

# Covid Secure Risk Assessment

Task / Activity / Hazard	Consequences	Person(s) at Risk	Risk/ Likelihood	Control Measures / Safe Systems of Work	Risk after Control Measures
Cross Contamination of virus	Spread of Covid-19 Coronavirus	All venue users and visitors	High/Medium	<p><b><u>Hand Washing</u></b></p> <p>Sanitiser stations to be placed at venue entrance.</p> <p>Stringent hand washing/sanitising taking place.</p> <p>Drying of hands with disposable paper towels.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissues will be made available throughout the workplace.</p> <p>Team members to wash/sanitise hands before and after every cash handling transaction.</p> <p>Paper towel dispensers to be located in venue for customer and team use.</p> <p>Bins to be placed in venue to dispose of paper towels.</p> <p>Posters, leaflets and other materials are readily available for display.</p>	Low

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Poor Social Distance Control	Spread of Covid-19 Coronavirus	Team Members Customers	High/Medium	<p><b><u>Use of PPE</u></b></p> <p>Face Coverings to be readily available for all team members.</p> <p>Face Coverings are compulsory for customers unless exempt.</p> <p>Supplies of gloves and masks to be readily available to both team members and customers. Staff will be instructed on how to dispose of them safely.</p> <p>Team to clean/sanitise hands before fitting and removing PPE.</p> <p>Gloves to be sanitised regularly whilst being worn.</p> <p>Bins to be located in venue to facilitate the safe disposal of customer/team masks and gloves.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	Low

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Poor Social Distance Control	Spread of Covid-19 Coronavirus	Team Members Customers	High/Medium	<p>Social Distancing -Reduce the number of persons in the venue to comply with government social distancing guidelines.</p> <p>Machine numbers and venue layout revised and changed to enable social distancing.</p> <p>Use of mobile machine partition panels where possible to enable safe social distancing.</p> <p>Use of Social Distancing machine cards to prevent machines being used either side of playing customers.</p> <p>Cash transaction process revised to ensure social distancing is enabled.</p> <p>Use of cash pots to facilitate cash transactions between team members and customers.</p> <p>Collection process revised to enable social distancing.</p> <p>Reduced machine collections and Covid collection document produced.</p> <p>Social distancing also to be adhered to in team/customer rest areas and smoking area.</p> <p>Only one team member to be on break at any one time including smoke breaks.</p> <p>Take steps to review work schedules including start &amp; finish times/shift patterns etc.</p> <p>Where possible pair up team members throughout weekly rota</p> <p>Conference calls to be used instead of face to face meetings and one to one training Online training platform devised.</p> <p>Online conference capabilities facilitated in every venue.</p>	Low

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Cash Transactions	Spread of Covid-19 Coronavirus	Team Members Customers	Medium	<p>Review cash transaction processes between team and customers.</p> <p>Use of coin tubs to issue/receive cash or notes</p> <p>Coin tubs to be cleaned after every cash transaction between customers and team members.</p>	Low
Cash Transactions	Spread of Covid-19 Coronavirus	Team Members Customers	Medium	<p>Machine numbers and venue layout revised and changed to enable social distancing.</p> <p>Reduced machine collections.</p>	Low

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Infected Individuals	Spread of Covid-19 Coronavirus	Team Members Customers	High	<p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the senior management team will take advice and act according to current government guidelines.</p> <p>Report all instances of sickness and absences to <a href="mailto:info@game-nation.co.uk">info@game-nation.co.uk</a></p>	Low

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Mental Health Issues		Team Members	Medium	<p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p>Line managers and HR will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	Low