

## Addendum to the Golf Course Coshh Assessment, Novel Corona Virus (Covid19), Playing the Golf Course dated May 08 2020.

A **Risk Assessment** has been carried out to facilitate the safe return to work of the club's 4 staff that work in the offices by Wednesday 20 May 2020.

The 4 roles include the full-time roles of the General Manager, Gareth Williams, and the Assistant Manager, Amanda Fisher, plus the two part time administration assistants Linda and Sue. It should be noted that Linda and Sue stagger their working hours and are never in the office at the same time.

The following **Risk Assessment** was carried out by Phil Allen and Gareth on Friday 15 May 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 <b>all</b> times.	Negligible
Clubhouse	Entering and leaving. Contact with doors. Close proximity of other people.	Possible	The main entrance to the Clubhouse to remained locked. Access will be by way of the restaurant door. Sanitiser will be kept by the door and should be used to wipe handles etc... No other people should be present in this part of the Clubhouse but stay alert and be prepared to social distance.	Negligible
Office space	Working in a safe environment.	Possible	Gareth to work in his own office, access through door from foyer. Amanda to use main office, access through main office door. A new work space will be created for Linda and Sue just outside of the main office in the lounge bar area. It will still be possible to enter another person's work space 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 Gareth's and Amanda's desk should only be used by that person. The telephone for Linda and Sue will have an extension lead so it can be used in it's new location. At the end of work Linda or Sue should use sanitiser to wipe the telephone so it is ready and safe for the next user. Other office stationery such as pens, staplers etc... should be labelled with names so that only that person uses it.	Negligible

Computers, mouse and keyboards	Contamination, contact points.	Probable	The computers, mouse and keyboards for Gareth and Amanda should be for their sole use only. Linda and Sue will each have their own dedicated mouse and keyboard. They will be clearly labelled and safely stored. 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	Gareth and Amanda have their own dedicated desks and chairs. A dedicated chair will be made available to Linda and Sue – they will be suitably labelled. 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	Gareth to use facilities in men's changing room observing social distancing. Sanitiser should be used to clean contact points. The ladies should use the Disabled toilet facility. No one else will have access to this facility. Sanitiser should be used to clean contact points.	Unlikely
Food and drink.	Contamination, contact points.	Possible	Each person should be self-sufficient and bring their own food and drink. Food and drink should only be consumed by the person who bought the items into the clubhouse and no items should not be shared.	Negligible

**Additional Measures available for all of the risks identified above:**

In addition to the hand sanitiser gel situated at various points in and around the 3 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.

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