

Risk assessment template – Galley and Bar provision during Covid-19

Company name: DQSC

Assessment carried out by: House Committee

Date of next review: 04.06.20

Date assessment was carried out: 30.06.20, updated 17.7.20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Increased social contact within the club house</p>	<p>Members and Volunteers. In offering food and drink, it is likely that members will remain at the club for a longer period of time, so increasing the risks of infection to self and others.</p>	<p>Minimal presence at the club for key activities only.</p>	<p>Ensure:</p> <ul style="list-style-type: none"> • Social distancing at tables and in queue areas • Test food/drink provision on a small pilot scale, to review risks • Pilot test was carried out by Covid committee to test feasibility. 2/3 volunteers required for galley + 2 covid controllers at door, 	<p>HC Covid Committee</p>	<p>Pilot test of small galley offering To report to GC late July</p>	<p>completed</p>

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			<p>clubhouse and balcony, wearing masks if social distancing is not guaranteed</p> <ul style="list-style-type: none"> • Make a list with contact details of people using the galley/clubhouse. Use Track and Trace method • Clear instructions to members via enews around risks. 			
<p>Spread of infection due to provision of food and drink within the galley</p>	<p>Members and Volunteers. Through contamination of food/drink from galley provision/equipment.</p>	<p>Currently no provision. Plan a small pilot to test the processes and review safety/risks</p>	<p>Ensure:</p> <ul style="list-style-type: none"> • High standards of hygiene within the galley at all times • All surfaces and equipment regularly wiped down 	<p>HC Volunteer Family</p>	<p>As above</p>	

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			<ul style="list-style-type: none"> • PPE used by galley volunteers, outside galley • 2 tables place outside at least 2 meters in front of galley for ordering and delivering food 			
Contamination through use of cutlery and crockery	Members and Volunteers	Currently no provision. Plan to use minimal cutlery. All crockery to be sterilised. Use disposable cups/plates if necessary	Ensure: <ul style="list-style-type: none"> • Food/drink despatched to order table • Dirty crockery returned to designated table for collection 	HC Volunteer family	As above	
Contamination through ordering	Members and Volunteers	Currently no provision.	Ensure: <ul style="list-style-type: none"> • Food/drinks ordered by text or at a table 	HC Volunteer family	As above	

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of food/drink and payment exchange			situated far away from galley. <ul style="list-style-type: none"> • Galley volunteer that is in front of the galley needs to wear mask. • Payment electronically • Card machine wiped down between each use • List of contact details visitors 			
Cross infection of volunteers running the galley	Members and Volunteers	Single family unit to provide galley cover	Ensure: <ul style="list-style-type: none"> • Hand hygiene is scrupulous • Ensure minimal contamination risk by minimal people required 	HC Covid Committee	As above	

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<p>Stress on Volunteer family through mixed expectations</p>	<p>Volunteers</p>	<p>Currently no provision</p>	<p>Ensure:</p> <ul style="list-style-type: none"> • Covid committee ran a small pilot to test the feasibility of running a limited galley. 3 volunteers were required to run the galley and serve food, with one of these members being at the serving/payment tables, in front of the hatch. • Review safety and risks • Members aware of voluntary nature and exceptional offer to provide galley 	<p>HC Covid Committee</p>	<p>As above</p>	

Pilot test of limited galley offering:

The pilot showed the following:

- Need for 3 volunteers running the galley, 2 inside the galley, 1 at the serving/payment table/2 volunteers when just doing coffee/tea/drinks and cake
- Only limited food and drink provision is feasible
- Running of bar needs to be separate, and phased at a later stage
- Strain and responsibility on volunteer family is significant
- Need for 2 Covid Duty officers to manage the door arrivals, and movement within the clubhouse
- There would need to be a repeat trial to further test the feasibility with all the measures in place.

Draft by House Committee 30.06.20

Revised draft 17.7.20

For discussion and confirmation with DQSC Covid Committee, and with GC.

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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