

Health and safety policy

This is the statement of general policy and arrangements for:		Trailfinders Sports Club
Anett Tosmagi		has overall and final responsibility for health and safety
Anett Tosmagi		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	Senior managers of the Club	All employees adhere to health & safety policy, as well as works carried in job description
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Senior managers of the Club	Guideline and training provided to all staff on the premises All employees received adequate training related to each job role Daily briefings will take place Clear communication in place, if re training is necessary
Engage and consult with employees on day-to-day health and safety conditions	Managers of the Club	Daily pre –and post briefing will take place with all employees present All employee asses daily if any conditions have changed and raise it with line managers, to implement immediate action
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	General Manager	Event Risk assessment created, printed Emergency evacuation plan in place, printed Fire evacuation plan in place, printed
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	All employees of the Club	Full briefing took place in regards correct use of equipment, all equipment handled with care and as per manual.

Signed: * (Employer)	Anett Tosmagi	Date:	03.07.2020
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Trailfinders Sports Club - The Centenary Clubhouse
First-aid box is located:	The Centenary Clubhouse
Accident book is located:	The Centenary Clubhouse office

Risk assessment - Re opening of venue to public following COVID-19

Company name: Trailfinders Sports Club

Date of risk assessment: 03.07.2020

What are the hazards?	Objective	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Keeping customers and visitors safe	To minimize the risk of transmission and protect the health of customers and visitors at the venue	<p>Calculated maximum number of guests that can reasonably follow social distancing guidelines at the venue. This is achieved by online pre booking system, to able to monitor maximum numbers</p> <p>Reconfigured indoor-and outdoor seating and tables to maintain social distancing guidelines between customers of different households or support bubbles, by increasing the distance between tables.</p> <p>Reduce queueing system, by opening an entry route to the venue, and if queueing taking place, it is outdoor where distance can be kept. Large car park available to park with sufficient place for distancing to get to the outdoor seating area.</p> <p>Providing clear guidance on social distancing and hygiene to people on arrival by signage, visual aids, by phone prior to arrival as well as by person upon arrival.</p> <p>Managing the entry of customers by an arrival point (Outside Clubhouse), where staff showing the specific allocated seating area, to reduce congestion. Maximum number of guests for each table is 6 people from a household.</p> <p>Encouraging customers to use hand sanitizer and handwashing facilities as they enter the venue.</p> <p>Ensuring changes to entrances, exits and queue management, take into account adjustments for those who need them, including disabled customers, by maintaining pedestrian and parking access for disabled customers. The venue and its area which is available for customers are fully accessible, including toilet and parking facilities with close proximity to the seating area. Drink ordering system is online, with table service, to minimize any unnecessary travel to and from the bar.</p> <p>Congestion reduced by queue system and one way system to different toilet facilities onsite.</p> <p>Planning and maintaining social distancing guidelines in an event of adverse weather conditions, by providing sufficient indoor or covered area keeping minim social distancing measures for guests.</p>	Monitor regularly	All personnel onsite Supervisor to monitor	03.07.2020 ongoing	03.07.2020

Social distancing for workers	Ensuring workers maintain social distancing guidelines (2m) wherever possible, including arriving at and departing from work and while in work	<p>Social distancing maintained across the whole site, access routes and areas used are large enough to uphold the minimum social distancing requirement</p> <p>Using screens at the main bar to avoid contact and protect workers Reducing the number of people each person has contact with by using partnering (each person work with another at specific area)</p> <p>Staggering arrival and departure times at work to reduce crowding into and out of venue, as well as provided different changing rooms to change into work uniform.</p> <p>Several parking facilities and bike racks available to reduce congestion</p> <p>Separate entrance used for staff to arrive work place</p>	Monitor regularly	All staff , supervisor, monitored by managers	03.07.2020 ongoing	03.07.2020
Managing service of food and drink at the venue	To manage interactions at the venue resulting from serving food and drink	<p>Drink orders will be placed by customer at their tables, to avoid congestion at the bar. Staff will maintain social distancing when delivering drinks to the tables.</p> <p>Minimizing customer self service of food, cutlery and condiments to reduce risk of transmission. This is achieved by online ordering system for food, and staggered collection times at the food trucks for collection. Pre order of food is also available to stagger pick up times. A one way entry and exit way will be in place when customers collecting food from collection point. Providing only disposable condiments and containers.</p> <p>Reducing the number of surfaces touched by both staff and customers.</p> <p>Customers will be asked not to lean on surfaces when collecting food, and staff avoid leaning on bar when collecting drinks from the bar for delivery to the tables.</p> <p>Minimizing contact between front of house staff and customer at point of service.</p> <p>Using tables at arrival point to maintain social distance (2m). All indoor areas have sufficient ventilation, by opening up bif olding doors on both side of building.</p>	Monitor regularly	All customers and staff Monitored by managers	04.07.2020 ongoing	03.07.2020
Managing service of food and drink at the venue	To manage interactions at the venue resulting from selling food and drinks for delivery	Customers are able to order their food and drink online, to reduce queues and stagger pick up times. Minimizing contact between kitchen workers and front of house workers by having a zone which customers can collect food. This zone is separated from the seating area by fencing.	Monitor regularly	All customers onsite and staff Monitored by managers	04.07.2020 ongoing	03.07.2020
Managing service of food and drink at the venue	To manage interactions at the venue resulting from service of food and drink in indoor and outdoor service areas	<p>No cash handling, and only online ordering system in place. If there is problem with online ordering system, a table service will be in place by front of house staff keeping social distance and using contactless payment only.</p> <p>Preventing customers from congregating at points of service, by having only staff collecting empty glasses.</p>	Monitor regularly	All customers Monitored by managers	04.07.2020 ongoing	03.07.2020

Customer toilets	To ensure that toilets are kept open and to ensure/promote good hygiene, social distancing and cleanliness in toilet facilities.	Using signs and posters in all toilets to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching face, and to cough or sneeze into a tissue which is binned safely, or into arm if tissue is not available. Adaptation of a limited entry approach, by one person in one person out. To maintain special distancing, two different toilets area are available, one indoor and one outdoor. A clear signage and marking showing the one way system to the indoor toilet. Outdoor toilet facility well marked and signage is visible. For good hand hygiene, mobile hand sanitizer stations are available across the outdoor seating areas, hand sanitizers are installed across indoor through all corridors towards toilet facilities, and hand washing liquid is displayed in each toilet, along with hand driers available. Clear use and cleaning guidance for toilets are placed, with increased frequency of cleaning (every 30min) in line with usage. Paying attention to frequently hand touched surfaces, and using disposable cleaning paper roll to clean all hard surfaces. Keeping facilities well ventilated by fixing doors where appropriate. Visible and up to date cleaning schedule displayed.	Monitor regularly	All customers and staff onsite Monitored by managers	04.07.2020 ongoing	03.07.2020
Working areas	To maintain social distancing wherever possible, while people travel through the venue	Reducing movement by restricting access to some areas, encouraging use of radios. Reducing job and location rotation, by assigning employees to specific areas. Introducing more one way flow routes though buildings through signage that clearly indicate the direction of flow. Managing high traffic areas such as corridors to maintain social distancing.	Monitor regularly	All staff Monitored by supervisors	03.07.2020 ongoing	03.07.2020
Working areas	To maintain social between individuals when they are at their working areas	Working areas are assigned to employees, with the lowest number of colleague as possible if area is shared. Reviewed lay out of both indoor-and outdoor, and processes are in place to allow staff to work further apart from each other.	Monitor regularly	All staff onsite Ongoing Monitored by supervisors and managers	03.07.2020 ongoing	03.07.2020
Back of house and common areas	To maintain social distancing while using common areas	Break times for staff are staggered, to reduce pressure on places to eat. Outside safe covered area available for breaks. Face wipers used by staff to protect front of house staff and customers of transmission.	Monitor regularly	All staff Monitored by managers	03.07.2020 ongoing	03.07.2020