in the centre.</p> <p><u>2a. Social Distancing- Team</u></p> <p><u>Team member assessment has been carried out to assess whether they could safely return to the centre. Back to work questionnaires completed.</u></p> <p>Signage has been created for our team back of house to ensure team member are observing social distancing guidelines in team areas.</p> <p>All meetings and 1:1s will be completed online where possible.</p> <p>Team members to be provided with the following PPE</p> <ul style="list-style-type: none"> <li>• Face mask/shield</li> <li>• Gloves</li> <li>• Aprons</li> </ul> <p>Team breaks will also be staggered to ensure that team members do not have breaks in staff room at the same time.</p>	<p>Training will be given to team members on how to wear and maintain their PPE and records kept.</p>			

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p>A <u>Social Distancing plan</u> created for back of house areas for each centre to ensure the correct social distancing measures are undertaken.</p> <ul style="list-style-type: none"> <li>• Team room/lockers/toilets</li> <li>• Tech areas</li> <li>• Office/Cash office</li> <li>• Store rooms</li> <li>• Plant rooms</li> <li>• Deliveries</li> </ul> <p>Deliveries organised to minimise person to person contact, contactless payment and online exchange of documentation.</p> <p>Desks should not be shared where possible and any desk usage must be deep cleaned after each use. The management team must ensure that cleaning materials are available in offices, cash office and technical offices.</p> <p>Storerooms should be one person at a time.</p> <p>Team members that travel to and from work on public transport <b>MUST NOT</b> travel to work in their uniform (including managers). New cash office arrangements procedure to be followed. Safe changing facilities, welfare facilities and storage must be provided by management team.</p> <p><u>2b. Social Distancing- Customers</u></p> <p>Social distancing signage is in place, with a clearly marked one way system. Reception staff will also inform customers of this upon check in.</p>				

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> <li>• Ensuring face masks are worn</li> <li>• Capacity checks</li> <li>• Sanitizing/cleaning amusements every hour paying particular attention to hand contact points.</li> <li>• Support cleaning of lanes</li> <li>• Compliance with rule of 6 or family group guidelines</li> <li>• Ensuring compliance with local guidelines</li> <li>• Test and Trace information obtained for all bookings NO EXCEPTIONS.</li> </ul> <p>Limit capacity in each centre by ensuring the following actions;</p> <p>Capacity limits have been given to the centre based on</p> <ul style="list-style-type: none"> <li>• Limited lane capacity- no more than 6 customers per lane (local guidelines will determine whether children under 12 are included in this number). All bookings over 6 family members should be taken through the reception staff and a bubble questionnaire completed.</li> </ul> <p>A <u>social distancing plan</u> created for all areas for each centre to ensure the correct social distancing measures are undertaken. Including a clear one way system entrance/exit created for each centre. Signage and guidance for customers and team to be clear throughout the centre.</p> <p><u>1. General admission</u>- controls put in place daily to ensure capacity is limited in centre, advanced bookings ONLY at peak times. The entrance to centre to always be monitored when open and queues to ensure social distancing.</p>				

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p>Customers are required to wear face coverings at all times when in the centre except when eating food and drink.</p> <p>The centre capacity is calculated by using the following example:</p> <ul style="list-style-type: none"> <li>• Number of lanes available 16 x 6 people= 96</li> <li>• Number of amusement machines play point at 50 %</li> <li>• Number of table and bar covers using 2/3 metre distancing x 50% (60)=30</li> <li>• TOTAL CENTRE CAPACITY = CUSTOMERS PER HOUR</li> </ul> <p>THE CAPACITY IS SET BY THE CENTRE MANGEMENT TEAM AND REVIEWED ON A REGULAR BASIS.</p> <p>Bar and diner seating to be set out with a 2 metre gap to ensure social distancing measures.</p> <p>Mitigating factors for 1+ metre:</p> <ul style="list-style-type: none"> <li>• Customers will not normally be facing each other when playing amusements</li> <li>• Face masks must be worn</li> <li>• Machines are sanitized every hour</li> <li>• Sanitizer station for customers</li> <li>• Restricted centre capacity</li> <li>• Multi - player games to be only played by members of the same 'family group/ group of 6', signage to be provided for multi-player games.</li> <li>• Sneeze guard/partition screens between each lane.</li> </ul>				

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p>Queues will be set with 1+ metre distancing, markings and signs provided and will be managed at peak times.</p> <p>Mitigating factors for 1+ metre;</p> <ul style="list-style-type: none"> <li>• Customers will normally be facing in same direction and not towards other groups</li> <li>• Face coverings must be worn</li> </ul> <p><u>2. Team Health</u></p> <p>All team members, visitors, suppliers and delivery persons will have their temperatures checked DAILY before entering the building. To comply with track and trace all team members to fill out a pre shift questionnaire before every shift on their signing in sheet. Records to be kept.</p> <p>All instances of COVID cases should be reported to the management team and monitored.</p> <p>All team members should sign in and out to ensure we can monitor team members in centre for track and trace.</p> <p>Team members should ensure they wash their hands and clean their face shield before returning to shift.</p> <p>Team members that require smoke breaks must do so outside in the designated area and wash hands before and after the break, ensuring they change their disposable gloves.</p>				

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p><u>3. Bar operations.</u></p> <p>All food and drink should be served at a table or the lanes.</p> <p>Orders should be taken on the online Bromborough bowl app or by staff members at the table or the lanes. No food or drink orders will be taken at the bar/diner counter. Signage at the counters and customers will be told this upon check in when they fill out the track and trace forms.</p> <p>Table service process is thus;</p> <p><b>Model 1- Super off peak (e.g. Monday to Thursday before 4pm)</b></p> <ul style="list-style-type: none"> <li>• This model will be used in our quietest periods when it would be unlikely to have more than 2/3 lanes on at any one time.</li> <li>• We will operate with one manager and one team member</li> <li>• When checking in the customer at reception the team member will ask for a food/drink order which should be taken through to the manager to prepare. If the customer does not want to order at this point, we should inform them that it is table/lane service only and to use the app or call for service.</li> </ul>				

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p><b>Model 2- Off peak (e.g., Monday- Thursday evening during term time)</b></p> <ul style="list-style-type: none"> <li>• This model will be used in our off peak periods when we would typically have between 4/5 lanes on at any time.</li> <li>• We will operate with two team members and a manager.</li> <li>• One team member should be based on reception with the other team member and manager floating where needed.</li> <li>• When checking in the customer at reception the team member will tell the customers about the table/lane service policy and show customers the app. They will inform them that if they do not use the app then they should call for service and that customers cannot be served at the bar/diner counter in accordance with Government guidelines.</li> <li>• Both team members and manager should float on the floor when not serving on their designated departments.</li> <li>• The floating team member/manager will take orders at the tables in those instances and serve food and drinks as needed.</li> </ul> <p><b>Model 3- Peak (e.g. Saturday or Sunday before 12pm)</b></p> <ul style="list-style-type: none"> <li>• This model will be used on the fringes of full peak trade when most or all lanes are in use and a medium level of spend per game is expected.</li> </ul>				



What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> <li>• There will be one dedicated lane host on at all times.</li> <li>• The customer will be informed at reception that it is lane/table service only and to order either via the app or the lane server. Orders can be taken at reception if they do not have a queue forming.</li> <li>• There will be a bar/dispense team member on to prepare the drinks for the lane server and to serve tables where needed.</li> </ul> <p><b>Model 4- Super peak (e.g. Friday night or Saturday afternoon/evening)</b></p> <ul style="list-style-type: none"> <li>• This model will be used during our busiest periods, all lanes will be on and the booking sheet full and the highest potential for bar and food sales such as Friday and Saturday evenings.</li> <li>• There will be dedicated lane host at this time. When extremely busy the manager may need to float on the floor to help ease the flow of food/drinks.</li> <li>• There will be a designated bar dispense to prepare drinks for the lane hosts. At the busiest times the dispense team member maybe required to help serve food/drinks to the lanes. Reception staff and managers will also be required to float on the floor when necessary by serving food/drinks to tables/lanes and cleaning lanes and tables between uses.</li> </ul> <p>All pre-opening tasks and cleaning to be done with gloves on. Cleaning and hygiene regime to be in place and actioned accordingly. One team member to work on till and one to do</p>				

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p>Dispense where space allows for social distancing.</p> <p>All drinks to be made and served on a tray at a dispense point or delivered to lanes/ tables.</p> <p>Bar seating to be laid out to enable customers to sit according to social distancing measures, spare seats/tables to be removed. All seats at bar to be removed. Signage used informing customers of table/lane serve policy and not to queue at the bar, floor stickers for social distancing. No food/drinks to be dispensed at bar/diner counters all food/drinks will be delivered by staff to customer lanes/tables. Customers will also be informed during check in of the policy and that they cannot stand at the bar/diner counters in accordance with Government set guidelines.</p> <p>The duty manager should ensure capacity management is adhered to through hourly checks.</p> <p>Lane service is available using the following guidelines;</p> <ul style="list-style-type: none"> <li>• Take orders maintaining a 1+ metre distance (use the empty lane where available)</li> <li>• Face masks must be worn by staff</li> <li>• Drinks to be served on a tray</li> <li>• Gloves to be worn</li> <li>• Card/contactless payments are to be encouraged but cash accepted as long as gloves are worn.</li> </ul>				

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> <li>• PDQ machines to be cleaned after every pin pad used (not needed for contactless)</li> </ul> <p><u>4. Diner operations</u></p> <p>All pre-opening tasks cleaning to be done with gloves on. All cutleries to be wrapped in a napkin and to be placed on serving tray before being delivered to customer.</p> <p>Poly carbonate screens at all till points to separate team/customers. Table ordering and app use only.</p> <p>Sauces and salt /pepper to be in sachets. Cleaning and hygiene regime to be in place and actioned accordingly. Records to be kept.</p> <p>Diner seating to be laid out within social distancing guidelines, and spare tables/chairs removed. All food/drinks to be served to tables/lanes in accordance with the table/ lane service policy. Food only to be consumed at the tables/lanes.</p> <p><u>5. Kitchen operations.</u></p> <p>Reduced menu introduced to limit complexity.</p> <p>Team to wear gloves when collecting food. Kitchen team member to wash hands before and after every order. All surfaces to be cleaned before opening. All surfaces and touch points to be cleaned at end of shift. Only kitchen staff permitted in cook side to minimise cross contamination on fridge/freezers etc. All touch points for team access and exit to be cleaned regularly.</p>				

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p>One member per shift only, to work only in their dedicated area. Team members to operate on a one in one out basis in the kitchen. Washing up to be done when possible and area to be cleaned after use ready for the next set of dirty plates etc.</p> <p><u>6. Toilets</u></p> <p>Limited number of people in the toilets to improve ventilation and reduce touch points.  Reception team to inform customers of changes to the centre upon check in.</p> <ul style="list-style-type: none"> <li>• Signage has been created for the toilets to ensure customers comply with social distancing.</li> <li>• Hand wash signage has been introduced to remind customers to wash their hands.</li> <li>• Additional toilet checks will be carried out and logged.</li> <li>• Checks to the toilets have increased from every hour to every 30 minutes- duty manager should check every hour these are being completed.</li> <li>• Every check must include a full clean of taps, flushes, soap dispensers and door handles.</li> <li>• Outer doors to remain open to improve ventilation.</li> <li>• Hand dryer with UV now fitted.</li> </ul> <p><u>7. Bowling operations.</u></p> <ul style="list-style-type: none"> <li>• Maximum of 6 people per lane.</li> <li>• ALL areas to be sanitized after EVERY use</li> <li>• Gloves to be provided for customers to bowl.</li> </ul>	<p>UV hand dryers installed in the ladies and gents toilets.</p>			

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<ul style="list-style-type: none"> <li>• Hand sanitizer pumps and wipes for the balls on every pair of lanes for customers to use.</li> <li>• Sneeze guards/partition screens between every lane.</li> <li>• Customers are encouraged to wear their own safe shoes whilst bowling. House shoes provided for those who turn up in inappropriate/unsafe footwear such as heels. All bowling shoes disinfected and removed from use for a week after customer use.</li> <li>• Cleaning buffers between bookings should be created to ensure the staff has enough time to complete the cleaning process of the lanes between uses.</li> <li>• A set of balls on their own tray have been created and clearly marked with lane numbers for each lane.</li> <li>• No food/drink on the bowling lane customers informed to sit at the lane tables when eating/drinking.</li> <li>• New ventilation system has been installed in centre.</li> </ul> <p><u>8. Amusement operations.</u></p> <ul style="list-style-type: none"> <li>• Machines should be cleaned and sanitized on a regular basis.</li> <li>• High volume machines cleaned every hour ensuring high contact areas are clean.</li> <li>• Hand sanitizer station available for customers in amusement area.</li> <li>• Team members should always wear gloves when contacting machines.</li> </ul>	New ventilation system has been installed above the lanes.			

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p>Faults-</p> <ul style="list-style-type: none"> <li>• When a customer raises a fault the team member should attend in gloves on ensure they keep a 2 metre distance from customers kindly ask them to step aside.</li> <li>• Fix the fault- then re-clean the touch points of the machine before letting customers resume play.</li> </ul> <p>Cash-</p> <p>In order to minimise the contact with cash the following should be practiced;</p> <ul style="list-style-type: none"> <li>• Gloves should be used every time contact is made with cash.</li> <li>• Pool tables currently removed from use. When pool tables can be used customers will be provided with sanitizing wipes to clean pool cues, balls and triangles etc after use.</li> </ul> <p><u>9. Large Gatherings.</u></p> <p>The online booking system has been restricted to only 6 people or less in accordance with Government guidelines. All other packages such as corporates and birthday parties have been removed from sale at this time.</p> <p>Birthday parties have been removed from sale at this time in accordance with Government guidelines to ensure large gatherings are discouraged in centre. This will be reviewed by the management team regularly as guidelines change.</p>				

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p><u>10. Cash Offices</u></p> <p>Capacity limits are placed in cash office/offices/locker room/tech area/kitchens- to ensure compliance to social distancing measures.</p> <p>Signage to be placed in all back of house areas reminding team to wash hands and respect social distancing.</p> <p>Regular cleaning to be carried out as per section 1. General cleaning, hand washing, and hygiene.</p> <p>All equipment to be sanitized and wiped down daily</p> <ul style="list-style-type: none"> <li>• Desks</li> <li>• Phone</li> <li>• Computers</li> <li>• Keyboards</li> </ul> <p>Desks should be arranged so that any support office team are complying with 2 metre social distancing.</p> <p>All team members, visitors, suppliers, and delivery persons will have their temperature checked DAILY before entering the building.</p> <p>Staff toilets- one person in the toilets at any time</p>				

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p>Kitchen – one person in the kitchen at any time- all equipment clean after every use.</p> <p><u>Monitoring.</u></p> <p>Incidents and accidents to be recorded on form as per process and reviewed.</p> <p>The management team to review and monitor all relevant process and ways of working on a regular basis to ensure the safety of team members and customers.</p> <p><u>Re-opening checks.</u></p> <p>To ensure safe opening of the centre the management team will follow the re-opening checks below;</p> <ul style="list-style-type: none"> <li>• Risk assessment for legionella and European guidance for re-opening building has been followed; u:  \A.CENTRECOVIDFILESv1\A.CENTRECOVIDFILESv1\Riskassessments\COVID_building_water_system_guidance_27_3_20_v4_DS_pk.pdf</li> <li>• All water to be run through for 5 minutes each tap</li> <li>• Any hot water storage should be deep cleaned prior to opening</li> <li>• All kitchen equipment should be deep cleaned</li> <li>• Refresher training should be completed on fire evacuation procedures, first aid procedures and a full fire alarm test.</li> <li>• New cleaning regimes training to be completed by all team members.</li> </ul>	Completed			



What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done
		<p><u>11. Track and trace.</u></p> <p>The NHS track and trace system is to be used in centre posters with QR code are displayed on reception ready for check in.</p> <p>Reception staff to ensure one person from every group is filling out the track and trace form upon check in. The management team should check this is working effectively daily.</p> <p><u>12. Soft play area.</u></p> <p>The soft play area has been closed and will remain closed, this will be reviewed when social distancing guidelines are changed.</p>				

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done

What are the hazards?	Who might be harmed?	Controls Required	Additional controls	Action by who?	Action by when?	Done

