

This risk assessment is in particular reference to Covid-19

**Company name: West London Trades Union Club      Assessment carried out by: Amanda Norrie**

**Date of next review: August 2020**

**Date assessment was carried out: 28 June 2020**

Committee members: John Gallagher (JG), Rudi Graham-Smith (RGS), Pete Grist (PG), Amanda Norrie (ANo), Steve Belsey (SB), Gerry Leversha (GL), Ali Nabeii (ANa) Noel O'Brien (NO), Wanda Piontek (WP), Mark Shaer (MS), Colin Towns (CT)

Paid Bar Staff: Patrick Barron (PB), Eugene Dalton-Ruark (EDR), Jennifer Elkins (JE), Hugh Grist (HG), Alina Hatinen (AH), Sandra Szaron (SS)

Volunteer Staff: (PG, GL, ANa, ANo, WP, CT) Colin Bastin (CB), Stephen Hutchinson (SH), Charlie Smith and Jo Winters (CS/JW)

Cleaner: AH

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>
<b>Transmission of Covid-19</b>	Staff and club members. No guests will be admitted until we know we can manage extra numbers. Anyone could be harmed by failure to act on all matters.	Staying shut until we can work safely in the bar and garden and keeping Joe Sherman Room and mezzanine lavatories closed until properly adapted.	Complete the risk assessment and carry out its findings	Club committee members, with specific actions and personnel detailed below. Bar staff.	All actions are needed by end of July 2020 or the date we agree to reopen, which may be later than 28/7/20	

<b>Spread of virus by people's proximity to each other</b>	Staff, club members, tenants, delivery personnel and anyone calling for information	<p>Planning to limit staff to one at a time.</p> <p>Working out how to practise social distancing by measuring and placing furniture in suitable positions.</p> <p>Changing ladies' toilet to unisex and gents to single-person use.</p> <p>No food to be prepared or served on premises apart from wrapped snacks.</p>	<p>Ensure that each club session has one bar staff.</p> <p>a. Remove bar stools to cellar and reduce furniture in bar.</p> <p>b. Improve lighting to enable members not to crowd at the bar</p> <p>c. Signage re change of use including no guests and to indicate no queues as space is limited.</p> <p>d. Inform members</p>	<p>AN</p> <p>a. Committee</p> <p>b. PG</p> <p>c. AN to find or provide portable or fixed light.</p> <p>d. AN</p>	<p>Before reopening</p> <p>26/7/20</p> <p>31/7/20</p> <p>31/7/20</p> <p>31/7/20</p>	
<b>Spread of virus by contaminated surfaces as detailed below by area</b>	Staff, club members and anyone calling for information	a. We plan to install hand sanitisers on the pillar and in the passage to the back door.	a. Acquire the hand sanitisers and dispensers and put them in place.	a.WP/PG	31/7/20	

		<p>We plan to install paper towel dispensers and liquid soap dispensers</p> <p>b. We plan to upgrade cleaning to include all surfaces every night after closing including all bar surfaces, tables, washable seats, washroom surfaces including flush handles, taps, soap dispensers, all door handles including those in the lobby. The lobby and the yard furniture, if used, will be cleaned before the bar opens. We plan to reduce opening hours to 7.30 to 10.30 to</p>	<p>b. Stick to HSE guidance to use warm soapy water followed by bleach on all surfaces</p>	<p>b. WP to ensure stocks of cleaning materials are adequate</p>	<p>31/7/20 and regularly from then</p>	
--	--	---	--	--	--	--

		<p>allow for bar prep before opening and cleaning after closing. This will also enable staff to travel home more safely.</p> <p>We intend to consult staff on cleaning and other preventive measures.</p>	<p>Circulate draft risk assessment to committee and staff inviting comments.</p>	<p>AN</p>	<p>13/7/20, following agreement of draft risk assessment by committee on 12 July</p>	
<b>Lobby</b>	<p>Anyone arriving at the club</p>	<p>We plan to clean surfaces in the lobby daily.</p>	<p>Stick to HSE guidance to use warm soapy water followed by bleach on all surfaces.</p>	<p>Bar staff</p>	<p>From opening date</p>	
<b>Bar area</b>	<p>Staff, club members</p>	<p>We plan to clean surfaces in the bar area daily.</p> <p>We plan to sell small packs of tissues as we know people</p>	<p>Stick to HSE guidance to use warm soapy water followed by bleach on all surfaces.</p> <p>Purchase the tissue packs.</p> <p>Put up a notice.</p>	<p>Bar staff</p> <p>WP</p> <p>AN</p>	<p>From reopening date</p> <p>31/7/20</p> <p>31/7/20</p>	

		may need clean hankies.				
<b>Sitting area</b>	Staff, club members	We plan to clean surfaces in the sitting area daily including all tables and leatherette benches.	Stick to HSE guidance to use warm soapy water followed by bleach on all surfaces.	Bar staff	From opening date	
<b>Toilets</b>	Staff, club members	We plan to clean surfaces in the toilets daily.  We intend to install mixer taps to encourage hand-washing and reduce risk of scalds.	Stick to HSE guidance to use warm soapy water followed by bleach on all surfaces. Buy the taps and do the work.	Bar staff  PG	From opening date  31/7/20	
<b>Back yard</b>	Staff, club members	We plan to clear unwanted items from back yard. We plan to varnish our wooden chairs to facilitate cleaning	Take unwanted items to dump.  Buy varnish and start work. Buy piece of plastic from decorator's shop.	WP/CT/RT  AN AN	24/7/20 <b>Half done 5/7/20</b>  24/7/20 31/7/20	<b>7/7/20</b>

	Staff	and reserve 5/11 of them under waterproof cover to allow for 6 social distanced people. Clean tables and chairs daily. Store rubbish and recycling safely observing double-bagging for any PPE that needs to be disposed of.		All bar staff All bar staff	From opening date From opening date	
<b>Cellar</b>	Committee members, bar staff and cleaner	No access to cellar for those who don't need it. We plan to wash the beer room floor _____ weekly. When changing barrels, surfaces are to be washed and sanitised. Shelves to be cleaned.	Low risk because of line-fluid's cleansing properties.	CT/staff as requested All barrel changers AH	As agreed As required 24/7/20 and as required	

		Surfaces in office to sanitised after use. Stairs to be cleaned.  Use dishwasher	Add to deep cleaning schedule Add to deep cleaning schedule  Provide sanitiser in cellar.  Instructions requested.	WP AH WP	24/7/20  24/7/20 and as required 24/7/20	
<b>Stairs and mezzanine</b>	Members, bar staff, cleaner and tenants	Twice-weekly cleaning in normal times	Stick to HSE guidance to use warm soapy water followed by bleach on all surfaces	AH	September 2020	
<b>Mezzanine toilets</b>	Members, bar staff, cleaner and tenants	Twice-weekly cleaning in normal times	More frequent cleaning. Stick to HSE guidance to use warm soapy water followed by bleach on all surfaces	AH	September 2020	
<b>Meeting room</b>	Members, bar staff, cleaner and tenants	Twice-weekly cleaning in normal times	More frequent cleaning. Stick to HSE guidance to use warm soapy water followed by bleach on all surfaces	AH	September 2020	

<b>Kitchen upstairs</b>	Members, bar staff, cleaner and tenants	Twice-weekly cleaning in normal times	Stick to HSE guidance to use warm soapy water followed by bleach on all surfaces	AH	September 2020	
<b>Aircon and ventilation</b>	Members, bar staff, cleaner and tenants	We will arrange service for aircon on both floors and consider improvements to ventilation. We could take the stays off the back sash window downstairs to allow for better air flow.	Make the booking.  Clean the vent-axias. Does the ventilation equipment work?	WP  PG to investigate	10/7/20  10/7/20	
<b>Dealing with possible Covid-19 virus on premises</b>	Bar staff	Advise bar staff and members that they should not come to the club if they think they have Covid-19 symptoms.	If a person on the premises thinks they are becoming ill with Covid-19, they should leave and say why. They should double-bag any tissues they have used, to be stored in designated place for 72 hours before going in refuse. Bags to be purchased	AN  Bar staff. Members to do own double-bagging in this situation or take tissues away with them.	Before reopening  As required  24/7/20 24/7/20	



	Bar staff and members	We plan to buy disposable gloves, masks and plastic aprons for bar staff to use to in case of possible contact with PPE.	PPE to be sourced and purchased, stored in cupboard with blue roll. Bar staff to write names in folder provided for purpose.	WP	24/7/20	
	Staff and members	As advised we will keep a 21 day log of visitors with names and phone numbers.	Contact members if an infection is reported.	AN to provide folder  AN/WP	24/7/20  From re-opening  As required	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)