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| **What**  **are the**  **hazards?** | **Who might be**  **harmed?** | **Controls required** | **Additional controls** | **Action**  **by**  **whom?** | **Action**  **by**  **when?** | **Date**  **completed** |
| **Spread of**  **COVID-19** | Users  • Workers  • Cleaners  • Pitch contractors | **PROMOTING GOOD HYGIENE:**  • Provide additional hand sanitisers throughout the  clubhouse.  • Clearly direct people to where they can wash their hands.  • Ensure that all handwashing stations are in good working  order and provide soap, water and hand sanitiser.  • Provide hygiene standards promotional poster and  signage throughout the clubhouse.  • Use disposable paper towels in handwashing facilities. | Hourly check process (sanitiser, soap and paper  towels and handwashing stations).  • Daily stock check (sanitiser, soap and paper  towels).  • Daily check (promotion posters and signage).  • Train all workers on new protocols and the  important of good hygiene. |  |  |  |
| **What**  **are the**  **hazards?** | **Who might be**  **harmed?** | **Controls required** | **Additional controls** | **Action**  **by**  **whom?** | **Action**  **by**  **when?** | **Date**  **completed** |
| **Spread of**  **COVID-19** | Users  • Workers  • Cleaners  • Pitch contractors | **KEEP FACILITIES AND EQUIPMENT CLEAN:**  • Daily cleaning throughout the clubhouse.  • Identify high-contact touch points for more regular  cleaning (e.g. door handles, grab rails, vending machines).  • Frequent cleaning of work areas and equipment between  use.  • Provide more waste facilities.  • Remove any non-essential items that may be difficult  to clean.  • Follow Public Health England guidance if a COVID-19 case  is reported at the facility. | A responsible person to check cleaning has taken  place as planned.  • Weekly stock check (cleaning products).  • Empty waste facilities regularly.  • Train all workers on Public Health England  guidance for reported COVID-19 cases. |  |  |  |
| **What**  **are the**  **hazards?** | **Who might be**  **harmed?** | **Controls required** | **Additional controls** | **Action**  **by**  **whom?** | **Action**  **by**  **when?** | **Date**  **completed** |
| **Spread of**  **COVID-19** | Users  • Workers  • Cleaners  • Pitch contractors | **MAINTAINING SOCIAL DISTANCING AND AVOIDING**  **CONGESTION:**  • Provide signage so people can find their destination  quickly.  • Review how people walk through the clubhouse and  adjust this to reduce congestion and contact between  users .  • Regulate the entry to the clubhouse to avoid  overcrowding.  • Apply two metre markings to the clubhouse entrance /  toilets / and the queue to the café serving hatch.  • One-way arrow markings to help foot traffic flow  management.  • Single-use doorways to avoid congestion i.e. one-way  only entrances / exits.  • Single / limited use of toilet facilities to avoid congestion  in confined spaces. | Monitor effectiveness, especially at peak times.  • Train workers to promote compliance to facility  users.  • Train workers to report / deal with issues of noncompliance.  • Daily check (promotion posters and signage). |  |  |  |