

Risk Assessment, Covid-19, Offices & Staff return to work.

A **Risk Assessment** has been carried out to facilitate the safe return to work of the club's 3 staff that work in the offices.

The 3 roles include the full-time roles of the General Manager, Reunert Bauser, plus the two part time administration assistants Pat and Denise. It should be noted that Pat and Denise are never in the office at the same time.

The following **Risk Assessment** was carried out by Reunert Bauser – June 2020.

Source of Contamination	Nature of Risk	Exposed Risk	Controls	Residual Risk
Car park	Coming into close contact with another person when leaving or returning to your car. Walking across car park to and from clubhouse.	Possible	All people on site are asked to practice social distancing at all times.	Negligible
Clubhouse	Entering and leaving. Contact with doors. Proximity of other people.	Possible	The main entrance will be the access to Clubhouse. Two sanitiser stations are provided in the lobby, one at the 19 th exit and one in the office.	Negligible
Office space	Working in a safe environment.	Possible	Reunert to work in his own office, access through 19 th entrance door. It will still be possible to enter another person's workspace for discussions, access to printer, photocopies etc.... and here care should be taken, and social distancing should be practiced.	Negligible
Telephones and other stationery.	Contamination, contact point.	Possible	The telephone on each of Reunert's and Pat's & Denise's desk should only be used by that person. At the end of work Pat or Denise must use sanitiser to wipe the desk, telephone, chair, photocopier, so it is ready and safe for the next user. Each person should have their own office stationery such as pens, staplers etc.	Negligible

Computers, mouse, and keyboards	Contamination, contact points.	Probable	The computers, mouse and keyboards for Pat and Denise should be for their sole use only. Good practice should be followed by regular (no less frequently than daily) sanitising computer screens, mouse, and keyboards by all office staff.	Unlikely
Desk and chairs	Contamination, contact points.	Probable	Reunert and Pat/Denise have their own dedicated desks and chairs. Good practice should be followed by regular (no less frequently than daily) sanitising desks and chairs by all office staff.	Unlikely
Printer and photocopier	Contamination, contact points.	Probable	These both have to be shared by all office staff. After contact, the person should use sanitiser to wipe clean all contact points.	Unlikely
Washroom facilities	Contamination, contact points.	Probable	Reunert to use facilities in men's changing room observing social distancing. Sanitiser should be used to clean contact points. The ladies should use the lady's toilet facility. Sanitiser should be used to clean contact points.	Unlikely
Food and drink.	Contamination, contact points.	Possible	Food and drink should only be consumed by the person who bought the items and no items should not be shared.	Negligible

Additional Measures available for all the risks identified above:

In addition to the hand sanitiser gel situated at various points in and around the office areas and the entry and exit door, there is also a supply of biologically resistant gloves and face masks. Regular hand washing for a minimum of 20 seconds should happen plus the use of the gloves is encouraged to help prevent further the spread of Coronavirus.

Whilst all these precautionary measures will be put in place to provide a safe, work environment, it should be noted that each office worker also has a **Duty of Care** not only to themselves to stay safe but also to fellow colleagues.