



COVID-19 Managing risk at The Warren Estate

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COVID-19 Managing the risk when the sites at The Warren Estate are open and trading

Section 1 - Main risk assessment

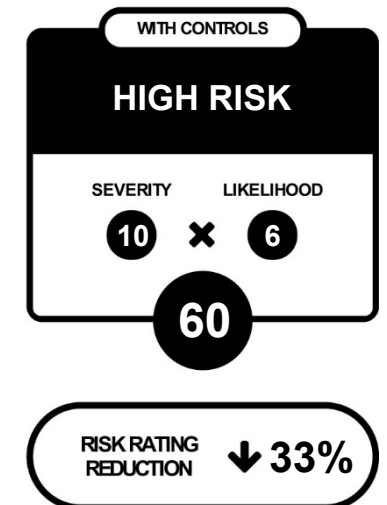
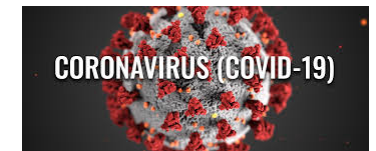
The following assessment looks at how the facilities on The Warren Estate will potentially manage the risk of COVID-19. All government guidelines will be followed, this assessment looks at actions to be taken to follow the guidance, as of 29th March 2021. The controls will look at all scenarios and try to rank them in order of impact, ease of implementation and cost. Throughout there will be consideration of general principles which will apply across all public/customer and/or staff working areas, with reference also made where specific areas need consideration or mitigation. These may include the Warren Clubhouse (WC), Warren Proshop (WP) Bunsay Clubhouse (BC), The Rose Barn (RB), Rose Suite Rooms (RSR), Warren Active Health Club (WA), Greenkeeping Facility (GF) or Company Office (CO).

PEOPLE EXPOSED

- Colleagues
- Contractors
- Visitors / Guests
- Members of the Public

HAZARDS

- Spreading COVID-19 amongst staff members**
By having no additional controls in place then the risks of someone bringing in the disease and spreading it further is possible.
- Spreading COVID 19 in to the wider public community**
By having no controls in place this will allow COVID 19 to enter the premises and not be controlled to employees but will spread around the local community and possibly further. This uncontrolled hazard will potentially lead to civil and criminal investigation, claims and prosecutions.



Increased violence and aggression

The public are not necessarily used to being told what to do in a club house environment. If restrictions are in place this may cause issues.

CONTROL MEASURES -----

NHS Test and Trace

To assist the NHS in controlling onward transmission of the virus the following measures are in place.

1. QR codes are displayed on posters at all public entrances to buildings across the site. Where customers are unable to use the QR code sign in sheets are available to enter contacts details. These sheets will be kept for 21 days and then destroyed to protect customers' data privacy.
2. A record of all staff attendance will be kept through the time and attendance system.

Face masks

Staff will wear masks in all customer facing or public indoor areas, and in the CO when not seated at desks. Customers are required to wear masks in all indoor areas except when sitting at a table to eat or drink in line with Government guidance. Signage is placed at entrances and around the hospitality areas to remind staff and customers of this requirement.

Excellent personal hygiene practices by all employees

All staff members wash their hands at the beginning, during and after shifts. They are actively encouraged to clean their hands after every task completed. Contractors and visitors will be instructed to wash their hands on entrance to the site. Customers will be reminded as well with clear sanitiser stations, visible and with posters and regular toilet checks. Good personal hygiene practices should also be discussed for home life as well so that good personal hygiene is not just practised at work but at home too.

Zoning of working environments

To prevent the risk of cross over and not maintaining social distance, where possible working areas will be zoned. Staff are only allowed to go into other areas after hand washing and only if essential.

BC/WP – Only one service area is available but generally only one staff member is on shift at a time. Staff are requested to clean shared equipment including till-screens between shifts.

WC – 2 staff members may be asked to work behind main bar keeping their distance from each other. Face masks and gloves will always be available for staff use. The opening of a second bar will be available if requested by staff.

✓ **Maintenance of social distancing (employees and customers)**

Where possible for all employees and customers the 2m social distancing should be implemented where possible. It is regarded by the WHO and the HSE that there may be necessity of some operations where this may not be possible and social utility will be allowed as it is a benefit to the wider majority. All government guidance will be followed when this is issued by the government. Social distancing will mean a reduction in numbers of people within the premises.

✓ **Maintenance of existing property equipment (Glass washers / Dishwashers/ Hot water)**

All glass washers, dishwashers, and hot water to be maintained while the facilities are closed. All statutory inspections to continue. If faults are discovered, then they are prioritised for repair.

✓ **Reviewing menu and number of covers and also times the kitchen is open**

To maintain social distancing it may be necessary for food service in all areas to be reviewed, including the menu on offer, the number of covers and also specific times the kitchen will be open to offer food.

✓ **Seating layout**

All seating that can be moved will be positioned in such a way that there is social distancing. It is not expected that we tell people where to sit or in what groups as social utility will be allowed in this circumstance (unless there is clear government guidance on this). For internal seating we have removed furniture to reduce the capacity within rooms, for external seating we have used additional outside spaces to ensure over 2 m is allowed between tables. Customers are advised they are not to move the tables or seating from their current positions.

✓ **Hand sanitising stations**

All sites to have a hand sanitizer station located at all entrances. This with clear posters and signage encourages all types of customers, visitors to wash and sanitise their hands as they enter and leave the site.

✓ **Clear process for operators if they suspect an employee has COVID-19 and checking if staff have symptoms**

The Warren Estate has a clear policy and training on what to do if a member of staff has COVID-19, either suspected at work or they ring in. Although the facilities are open, we must not lose the fact that the disease is still within the community. The process also needs to cover in a customer friendly way, how the staff may deal with a member of the public whom they suspect may have COVID-19. Refer to the Policy for dealing with a suspected case.

✓ **Majority of payments to be taken by contactless method.**

This will naturally increase as the public are getting used to paying this way. Cash should not be refused but with clear communication from staff at the point of entry we should be encouraging contactless or card payment only. Cash should not be refused as this may affect the older or vulnerable categories but the employee must wash or sanitise their hands after each cash transaction. This can be promoted before opening on social media and also on posters as you enter the sites so customers are aware.

✓ **Training and changing ways of working**

Clear staff training is provided for all members on COVID-19 and how to sensibly manage the risks. All staff need to have training on personal hygiene and as a company we have considered working practices for serving food and beverages. This includes a 'return to work' training session for all staff prior to their first shift.

1. Only table service in all hospitality areas will be available. Customers will be asked to find an empty table and if none is available to wait outside. Maximum number of seats per table is six.
2. Staff are trained to recognise the positioning of the hands on glasses and cups/mugs to prevent cross contamination is now especially important.
3. All drink and food orders will be taken and served to the customer at their table.
4. All training completed will be documented and signed for to show full understanding.

✓ **Perspex barriers**

To provide a physical barrier, all customer service points across all sites now have a perspex barrier. This will give better protection to employees when they are most likely to be in contact with the public.

✓ **Traffic flow and markings to maintain social distance**

To help the public maintain a social distance each site has considered and where feasible implemented a one-way system with and signage to guide customers. It is recognised this can be difficult to enforce and manage and will rely on customer adherence to some degree.

✓ **Hand wash facilities at the bar**

WC and BC will have hand wash basins at the bar area, to allow staff to wash their hands. WP & WA will require staff to use sanitiser or visit the toilet facilities, with time allowed to do so. All hand wash areas will be cleaned and maintained with soap available and frequent breaks to wash hands will be allowed.

✓ **Hand drying**

There is some thought that air drying of hands is not the most hygienic way to deal with a disease like COVID-19. However, the key control is still washing hands. Switching off the air dryers and installing paper towels needs to be considered but the risks of cross contamination after washing hands is low, so this will be considered only if government guidelines stipulate it.

✓ **Adequate supply of all chemicals**

The company supply chain is checked regularly to ensure soap, D10 chemical, sanitiser wipes and all other cleaning options are available.

✓ **PPE consideration - masks**

When all other control measures have been exhausted, where there is no other way of controlling the risk, then PPE should be considered. In relation to face masks these should be of the surgical type and disposable one use. If the area they are to be worn in is not public facing, then cloth masks are considered acceptable for staff. By purchasing face masks, it is recognised that we may be restricting the supply chain for NHS and other care workers and so unless there is clear government guidelines masks should only be considered as a genuine last resort.

✓ **PPE consideration – gloves**

It needs to be clear that gloves DO NOT replace the need for excellent personal hygiene and the washing of hands as the best control measure against COVID-19. It is recognised that wearing gloves can give a sense of false security. If gloves are required, then the following should be used.

1. In the kitchen blue powder free vinyl gloves should be used. These are food safe and easily detectable.
2. For cleaning purposes latex gloves should be used. These are stronger and more reliable.

✓ **Over hand washing**

By more frequently hand washing you may be removing the healthy oils and good bacteria that defends against disease. A person may also suffer from hand dermatitis, due to over washing. If staff suffer from this then we will supply barrier creams for all sites, although it is recognised that people who suffer from this will already be aware of the condition and manage it themselves.

✓ **Violence and aggression risk assessment review**

If controls are required (such as social distancing) it is an unfortunate fact that the public do not necessarily like being told what to do and the effects of alcohol differ from person to person, so the likelihood of violence and aggression

increases. All staff to refer to the violence and aggression risk assessment and review it to add in any additional control measures as required.

✓ **Fitness to work forms**

The fitness to work form must now include signs of COVID-19. This new amended form is to be made available to team members complete this before working again for the first time. It is also a requirement to notify the company if they or a household member are displaying symptoms of COVID-19. It is very important to ensure staff report symptoms, with checking temperature reserved as an option if the employee allows. The company should be advised of any pre-existing health conditions, or anyone shielding in the family under medical grounds. The company recognise it is important to regularly check on our staff, verbally check daily and weekly record that our staff are fit to work.

✓ **Minimising touch points**

All sites will have enhanced cleaning, but consideration is given to propping open doors that are not required so this minimises the need to touch them in moving around the site. This does not apply to internal fire doors which must be kept closed at all times.

✓ **Staff breaks at different times**

Staff to have breaks at different times so social distancing can be maintained.

Section 2 - COVID-19 Customer Journey (Flow) Risk Assessment

This assessment specifically looks at the flow of the customer and trying to minimise the risk of spreading COVID-19



PEOPLE EXPOSED

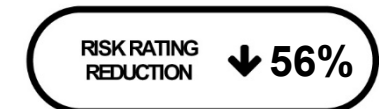
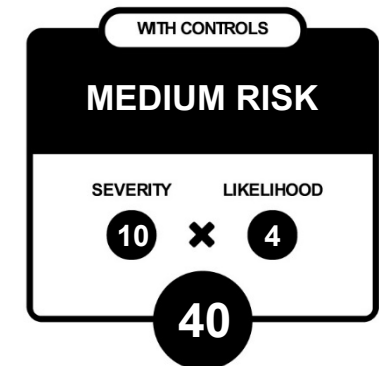
- Colleagues
- Contractors
- Visitors / Guests
- Members of the Public

HAZARDS

- Spreading COVID-19 amongst staff members**
If no controls are in place for customer flow then this could increase the spread of the virus for staff members and also then passing the virus back in to their homes.
- Spreading COVID 19 in to the wider public community**
If no controls are in place reference customer flow then the virus could spread in to the community.
- Increased violence and aggression**
The public are used to being able to go where they want within the club house and their will be new restrictions and protocols in place. For some members of the public they may not like the change so therefore this increases the risk from violence and aggression to our operators.

CONTROL MEASURES

- ☒ **Clear signage**
When customers walk towards all service areas across the estate there will be clear signage in place at the entrance



stating what is expected of them. Signage will include floor markings, pay points, collection point, directional signage, social distancing signage.

✓ **Entrance and exit separated/one-way systems**

Where possible, to limit crossover the exit to each site will be different from the entry. This will be clearly signed and explained to customers.

WC – A one-way system has been introduced to limit crossing of customer pathways wherever possible. This is also in recognition of some narrow doorways between rooms.

WP – A one-way system has been marked on the floor around the Proshop, with separate entry and exit doors clearly signed.

BC – The wider entrance and space around the bar/green fee till point, plus the lack of an obvious separate exit door, means this clubhouse will retain a two-way flow and single entrance/exit. However, our assessment is that staff and customers will be able to maintain distancing with personal care.

✓ **Disposable menus and one touch cutlery**

Once ordered from the table; drinks, food, cutlery and condiments will be brought to the table by the server to limit unnecessary customer movement.

✓ **Social distancing enforced**

Before opening every day tables will be placed in such a manner to enforce social distancing. We will run a specific table service so there will be no standing at the bar by customers.

Section 3 - COVID-19 First Aid Risk Assessment

The following risk assessment looks at how first aid can continue safely while the potential risk of COVID-19 is still present. The legal requirement to provide first aid (employing more than 25 people) has not changed and we expect to provide an Emergency first aid person. This is someone whom takes control of the situation, knows to call 999, and offers only simple first aid, such as a plaster. We have no legal obligation to the public although morally we would of course offer first aid to a member of the public if they required it. Each incident will be unique so the First Aid person must complete their own dynamic risk assessment at the time (does not have to be documented) and the majority of incidents can be treated as a normal incident.

PEOPLE EXPOSED

👤 Colleagues

👤 Members of the Public

HAZARDS

⚠️ First aid Person being exposed to COVID 19

If no controls are in place then the risk of the potential of exposure does increase.

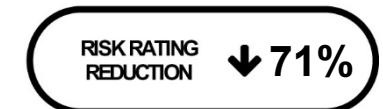
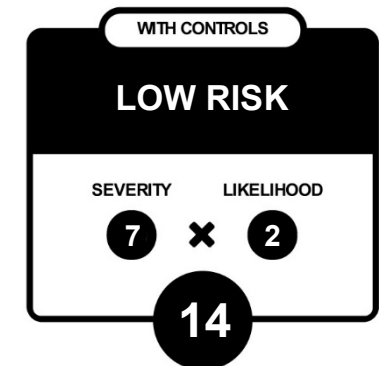
⚠️ Help not being offered over fears of contamination

Some people may be afraid to deal with a first aid incident however this risk assessment hopes to alleviate that fear.

⚠️ Unable to maintain 2m social distancing

Depending on the incident there may be a time the 2M rule cannot be applied.

CONTROL MEASURES



- ✓ **Follow your training**
Prior learning and your self-consideration will still apply so ensure you are safe to approach and nothing immediately will put you in danger.
- ✓ **For minor incident - Step back**
To maintain the 2M rule for simple first aid incidents talk the individual through the process. i.e. you place a plaster on the table, the injured person takes it and applies. For most incidents, the 2M rule on social distancing can be maintained.
- ✓ **Talk family members through how to apply items**
If needed, for example a child, ask the parent to apply the plaster or the ice pack.
- ✓ **Understanding what close contact means**
Close contact means being within a 2M distance for more than 20 minutes, if this is the scenario then the risk of contracting COVID-19 increases. This does not mean to say you cannot contract COVID-19 if your close contact is less 20 minutes, or if the person concerned is asymptomatic. However, it is recognised that the majority of first aid incidents will be short and brief.
- ✓ **Enhanced hand washing and personal hygiene**
Wash your hands before any incident and if possible, notify that you have done this to the person needing treatment. Treat the individual then wash your hands very carefully again. If the person is staying on site, politely ask them to wash their hands too before going back to their table.
- ✓ **PPE / Face coverings - Last Resort**
There may be an incident where the 2M rule cannot be maintained or the persons injured or offering first aid feels uncomfortable. If this is the case a simple face covering may suffice, or a face shield may be used. Note – this does need to be an NHS grade as this will be a unique incident. If you have to get that close and a family member cannot help, then it will likely be necessary to call 999.

Section 4 - COVID-19 Service Style

The following assessment shows the process of how we serve and deal with customers to ensure the site being open does not risk the increase of COVID-19 spreading within the community, as much as is reasonably practicable.

PEOPLE EXPOSED

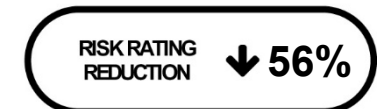
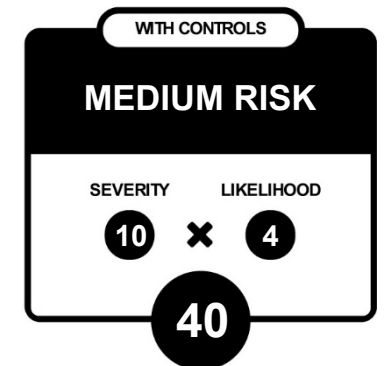
- Colleagues
- Contractors
- Visitors / Guests
- Members of the Public

HAZARDS

- ⚠ Spreading COVID- 19 amongst staff**
If controls are not in place then the virus will spread easily amongst all staff members while at work and then spreading the virus in to their homes.
- ⚠ Spreading the COVID -19 virus amongst the wider public community**
Without any controls in place the virus will potentially spread within the community at a quicker rate.
- ⚠ Increased Violence and aggression**
As new rules are in place not every member of the public will like the new rules and this may increase the risk of violence and aggression towards the operator and their team.

CONTROL MEASURES

- ✓ Use of disposable cloths**
Using disposable cloths where possible will limit the risk of the virus being contained and spread.



- ✓ **Serving plates, cups or glasses**
When passing plates, cups or glasses to a customer the server will either have these on a tray or hold it via a disposable napkin so no contact is made with the plate or cups by the server.
- ✓ **Table service only**
On approaching the sites it will be explained on signage how to order food and drinks. We will inform customers they must find a table and then wait for staff to come to the table to take orders. Food and drink will be served to the table.
- ✓ **Hand washing**
In between every food service staff are expected to wash their hands before serving another group.
- ✓ **Maintaining social distance when serving food**
When serving a group, it may be necessary to ask the customers to move away from the table whilst it is served to maintain social distance.
- ✓ **Minimising contact points**
All cutlery and sachet condiments will be served by the staff and beer mats will be available if requested as by not having them causes other hazards. They can be disposed of after use if needed.
- ✓ **Sanitation of tables**
Where practical internal table will be cleared and sanitised between groups with approved chemicals. In outside areas this may need to be completed by customers if they wish to do so. Cleaning equipment will be available in the area.
- ✓ **Clearing of glasses and plates**
To limit the customer movement all plates and glasses will be cleared by staff. Customers will be discouraged from bringing empty glasses back to the bar.
- ✓ **Training and key members**
It is recognised that all staff will need to be well trained and confident in these new procedures. Training will be given prior to re-opening and be continued on a regular basis.

Section 5 - COVID-19 Management of Customer and Staff Toilets

When the sites are open, we will have to offer facilities. This will be a pinch point and difficult to manage. The following risk assessment will give staff the direction to manage the and the control measure

PEOPLE EXPOSED

- Colleagues
- Contractors
- Visitors / Guests
- Members of the Public

HAZARDS

- Assisting the spread of COVID -19 for staff and the public**
If controls are not considered then we may increase the risk of COVID-19 spreading from the site. Toilets will be difficult to manage but with some simple controls in place the risk can be lowered to a reasonable level.
- Slips trips and falls**
This is still a risk within this area.
- Drug misuse**
With less people in the clubhouse, this issue may increase if controls are not in place.

CONTROL MEASURES

- Enhanced cleaning checks**
The toilet area will be inspected regularly and all touch surfaces like door handles, locks, taps, will be sanitised.



- ✓ **Propping access doors open**
The toilet areas generally have an access door area before the main toilet door. To minimise contact points this door should be propped open. Customer and staff privacy should not be affected by doing this.
- ✓ **Urinals and sinks**
To maintain 1+m distancing it may be necessary to close a certain number of urinals or sinks within the toilet areas.
- ✓ **Monitoring and supervision**
The area needs to be monitored to ensure no gatherings are taking place.
- ✓ **Accessing the area**
Customers and staff are going to access the area through open doors and clear signage will be in place to encourage social distancing.
- ✓ **Signage to the consumer**
Signage will help to ask customers to remember social distancing + wash your hands + one-way people systems where applicable

Section 6 - Additional Operational Guidelines for specific facilities on The Warren Estate

Warren Active Health Club

Introduction

To complement the risk factors identified across The Warren Estate in sections 1 to 5 above it is recognised that some facilities will require additional operational considerations. The following guidelines have been introduced in consultation with guidance for providers of grassroots sport and gym/leisure facilities from HM Government and UK Active.

Risk: Sports and gym/leisure facilities span many different simple and complex environments where careful risk assessment of both the venue and activity is required to manage social distancing and effective infection control.

Objective: Clear communication to participants, volunteers and workers is critical to ensure that they should always take all reasonable measures to comply with social distancing and hygiene measures, before, after and during physical activity.

General

- Public Health England (PHE) or equivalent posters will be on display informing members and staff of social distancing and cleanliness/hygiene protocols throughout Warren Active. Communication will also be made through an email newsletter and this risk assessment posted on the company website.
- We commit to the wellbeing of our staff and customers, and if they show/have any signs of COVID-19 (temperature, cough and difficulty breathing), they will be sent home to follow Government regulations.
- We will comply with any health designation documentation that the Government implements.
- Hand wipes/sanitiser will be on offer through Warren Active (or members will be directed to where they can clean their hands).
- We will ensure that social distancing is adhered to, further criteria is below for certain areas.
- Face masks will not be mandatory for staff unless their role requires this.
- It is down to the individual customer to take reasonable personal responsibility when taking part in physical activity.
- We will employ one-way people flow systems to reduce congregation in any area of the facility where possible.
- The facility is limited to members and their guests, if any non-members are permitted to use the facility, we will retain contact details for 21 days (in-line with GDPR legislation).

- A booking system will be put in place for the gym floor, studio and swimming pool based on recommended capacity guidelines.
- Signage will be put round machines or workout benches to denote social distance areas where appropriate.

Reception Areas

- Automatic touch free hand sanitisers will be on offer on entry and exit from Warren Active
- Gloves are not mandatory as the World Health Organisation (WHO) advice is that it is preferable not to wear gloves but to regularly wash your hands.
- Screens are in place so staff are protected and customers can maintain social distancing whilst entering or exiting the facility.
- Queue management is in place with markings on the floor as deemed necessary.

Gym Floor

- Only equipment that is spaced far enough apart to maintain social distancing will be used – as an example this can be done via moving equipment, marking every other piece of equipment in the gym out of order, or using 2 meter high screens between equipment.
- Users should not be working out face to face. Where necessary equipment has been reversed.
- Touch points of equipment should be cleaned after use – this can be done either by the customer or staff using spray and cloths provided. This is in addition to the cleaning schedule detailed below.
- Extra signage regarding social distancing will be in place around the free-weights area. Clear limits for persons using this area at the same time will be specified.
- Maximum gym capacity has been calculated on 100sqft per person.
- Movement around the gym is guided to ensure social distancing, with screens placed between walkways and equipment.

Studio

- Social distancing guidelines must be followed, including careful positioning of work out stations/spin equipment etc
- No equipment will be shared during the classes.

Cleaning

Risk: It is recognised that using a gym generally involves using equipment which will have been used prior by other users.

Objective: To keep the facility clean and prevent transmission from touching contaminated surfaces.

- A continuous and rigorous cleaning procedure will be in place and clearly communicated for both staff and customers to follow.
- Equipment (including mats etc) will be cleaned in between use in classes. This will either be done by the customer or staff member using spray and cloths provided.
- If there is a COVID-19 case in the facility, Warren Active will follow the PHE Guidance – COVID-19 Cleaning in non-healthcare settings while cleaning all areas of the facility.
- Our staff will carry out regular cleaning of high-contact touch points throughout the premises.

- Users will be encouraged to wipe down equipment after every use. Spray and paper cloth will be readily available.

Changing Rooms>Showers>Toilets

Risk: Changing rooms are an area of increased risk of transmission. It is important that social distancing is maintained in changing rooms and showers and that they are only use if essential.

Objective: To minimise the risk of transmission in changing rooms and showers.

- Warren Active will communicate that members should arrive swim or gym ready, where appropriate.
- Limits will be placed on the number of members allowed to use the changing rooms at any time, and clearly communicated with signage.
- Extra care/signposting will be provided to maintain social distancing when in these areas.
- Some lockers will remain in use, but some will be restricted to assist with social distancing within these areas.
- Spray and cloths will be available for customer use for touch points including locker handles, hairdryers etc.

Ventilation

Risk: High intensity exercise has the potential to increase virus transmission.

Objective: Ventilation is an important part of mitigating against the transmission of COVID-19.

Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible. Particular attention should be given to areas where high intensity exercise activity takes place

- The target ventilation rate of 20l/s/p as advised for facilities has been considered. This can either be attained through adjustments to ventilation systems themselves, or by controlling numbers (based on 100sqft per person, net usable indoor space available to members to use, including changing rooms) and using natural ventilation.
- Ventilation systems should provide 100% fresh air and not recirculate air from one space to another. Fixed windows are being replaced to allow opening, and previously closed external doors will be left open where safe to do so.

Swimming Pool and Wet Side Facilities

Risk: There is no evidence that COVID-19 can be spread to humans through the use of pools, hot tubs or spas. Any risk is within the potential for close contact and use of facilities/changing rooms.

Objective: To provide a safe swimming facility for members, with the facilities to used prior and after to be maintained to allow appropriate social distancing and hygiene.

- Swimming pools can open as long as properly chlorinated.
- Social distancing must be maintained in the pool.
- Extra care/signposting will be shown to maintain social distancing when getting in/out of the pool.
- Saunas and steam rooms should stay out of use for the time being as the risk of transmission is unclear. These will be closed in Warren Active until further notice.
- Our staff, teachers/instructors/coaches and students on the poolside must follow social distancing guidelines between each other.

- Only one parent/carer per child will be allowed to supervise their child during swimming activities (external to the pool).
- The parent/carer/spectator must follow social distancing guidelines.
- Any equipment used will be cleaned after/between use.
- Considerations should be made to ensure limited time is taken in changing areas, especially during the changeover of group activity to maintain social distancing.
- Hand sanitiser and/or soap will be available poolside for staff.
- Maximum pool capacity has been calculated based on the advised 3sqm per bather.

First Aid

Risk: In an emergency, for example, an accident or health incident which requires provision of first aid, staff and members are at an increased risk of infection.

Objective: To prioritise safety during incidents.

- The Warren Estate will follow the HSE guidance on 'first aid requirements in non-healthcare settings'.
- The Resuscitation Council UK has provided specific guidance on CPR delivery.
- Procedures to achieve the objective above have been specified in section 3.