

**COVID19
POLICY
AND RISK ASSESSMENT
2020**

The Hough End Centre



Policy and Procedure Implemented:

Review Date: - weekly/monthly dependent on guidance updates

Policy and Procedure Owner: Greater Manchester Police Sports and Social Club, Hough End

Approved by: Director—Ian Randall

Protective Marking: Not Protectivly marked

The Policy/Risk Assessment is: New

Signed

Director _____

Date: _____

Centre Manager _____

Date: _____

Health and Safety Representative _____

Date _____

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1. Policy Statement

The Greater Manchester Police Sports and Social Centre is committed to reflect those of the Board of Directors in recognising health, safety and well-being as a high priority and an integral part of an organisation that represents Greater Manchester Police and the members of the club.

With due regard to the nature of the clubs undertakings, we will, so far as is reasonably practicable, provide a safe and healthy working environment. To achieve this amidst Covid-19, we will comply with the requirements of the Government, HSE Guidelines and other relevant stationary provisions, including codes of practise.

Our aim is to prevent contamination and provide a safe environment to staff, visitors, contractors and those members of the community who may be affected by our work.

To attain this, we recognise that it is vital that the implications of all on site activities are properly assessed for risk and that the appropriate arrangements to manage those risks are put in place.

We seek the support of all staff, visitors and contractors in improving the standards of health and safety and to this end this Policy promotes open communication and actively encourages suggestions that could lead to improvements in safety at work.

We are committed to ensuring that there are effective procedures for consultation on health and safety with all staff.

The Board of Directors and the Centre Manager of The Greater Manchester Police Sports and Social Club aim to develop a culture of safety awareness and it is our expectation that all staff, visitors and contractors will recognise their individual responsibility and co-operate by carrying out their duties and responsibilities with proper regards for health and safety

2. Aims

The Greater Manchester Police Sports and Social Club are committed to protecting the health and safety of all staff, visitors, contractors and members of the public who may be affected by the work of the club amid Covid-19.

The Greater Manchester Police Sports and Social Club have a duty under the [Working Safely During the Coronavirus outbreak guidance 2020](#) and [Working Safely during COVID-19 in offices and contact centres guidance 2020](#) to provide and maintain a safe working environment, which is, so far as is reasonably practicable, safe, without risk to health and adequate as regards to facilities and arrangements for welfare at work.

They will take all reasonable steps within their power to meet these responsibilities through the provision of:

- A Safe and healthy place of work
- Information, supervision, instruction and training to assist all staff, customers and contractors with contributing positively to their own health and safety at the club
- Proper and safe arrangements for the use, handling and storage of equipment and substances that are affected by the regulations
- Clearly defined club layout procedures
- Effective arrangements for joint consultation on any COVID-19 regulation issues
- Effective workplace Risk Assessments

3. Scope

A requirement of the COVID-19 guidelines is for the employer to set down in writing, clear details of the policy, organisation and arrangements for safely managing the guidelines at work. This policy covers relevant activities of The Greater Manchester Police Sports and Social Club.

The Greater Manchester Police Sports and Social Club require all staff, and contractors working on behalf of the club, to comply with the contents of this policy. The COVID-19 Policy comprises;

- Organisation, identifying Roles and Responsibilities
- Arrangements
- Risk Assessments

4. Roles and Responsibilities

The Greater Manchester Police Sports and Social Club Hough End Centre is owned by The Greater Manchester Police and leased to The Sports and Social Club. It is therefore important that the Clubs Health and Safety ethos and standards regarding COVID-19, reflect those of G.M.P. and is supported by the organisation in the same way as other areas of its core business as part of the G.M.P. estates portfolio

4.1 Directors

The Directors will collectively and individually promote and provide clear leadership and commitment to Health and Safety Regulations regarding COVID-19. The Directors will support the Centre Manager to discharge his Regulation Responsibilities. To this end they should be aware, understand and appreciate the risks encountered by staff in their day to day activities.

The Director with the portfolio for Health and Safety matters at The Hough End Centre will work closely with all other Directors and the Centre Manager to ensure that the structure for the management of the COVID-19 regulations is embedded within The Greater Manchester Police Sports and Social Club and is fully operational.

The Director with the portfolio for health and safety matters at The Hough End Centre is responsible for producing and implementing a COVID-19 Safety Policy, organisational structure and arrangements for the management of the regulations within the club. The Policy Statement will be signed by the Directors and the Centre Manager.

All Directors and the Centre Manager will:

- Show clear leadership in promoting a positive health and safety culture
- Comply with all relevant legislation and statutory requirements and regulations
- Ensure that risk assessments are completed and control measures are implemented and communicated to staff.
- Ensure that the risk assessments are reviewed at regular intervals. Ensuring that Health and Safety regarding COVID-19 is included within the agenda on all meetings of Directors and supports any future staff Health and Safety meetings
- Ensure effective consultation with staff Safety Representatives is undertaken.
- Monitor implementation of the Policy.

4.2 Centre Manager and Supervisors

The Centre Manager and Supervisors are responsible for:

- Ensuring the implementation of the Sports and Social Clubs COVID-19 Policy and associated codes of practice in their areas of responsibility
- Ensuring the Health and Safety of all staff under their supervision
- Ensuring all staff, under their supervision, receive adequate information, instruction, training and supervision regarding COVID-19 regulations
- Undertaking risk assessments for work activities, which may pose a risk to staff, contractors or visitors
- Recording and investigating incidents of symptoms occurring
- Taking prompt and corrective action, whenever unsafe conditions, unsafe practices or unsafe acts are identified
- The safety of communal areas
- The control of visitors
- The control of contractor access

4.3 Health and Safety Representative

The Health and Safety Representative is responsible for:

- Ensuring the Policy and Risk assessments are kept up to date with the regularly changing regulations
- Ensuring that any changes to the COVID-19 regulations are communicated to the Centre Manager so that adjustments to any work activities can be made.

4.4 All Staff

All Staff are responsible for:

- Taking reasonable care for the health and safety of themselves and others who may be affected by their actions
- Observing the safe working regulations and practices at all times
- Not intentionally or recklessly interfering with or misusing equipment provided in the interest of health and safety
- Familiarising themselves with and conforming to the COVID-19 policy and procedure

- Ensuring any hazards identified are reported as soon as practicable to their manager
- Using and taking care of protective equipment or clothing provided by GMP and ensuring such clothing is stored safely when not in use

5. Arrangements

Regulation Information

Printed copies of all Policies and Risk Assessments will be kept in an accessible place to support the implementation of this policy by all staff. This paperwork will also provide guidance on relevant, up-to-date, HSE guidelines. The Policy statement will be displayed on the staff noticeboard.

Risk Assessments

All work activity is required to be risk assessed. This assessment will evaluate the significant hazards and implement control measures to eliminate, reduce or control the risk.

Control of contractors

All regulations in place at The Hough End Centre regarding COVID-19 will be shared with contractors for their cooperation regarding their own safety and the safety of all at The Hough End Centre

Health and Safety Training

The Greater Manchester Police Sports and Social Club is committed to providing training for health and safety regarding the regulations for COVID-19 and subsequent regulations at The Hough End Centre

Personal Protective Equipment

The Greater Manchester Police Sports and Social Club will provide personal protective equipment (PPE) to staff where appropriate. Staff are required to wear PPE provided in accordance with the regulations and are responsible for keeping such equipment in good order whilst it is in their possession. Failure to wear and make use of PPE may lead to disciplinary action being taken in accordance with disciplinary procedure.

Use of Equipment

There is a range of equipment and machinery used at The Hough End Centre. Staff must not use any equipment or machinery until they have received the appropriate instruction regarding equipment cleanliness surrounding COVID-19

Reporting Accidents, Assaults, Incidents and Dangerous Occurrences

All accidents, assaults, incidents and dangerous occurrences must be reported as soon as practicable. Including when an injury does not occur.

Monitoring and Review

The Greater Manchester Police Sports and Social Club is responsible for the effective Implementation of its Health and Safety Policy and for ensuring it is regularly reviewed.

Safety Audits

As directed, a planned safety audit will be implemented within The Hough End Centre and the outcome of the safety audit will be presented to the Directors every year.

6.Risk Assessments

The following Risk Assessments outline the activities that happen throughout the building and the control measures that are implemented in accordance with the COVID-19 guidelines and regulations.

The Club/General

Multiple use of door handles potentially causing indirect transmission	Everyone	<ul style="list-style-type: none"> Doors to be propped open where possible to avoid hand traffic Sanitisers should be available at all entrances
Bottle neck situations at entrances causing difficulty in social distancing	Everyone	<ul style="list-style-type: none"> One way system to be put in place—Main Entrance is to be entrance, Lounge fire door is to be exit. (please see diagram on page.....) Signage/floor tape is to be put towards the entrance and around the building to help guide people and to help with distancing
Attendees not knowing the regulations in place when attending the club causing guidance to not be followed	Everyone	<ul style="list-style-type: none"> Clear Signage up in the club about the regulations, including hand washing and disposal of rubbish Regulations to be sent out to meetings and functions in advance as well as being available on the website Regulations and policy to also be mentioned on the members newsletter Anyone attending the club that is deemed to not be following the guidelines and regulations put in place even after asking, will be asked to leave the premises

Persons showing symptoms of Covid-19 after attending the club	Everyone	<ul style="list-style-type: none"> • Club must be shut down for a minimum of 7 days • It is advised that staff get tested for Covid-19 if showing symptoms • Anyone attending the club, no matter how long for, must sign in for track and trace (name, contact number, email, reason for visit and time in)
Persons showing symptoms of Covid-19 before attending the club	Everyone	<ul style="list-style-type: none"> • Anyone showing signs of Covid-19 before they are due to attend the club are urged not to attend
Lack of Ventilation	Everyone	<ul style="list-style-type: none"> • Doors and windows where appropriate should be left open to allow air to circulate. • Air con units can be put on where they circulate fresh air, however in the cases of the air con unit using recirculated air, it is advised that these be left off • In the case of the John Berry Suite, this means that the main door must be left open as it is the only source of ventilation into the room

Bar Area

Cross contamination from serving equipment such as ice scoops, measures, pumps, fridge handles etc.	Everyone	<ul style="list-style-type: none"> • Sanitising after every customer and washing hands regularly where reasonable practicable • If restocking/cleaning, sanitising/washing hands regularly • Regular cleaning intervals of equipment. Recommended at least once per hour for full
Close Proximity working due to narrow working area	Staff	<ul style="list-style-type: none"> • Limit no. of staff per bar (where possible just using 1 per bar) • Separate paths round to behind bar staff areas and pot wash to reduce foot traffic • Specific shift teams to limit different people working together • One staff member in pot wash area at any one time • Staff to wear full face visors to avoid inhalation of droplets or splashes or fluids, specifically body

Contamination from handling card machine and cash payments	Everyone	<ul style="list-style-type: none"> • Sanitise after every customer • Urge the use of contactless payments to reduce the amount of cash handling • Wipe down card machine and till screen after each use
Removing used/dirty glasses from bar surfaces	Staff	<ul style="list-style-type: none"> • To be taken straight to washing area • Surface removed from to be wiped down with appropriate equipment • Wash/sanitise hands after handling • Limit amount of people collecting the dirty pots (use of rotation or specific job roles on shift) • It is mandatory for staff to wear disposable gloves when glass collecting
Coming into contact with customers	Everyone	<ul style="list-style-type: none"> • Wash hands/sanitise after every customer • Card machine to be placed on bar top before customer use, staff to step back before customer steps forward to use and wiped down after each use • Cash payments (where necessary) to be placed on the bar top and top to be wiped down after. Hands washed and sanitised • Staff to wear full face visors • Drinks to be placed on the bar top and staff to step back before customer steps forward to pick up drink/s
Congregating in Staff areas/break areas	Staff	<ul style="list-style-type: none"> • Staggered breaks to avoid multiple people in one space • Staff should be aware of distancing in back areas

Meetings

Candidates sat too close/not socially distancing or front facing seating on tables	Everyone	<ul style="list-style-type: none"> Maximum numbers will be 30 people for the Anderton Suite and 10 people for the John Berry Suite Seating arrangements will be classroom style only so as to avoid front facing. Chairs distanced 2 metres apart
Inhalation of droplets from raised voices ie. From the speaker	Everyone	<ul style="list-style-type: none"> Speakers must use the microphones to avoid raising their voices (Anderton Only. This should not be necessary in the John Berry Suite) Front row of candidates must be minimum 2 metres back from speaker due to front facing
Cross contamination from equipment (indirect transmission)	Everyone	<ul style="list-style-type: none"> All surfaces to be sanitised before and after meetings including tables, wires, microphones, lectern Wooden tables to be used where possible (e.g. individual cabarets) so as to be able to sanitise better. Where a table with a cloth has to be used, the cloth must be washed and dried after each use. Candidates must bring their own laptop/pen/paper
Cross contamination from tea/coffee pots for beverage service	Everyone	<ul style="list-style-type: none"> Tea/coffee is table service only. Where tea/coffee has been ordered, disposable cups, individually wrapped biscuits, sugar packets, milk sachets, disposable stirrers and individual water bottles will be placed at each table setting. This will enable fast and safe service of tea/coffee by staff and will enable safer disposal afterwards. Staff will wear gloves and face visors whilst serving and clearing up

Functions

Lack of Social Distancing	Everyone	<ul style="list-style-type: none"> Tables and Chairs are to be laid out in a socially distanced manner Clear floor markings for social distancing at the bar with signage on the bar for distanced serving areas No dance floor allowed in the Anderton Suite Funerals allowed in the Lounge Bar only with maximum 30 people and only when there are no other meetings in (due to one-way system and risk of bottle necks)
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		<ul style="list-style-type: none"> • Weddings are maximum 30 people in the Anderton Suite only • Birthday Parties are currently not allowed under government regulations • Any attendees deemed to not be following the guidelines and regulations put in place after asking, will be asked to leave the premises
Splashes of body fluids and potential inhalation of droplets from singing, shouting, raised voices	Everyone	<ul style="list-style-type: none"> • Live performances are currently not permitted • Customers will be advised against singing along to music and raising their voices • Any attendees deemed to not be following the guidelines and regulations put in place after asking, will be asked to leave the premises
Indirect transmission from surfaces	Everyone	<ul style="list-style-type: none"> • Attendees will be asked to sanitise their hands on entry to the club and sanitisers are available throughout the club for further sanitisation • Tables/chairs are to be wiped down appropriately when vacated as soon as is reasonably practicable
Indirect transmission from surfaces regarding food	Everyone	<ul style="list-style-type: none"> • Food will not currently be available to funerals • Any weddings will be able to have food in accordance to regulations from Thyme Outside. It will need to be individually packages and served. No buffet options

Toilets

Lack of social distancing	Everyone	<ul style="list-style-type: none"> • Toilets are limited to 1 person at a time as demonstrated by signage on the doors • Urinals in the mens toilets are to be taped off • This also helps to avoid exposed splashes of body fluids • Middle sinks are to be taped off
Lack of washing/sanitising facilities	Everyone	<ul style="list-style-type: none"> • Working sinks with hand soap available in all toilets • Hand sanitiser available at entrance/exit to toilets • Signage on proper washing technique on show next to sinks
Indirect transmission through multiple use of the doors leading into the toilets	Everyone	<ul style="list-style-type: none"> • Doors to be kept propped open to avoid hand traffic on the doors

The Office

Face to face meetings with customers	Everyone	<ul style="list-style-type: none"> • No walk-in appointments allowed. Appointments need to be pre-booked so as to allow for distancing and sanitisation • Office staff to wear face masks during meetings especially where they cannot be made at 2 metres distance • All surfaces should be sanitised straight after a meeting has taken place
Indirect transmission from multiple surface use	Staff	<ul style="list-style-type: none"> • Hot desking/ using other staff members desks should be avoided where possible • Where this is not possible, all equipment and surfaces should be sanitised after use to avoid cross contamination/indirect transmission. This includes, but is not limited to, computer screens, keyboards, computer mouse and the desk itself • All desks should be thoroughly sanitised as part of the daily cleaning routine
Lack of ventilation	Staff	<ul style="list-style-type: none"> • Where possible the office windows and dorrs should be open to allow for air circulation

7. Associated Documents and Statutory Compliance

This policy is compliant with the following documents on the rules and regulations surrounding COVID-19

HSE—Working Safely during the Coronavirus Outbreak-a short guide—May 2020

HSE—Talking with your workers about preventing coronavirus—May 2020

Staying at home and away from others (social distancing) - May 2020

Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19—May 2020

Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) - May 2020

Working safely during COVID-19 in offices and contact centres—May 2020

Working safely during COVID-19 in restaurants offering takeaway or delivery—May 2020

Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services—June 2020