

Family entertainment centres		COVID - 19 Risk Assessment Hobarts @ TP FEC	Covid - 19 Managers Mr J G Cooke			
Date: 02.07.20	Completed version		Contact details: Tel - 07964 038912 email - johncooke@braddicks.co.uk			
Hazards / Risk	Who is at risk	Controls required	Additional controls	Action by who	Action when	Problems
Spread of Covid-19	Visitors, Suppliers, Delivery drivers, Maintenance staff, Senior Managers & Directors, Contractors, Kitchen staff, Bar and service staff, Members of the general public.	<p><b>Staff return and fitness to work</b> We will carry out a return to work conversation before re-opening with each member of staff. To include staff health and well being, symptoms of Covid -19, How they will travel to and from work, the importance of social distancing and if appropriate the wearing of face masks whilst traveling, living with partners and other family members who may have symptoms or be self isolating or high risk shielding.</p> <p><b>A return to work and fitness form must be completed before any staff will be allowed to return to work.</b></p>	<p>Staff to be informed how and when to report any changes to their circumstances. For example if a family member or partner needs to self isolate because they develop symptoms or are tested positive.</p> <p>Managers to be given guidance and training on how to conduct these discussions.</p>	<p>Line Manager</p> <p>Arcade Manager</p> <p>Assistant Arcade Manager</p> <p>HR Manager</p>	<p>Before returning to work</p>	<p>Line Manager</p> <p>HR Manager</p>
		<p><b>Hand washing</b> Stringent hand washing to take place using soap and water for <b>minimum of 20 seconds</b>.</p> <p>Signage detailing correct method of hand washing to be available in all washrooms, offices, kitchens, cash desks and other ancillary areas. Hand drying using disposable paper towels.</p> <p>Extra attention to be given to regular hand washing during busy periods in the cash desks, when refilling tickets in machines, cleaning machines and working areas, opening machine doors, topping up pushers, handling prizes and tickets, handling money and using PDQ machines.</p>	<p>Employees to be reminded on a regular basis to <b>thoroughly wash their hands using soap and water for a minimum of 20 seconds</b> and the importance of proper drying with disposable paper towels.</p> <p>Staff must also be reminded to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissues will be available within the workplace and staff will be reminded to follow the Catch it - Bin it - Kill it method to reduce the impact of coughs and sneezes.</p>	<p>Line Manager</p> <p>Arcade Manager</p> <p>Assistant Arcade Manager</p>	<p>Daily and throughout every shift</p>	<p>Report to</p> <p>Line Manager</p> <p>Arcade Manager</p>

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Spread of Covid-19	Visitors, Suppliers, Delivery drivers, Maintenance staff, Senior Managers & Directors, Contractors, Kitchen staff, Bar and service staff, Members of the general public.	<p><b>Staff protection</b> Frequently touched items in staff areas should be regularly disinfected. Breaks should be staggered where possible and social distancing must be observed whilst on staff breaks.</p> <p>Disinfect shared items such as PDQ machines, telephones, tills, keyboards before and after use.</p> <p>Any required uniform should be washed at above 60 degrees centigrade.</p> <p>Locations of hand sanitiser must be clearly identified.</p> <p><b>Staff presenting with a high temperature, dry cough or any other covid - 19 symptoms.</b></p> <p><b>Staff living with anyone who has symptoms of covid -19.</b></p>	<p>Anti viral sanitiser must be available in all staff areas and staff must be informed of their responsibility to use it.</p> <p>Anti viral wipes will be used where appropriate.</p> <p>Hand sanitiser to be provided together with emollient cream for the use of staff.</p> <p><b>Staff to inform the Arcade or line manager, follow the latest self isolating guidance, do not come to work, self isolate for 7 days. Then before returning to work contact the line manager to complete a return to work form and receive company permission to return.</b></p> <p><b>Do not come to work, self isolate for 14 days. Then before returning to work contact the line manager to complete a return to work form, and receive company permission to return. If the staff member has developed symptoms they must further isolate for 7 days from onset of symptoms.</b></p>	<p>Line Manager</p> <p>Arcade Manager</p> <p>Assistant arcade Manager</p>	<p>Daily reminders throughout every shift</p> <p><b>As soon as symptoms are present</b></p> <p><b>As soon as the situation develops</b></p>	<p>Line Manager</p> <p>Arcade Manager</p>
Spread of Covid-19	Arcade visitors, Suppliers, Delivery drivers, Maintenance staff, Senior Managers & Directors, Contractors, Members of the general public	<p><b>Customers / visitors / staff reports that they are feeling unwell</b></p> <p>If they need direct intervention from our staff then before approaching the person, emergency <b>PPE must be worn see the section for PPE below.</b></p> <p>The person should be asked if they can be seated outside. If not then a suitable location should be found inside the building possibly asking other members of the public to move aside and make a clear space with a <b>minimum of 2.0 mtrs social distancing around the person.</b></p> <p>Once the person is seated and secure the staff member must contact their line manager for further instructions.</p> <p><b>Symptoms of Covid-19 :</b> 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. Line manager + HR manager will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises the line manager 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. <a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a> telephone 111</p>	<p><b>The process for dealing with a reported Covid-19 customer. Contact the line manager, then:</b></p> <ol style="list-style-type: none"> <li>1. Staff to wear full PPE - Face mask and visor, Gloves and disposable apron. <b>Do not approach the person until emergency PPE is in use.</b></li> <li>2. The customer must be advised to return home to self isolate.</li> <li>3. The site will be closed and a full disinfection process will take place using fine spray disinfectant fogging machines.</li> <li>4. Following the disinfection all machines and any major touch points will be cleaned using anti viral disinfectant.</li> <li>5. <b>The site will not re-open until steps 1 to 4 have been followed.</b></li> </ol> <p><b>Wash hands immediately after dealing with the situation. Do not touch your face nose or eyes until hand washing has been done.</b></p>	<p>Line Manager</p> <p>Arcade Manager</p> <p>Assistant Arcade Manager</p>	<p>A.S.A.P.</p> <p>Timing dictated by level of problem and situation</p>	<p>Line Manager</p> <p>Arcade Manager</p> <p>HR Manager</p>

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Spread of Covid-19	Arcade visitors, Suppliers, Delivery drivers, Maintenance staff, Senior Managers & Directors, Contractors, Members of the general public	<p><b>Gel hand sanitisers</b> Located at the main entrance to the Arcade and within the cash desk areas for use by all staff, suppliers and visitors. <b>Extra attention to be given to regular use of hand sanitiser during busy times.</b></p> <p>Encourage staff to protect the skin by applying Emollient cream regularly.</p>	<p>Make sure that all signage for hand washing, the use of hand gel sanitisers and control of coughs and sneezes are prominently displayed within the cash desk, placed around the arcade and within the washroom.</p> <p>Make sure that sufficient stocks of hand sanitiser are available. in both public and staff areas.</p>	Line Manager  Arcade Manager  Assistant Arcade Manager	Check frequently, daily if possible	Line Manager  Arcade Manager
Spread of Covid-19		<p><b>PPE and other disposable items available / requirement</b> <b>Stock available for use if required within the confines of the arcade store =</b> disposable gloves, safety glasses, disposable aprons, face visors and single use face masks.</p> <p><b>Requirement for use during normal operation within the arcade:</b> If working on the arcade floor in a face to face role with visitors ,then disposable gloves, face visor or face mask are required. If preferred both face visor and face mask can be worn. If working within the cash desk behind the glass partition then disposable gloves only. If gloves cannot be worn then increased hand washing and use of hand sanitiser will be required.</p> <p><b>Requirement for use in case of emergency situation. For example a customer or visitor reporting ill health, an accident resulting in bleeding / coughing /sickness =</b> disposable gloves, safety visor, disposable aprons and disposable single use face masks.</p>	<p>Make sure that stocks of PPE are sufficient for the needs of the business taking into account peak and off peak periods. This includes disposables such as tissues and hand cleaning materials such as soap, hand gel and paper towels. Staff training required for the safe use of location specific PPE.</p> <p><b>Staff must be reminded that wearing of gloves is not a substitute for good hand washing procedure.</b></p> <p><b>Staff to be informed that under current guidelines the wearing of face masks will not in itself protect against infection but is helpful to reduce infection being passed on from the person wearing the mask.</b></p> <p><b>All disposable PPE must be double bagged and tied before</b></p>	Line Manager  Arcade Manager  Assistant Arcade Manager	1st stock ASAP  Staff to check and report shortages to line manager weekly  Regular updates	Line Manager  Arcade Manager
Spread of Covid-19		<p><b>Access for staff and visitors</b> Limitations to be placed on staff and contractors who may wish to enter the cash desk or stores areas. Only staff with express permission may enter these areas.</p> <p>Anti sneeze screens to be fitted where appropriate in customer facing situations.</p> <p>A strict maximum of one person only allowed in any cash desk. If it is required for a second person to enter it must be for a very limited time and purpose, and in this case disposable gloves and face masks must be used.</p>	<p>Staff training to be given detailing the importance of keeping the cash desk areas clear.</p> <p>External and internal signage will clearly display these restrictions and staff training and support will be given.</p> <p><b>Stocks of prize tickets will be stored outside of the cash desk reducing the need for staff to enter to retrieve stock.</b></p>	Line Manager  Arcade Manager  Assistant Arcade Manager	Prior to opening and then reminders to staff on a regular basis  Prepare signage ASAP	Line Manager  Arcade Manager

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Spread of Covid-19	Arcade visitors, Suppliers, Delivery drivers, Maintenance staff, Senior Managers & Directors, Contractors, Members of the general public	<p><b>Area cleaning and ventilation of building.</b> Daily prior to opening - thorough clean of floors, work surfaces, doors and windows, cash desk, vacuuming of carpets, all machine surfaces, prize display cabinets and door handles.</p> <p><b>Increase ventilation and air circulation whenever possible by opening doors and windows.</b></p> <p>Particular attention given to disinfecting objects and surfaces frequently throughout a shift such as door handles, hand gel dispensers, light switches, telephone receivers, PDQ machine, ticket dispensers, computer key board etc using a suitable bactericidal &amp; virucidal cleaning product.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	<p>Suitable detergent &amp; disinfectant to be used. Vacuum cleaners must be cleaned regularly. Disposable cloths and mop heads must be used.</p> <p><b>Enhanced and detailed cleaning must be applied to every area of the business. Additional members of staff will be utilised to circulate around the arcade cleaning the main touchable areas with sanitising sprays and wipes. These staff members will also act as social distancing marshals.</b></p> <p><b>Regular disinfection of the arcade area will be carried out by the use of fine spray fogging machines.</b></p> <p><b>Rigorous checks by Arcade manager / assistant arcade manager and line manager to ensure acceptable standards are being achieved.</b></p>	<p>Arcade Manager</p> <p>Assistant Arcade Manager</p> <p>Line Manager</p>	<p>Daily prior to opening</p> <p>Then Multiple checks throughout the day</p>	<p>Line Manager</p> <p>Arcade Manager</p>
Spread of Covid-19		<p><b>Social distancing</b> Reducing the number of persons within the work area to comply with the social meter gap recommended by the public health agency.</p> <p>Arcade entrance system to be revised limiting numbers of visitors entering the building.</p> <p>Floor / carpet tape or other markers will be used to denote measured social distancing limits within the Arcade and at busy times a portable queing system will be implemented outside of the Arcade with the appropriate social distancing limits.</p> <p>Numbers of operational machine positions will be reduced by removing machines, turning off machines or otherwise making them inoperable.</p> <p>Only 1 x arcade staff allowed access into cash desk and storage areas. at any one time.</p> <p>Where more than one staff member must travel in a vehicle, Masks must be worn and where possible staff must face away from each other.</p>	<p>Cash desks must not exceed 1 person at any time apart from circumstances detailed previously.</p> <p>Entrance and exit doors will be monitored by staff and combined with signage to control numbers of people allowed into the Arcade at any one time.</p> <p>Multiplayer machines such as pushers will have alternate playing positions disabled.</p> <p>"Where social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all mitigating actions possible to reduce the risk of transmission between their staff "and customers. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Review rotas and remind staff that they must take regular</p>	<p>Line Manager</p> <p>Arcade Manager</p> <p>Assistant Arcade Manager</p>	<p>Prior to re-opening</p>	<p>Line Manager</p> <p>Arcade Manager</p>
Spread of Covid-19		<p><b>Handling of post and deliveries</b></p> <p>Staff to wear disposable gloves whilst handling new post and packages. Once opened, envelopes and packaging to be immediately disposed of.</p>	<p><b>Staff must not touch face, eyes, nose or mouth until they have thoroughly washed their hands.</b></p>	<p>Arcade Manager</p>	<p>Prior to opening</p>	<p>Arcade Manager</p>

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Spread of Covid-19	Arcade visitors, Suppliers, Delivery drivers, Maintenance staff, Senior Managers & Directors, Contractors, Members of the general public	<p><b>Mental Health</b>  Management will promote mental health and well being awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. <a href="http://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing">www.mind.org.uk/information-support/coronavirus-and-your-wellbeing</a></p>	Regular communication of mental health information and open door policy for those who need additional support.	Line Manager Arcade manager HR Manager Employee	Ongoing awareness	Line Manager HR manager
		<p><b>Individuals who are at higher risk</b></p> <p>Clinically extremely vulnerable individuals should not carry out work outside the home.</p> <p>A <b>demographic risk assessment</b> will be required for all staff who fall within the four key demographic factors. These are: Age - Gender - Ethnicity - religion or beliefs.</p> <p>Clinically Vulnerable individuals must take extra care in observing social distancing and should only work outside the home if safe to do so.  A <b>demographic risk assessment will be required in this case.</b></p> <p>Consideration must be given to individuals with protected characteristics or people living with extremely vulnerable individuals.</p>	<p>Extremely vulnerable individuals should not be allowed to work on site within this environment.</p> <p>Vulnerable individuals should only work on site after a thorough review has taken place by the employer and employee. Social distancing policies and rules must be strictly adhered to.</p> <p>Individuals with protected characteristics or those living with extremely vulnerable individuals must inform their line manager or HR manager and appropriate safe guards or action will be taken.</p>	Line Manager Arcade manager HR Manager Employee	Ongoing awareness	Line Manager HR manager

<p><b>Spread of Covid-19</b></p>	<p>Arcade visitors, Suppliers, Delivery drivers, Maintenance staff, Senior Managers &amp; Directors, Contractors, Members of the general public</p>	<p><b>Immediate operational adjustments</b></p> <p>Limit the number of people allowed into the arcade area at any one time.</p> <p>Limit the number of machines / playing positions available or in use.</p> <p>Only one staff member allowed into the cash desks at any one time.</p> <p>Reduce the level of cash handling within the cash desk and cash control.</p> <p>Staff attending a customer call out for breakdowns / ticket refills / machine top ups / machine cleaning etc, must wear the appropriate PPE = disposable gloves, face visor and or face masks. Disposable aprons should be worn when dealing with spillages or possible bodily fluids.</p> <p>Additional staff members to be utilised cleaning machines and waste bins around the site, coin entrances / coin payout trays / push button playing fields / machine sides / all glass and plastic covers etc.</p> <p><b>AGC area.</b> The number of machines within the AGC will be reduced ,and access to this area will be restricted to one lone player or two people if they are from the same party.</p> <p>Adult customers to be asked to wear face masks upon entry to the area to assist with mitigation of transmittion. <b>Refusal to wear a mask will result in entry into the arcade area being refused.</b></p>	<p>Door control utilising staff and signage - when limits reached, the entrance will be on a one in one out basis. Temporary queing system will be used outside the arcade entrance as required with social distancing markers.</p> <p>Machines will be turned off / removed from site or otherwise placed out of action in order to maintain social distancing measures within the site.</p> <p>Disposable &amp; maintenance items such as prize tickets will be stored outside the cash desk reducing the need for a second staff member to enter the cash desk.</p> <p>Encourage use of tap and go PDQ transactions. Encourage greater use of the onsite change machine facilities through staff direction and signage.</p> <p>Staff attending any customer call outs must maintain the correct social distancing by asking the customer to step back if necessary.</p> <p>Sanitizing wipes will be used to clean the PDQ machine before and after every contact. Disposable cotton buds will be issued and used by staff and customers to operate the PDQ key pad.</p> <p>Hand sanitiser will be available for use by customers, and staff will only enter wearing appropriate PPE. If a staff member is requested to enter the AGC they should ask the customer to step outside first.</p> <p>face masks will be available at cost price to anyone who does not have one.</p>	<p>Line Manager</p> <p>Arcade manager</p> <p>Assistant arcade manager</p>	<p>Prior to opening</p>	<p>Line Manager</p> <p>Arcade Manager</p>
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