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**COVID-19 CORONAVIRUS**  
**RISK ASSESSMENT**  
**A1 GOLF ACTIVITY CENTRE**

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**Covid-19 Coronavirus Risk Assessment – A1 Golf Activity Centre**

**Assessment date:** 11th May2020

**Review date:** 11th October 2020

Page 1

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
<p><u>Symptoms of Covid-19</u></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers</li> </ul>	<p><u>Symptoms of Covid-19</u></p> <p>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>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 (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken</p> <p><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	<p>Managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> <li>1) Return home immediately</li> <li>2) Avoid touching anything</li> <li>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> </ol> <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>Customers are advised NOT to visit if they are experiencing symptoms of Covid-19. This important message is promoted through all external communication including the website.</p>
<p><u>Mental Health</u></p>	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<p><u>Mental Health</u></p> <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 -</p> <p><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></p> <p><a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p>



**Covid-19 Coronavirus Risk Assessment – A1 Golf Activity Centre**

Assessment date: 11th May2020

Review date:11th October 2020

Page 2

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
<p><u>Poor hygiene</u></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers</li> </ul>	<p><u>Poor hygiene</u></p> <p>Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</p> <ul style="list-style-type: none"> <li>• Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> <li>• Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site.</li> <li>• Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> </ul>	<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 or hand dryer. 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>Encourage staff to report any problems and follow skin surveillance programme - <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice- <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p>
<p><u>Respiratory Hygiene</u></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Drivers</li> <li>• Vulnerable Groups Ederly, Pregnant workers</li> </ul>	<p><u>Respiratory Hygiene</u></p> <p>Employees are reminded daily 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>Employees are trained that touching surfaces can pick up viruses and once contaminated, hands can transfer the virus to eyes, nose, or mouth. From there, the virus can enter your body and can make you sick.</p> <p>Employees are trained to follow good respiratory hygiene and cover their mouth and nose with a bent elbow or tissue when they cough or sneeze. Then dispose the tissue immediately.</p> <p>A plastic protective screen installed at the reception desk to prevent the spread of body fluids and protect employees and customers.</p>



**Covid-19 Coronavirus Risk Assessment – A1 Golf Activity Centre**

**Assessment date:** 11th May2020

**Review date:**11th October 2020

Page 3

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<p><u>Hand Washing</u></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant worker</li> </ul>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and hot water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Drying of hands with disposable paper towels or hand dryers are in place.</li> <li>• Gel sanitisers in any area where washing facilities not readily available.</li> </ul>	<p>Employees are trained in the NHS guidelines on how to wash their hands-  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Gel hand sanitiser permanently located at golf reception and by the golf range Ball Machine for customer</p> <p>Employees will have access to hand sanitiser whilst in the workplace.</p> <p>Employees are trained to wash their hands frequently with soap and water for 20 seconds.</p>
<p><u>Cleaning</u></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers</li> </ul>	<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>A suitable general disinfectant is used on hard surfaces to reduce the risk of the coronavirus being passed on to other people.</p> <p>Employees are provided with disposable gloves for cleaning.</p> <p>Employees are trained to use a disposable wipe/ cloth and first clean hard surfaces with warm soapy water, then disinfect the surfaces with suitable cleaning products supplied by the company.</p>	<p>Particular attention will be given to the frequent cleaning of door handles, counter tops, chip &amp; pin devices, Top tracer screens, range golf ball machine touch screen, till draws, telephones, printers, Range baskets, Alarm Fob key panels, safe key lock, padlocks, gate chain.</p> <p>Chip and pin devices cleaned each time a customer enters their security pin.</p> <p>Top tracer screens and range golf ball machine touch screen will be cleaned with a bacterial spray every hour</p> <p>A NEW cleaning station will be located by the golf range ball machine, including bacterial spray and hand wash for employees and customers to use, for range baskets, and top tracer screens.</p>



**Covid-19 Coronavirus Risk Assessment – A1 Golf Activity Centre**

**Assessment date:** 11th May2020

**Review date:**11th October 2020

**Page 4**

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<u>Wearing of Gloves</u>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers</li> </ul>	<p><b><u>Wearing of Gloves</u></b> Where risk assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Employees will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Disposable gloves are supplied for all employees.</p>
<u>Use of Face Masks</u>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers</li> </ul>	<p><b><u>Use of Face Masks</u></b> If you are healthy, you only need to wear a mask if you are taking care of a person with Covid-19. Or if you are coughing or sneezing.</p>	<p>Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.</p> <p>Face masks can be worn by all employees who prefer to use them and feel safer by doing so. We do not currently operate a mandatory policy of face masks to be used in the workplace.</p> <p>A protected screen installed at reception to protect employees and customers against the risk of the spread of bodily fluid.</p>



**Covid-19 Coronavirus Risk Assessment – A1 Golf Activity Centre**

**Assessment date:** 11th May2020

**Review date:** 11th October 2020

Page 5

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<u>Bathroom Facilities</u>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers</li> </ul>	<u>Bathroom Facilities</u>	<p>Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed.</p> <p>A strict policy of one person at a time enforced in all toilets</p> <p>Hourly toilet checks to ensure cleaned.</p> <p>Hand sanitiser available in each toilet for customers and staff</p> <p>Notice advising customers to wash and sanitise hands in all toilets</p>
<u>Disposal of Waste &amp; Personal waste</u>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers</li> </ul>	<p><u>Disposal of Waste Personal waste</u> such as tissues, face masks, disposable gloves &amp; cleaning clothes and tissues, will be stored securely within disposable rubbish bags, which will be placed into another bag, tied securely and kept separate from other waste. This waste will then be put aside for 72-hours before being put in the external waste.</p>	<p>Extra bins will be set aside in reception and by the range ball machine for any Personal waste.</p>



**Covid-19 Coronavirus Risk Assessment– A1 Golf Activity Centre**

**Assessment date:** 11th May2020

**Review date:**11th October 2020

Page 6

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<p><u>Social Distancing</u></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers</li> </ul>	<p><b>Social Distancing</b> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Redesigning processes to facilitate compliance with social distancing in place.</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, also relocating workers to other tasks.</p>	<p><a href="https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance">https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</a>.</p> <p>Employees are trained and reminded daily of the importance of social distancing both in the workplace and outside of it.</p> <p>Staff shifts will be scheduled so there is no overlap, to help limit people movements and minimise contact between staff. One employee only at any given time in reception to facilitate compliance with 2-metre social distancing.</p> <p>Single file policy to enter and exit the golf driving range, social distancing floor markings in reception, access passageways and golf range ball machine. This will help limit crowds gathering at the entrance and to maintain 2-metre social distancing.</p> <p>Strictly one person allowed in each hitting bay. And no waiting behind range bays</p> <p>A protected screen installed at reception to protect employees and customers against the risk of the spread of bodily fluid and adhere to social distancing.</p> <p>Benches/seating signage advising strictly one person per bench seat.</p> <p>Staff to regularly monitor security CCTV system to ensure customers adhering to the social distancing rules, failure to adhere, customers will be requested to leave in a safe manner</p>



**Covid-19 Coronavirus Risk Assessment – A1 Golf Activity Centre**

**Assessment date:** 11th May2020

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**Page 7**

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<u>Social Distancing</u>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers</li> </ul>		<p><u>A1 Golf Activity Centre Rules Summary</u></p> <p>Wash hands-on arrival before playing            Strictly one person per range bay            No waiting behind range bays            Clean basket handles before use            Return baskets to ball machine            Enter and exit range in a single file            Strictly one person at a time in toilets            Stay safe stay back 2 meters            Credit card payment only</p> <p>Coaching facility</p> <p>Up to six dedicated bays exclusively for coaching. Two double size bays (7 meter each), two outdoor bays and two corner bays (larger than standard 3.5 meters bay)</p> <p>Range Policy Review</p> <p>In the event that the driving range full to capacity on a regular basis and customers waiting, A reserve booking system will be introduced, offering customers 45 minute slots.</p>

This is a **Generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace.

It is not likely to cover all scenarios and each General Manager should consider their own unique, site specific circumstances. To keep up to date with Covid-19 advice to workplaces in this fast-changing situation visit:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public> AND <https://www.gov.uk/coronavirus>

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

**POLICY PREPARED BY: Nick Evans  
 POLICY APPROVED BY: Ivan Norman**