

# EASTBOURNE SOVEREIGN SAILING CLUB

## RS AERO OPEN 2020 FOOD & DRINK



### RISK ASSESSMENT AND METHOD STATEMENT FOR COVID SAFE EVENT

Duration/Working Hours	27th August 2020 - 31st August 2020
Main Point of Contact	Rear Commodore - Andrew Hunt - 07715 922 957
Emergency Contact	Rear Commodore - Andrew Hunt - 07715 922 957
Number of Club member Helpers	29
Number of Attendees	120 in 4 groups of 30
First Aider Required	ESSC will provide first aider
Facilities	Provided by ESSC
Emergency Procedures	Rear Commodore - Andrew Hunt - 07715 922 957
Accident Reporting Procedure	Rear Commodore - Andrew Hunt - 07715 922 957
Personal Protection Equipment	Refer to risk assessment
Event Area	ESSC Premises and associated beach front
General	<b>ALL ESSC MEMBERS ORGANISING AND HELPING AT THE EVENT WILL CARRY OUT ALL TASKS SAFELY WHILST BEING COVID SECURE AND FOLLOWING GOVERNMENT GUIDELINES. ALL ATTENDEES ARE TO CONFIRM THE ACCEPTANCE OF ESSC RULES AND RISK ASSESSMENTS.</b>

By using the 5 x 5 matrix below Eastbourne Sovereign Sailing Club assess all the hazards and risks involved in the required task. We allocate each task a consequence ranking and a likelihood ranking, from those two scores we calculate the level of risk that the task carries to our staff and any others that may be affected by our actions. From this risk level we compile a risk control form which accompanies our risk assessments clearly showing how we intend to manage the risks involved, some further control measures which potentially could be implied may result in the risk level being reduced even further. Our team are trained and are competent at identifying any further hazards and risks that may arise while they are on site.

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

17-25 Unacceptable, stop the activity and make immediate improvement

10-16 tolerable, look to improve within specified time-scale

5-9 Adequate, look to improve if possible

1-4 Acceptable, no further action but ensure controls are maintained

#### CONSEQUENCE RANKING

- 1) Insignificant, no injury
- 2) Minor, minor injuries requiring first aid
- 3) Moderate, up to 3 days absence
- 4) Major, over 3 day absence
- 5) Catastrophic, death / disablement

#### LIKELIHOOD RANKING

- 1) Very unlikely, 1 in a million chance
- 2) Unlikely, 1 in 100,000 chance
- 3) Fairly likely, 1 in 10,000 chance
- 4) likely, 1 in 1000 chance
- 5) Very likely, 1 in 100 chance

### FOOD & DRINK RISK ASSESSMENT FORM:

HAZARD/ HAZARDOUS EVENT	EXPECTED CONSEQUENCE	PEOPLE AFFECTED	ASSESSMENT OF RISK			ACCEPTANCE OF RISK LEVEL	ARE CONTROLS REQUIRED
			LIKELIHOOD LEVEL	CONSEQUENCE LEVEL	RISK LEVEL		
Food and drink preparation	Contact with person who is infected with Covid 19	Organiser, and Participant	4	5	20	Unacceptable	Yes
Food and drink storage	Contact with person who is infected with Covid 19	Organiser, and Participant	4	5	20	Unacceptable	Yes
Confirming and Paying for Dinner Menu Choices	Contact with person who is infected with Covid 19	Organiser, and Participant	4	5	20	Unacceptable	Yes
Paying for casual food and non-alcoholic drinks during the day	Contact with person who is infected with Covid 19	Organiser, and Participant	4	5	20	Unacceptable	Yes
Paying for drinks at the bar	Contact with person who is infected with Covid 19	Organiser, and Participant	4	5	20	Unacceptable	Yes
Queuing for food and non-alcoholic drinks	Contact with person who is infected with Covid 19	Organiser, and Participant	4	5	20	Unacceptable	Yes
Collecting food and non-alcoholic drinks	Contact with person who is infected with Covid 19	Organiser, and Participant	4	5	20	Unacceptable	Yes
Eating evening meal	Contact with person who is infected with Covid 19	Organiser, and Participant	4	5	20	Unacceptable	Yes
Eating casual food	Contact with person who is infected with Covid 19	Organiser, and Participant	4	5	20	Unacceptable	Yes
Leaving the area after eating your food	Contact with person who is infected with Covid 19	Organiser, and Participant	4	5	20	Unacceptable	Yes
Leaving the bar with your drinks	Contact with person who is infected with Covid 19	Organiser, and Participant	4	5	20	Unacceptable	Yes

### FOOD & DRINK RISK CONTROL FORM

RISK ARISING FROM	EXISTING RISK LEVEL	CONTROL MEASURES	ADDITIONAL CONTROL MEASURES	RESIDUAL RISK LEVEL
Food and drink preparation	20	All food and drink will be prepared under current Government guidance. If deemed appropriate by the Galley management face coverings will be used.	Social distancing maintained and method statement followed	4

Food and drink storage	20	All food and drink will be prepared under current Government guidance. In addition, and if appropriate portions will be protected with individual wrappings	Social distancing maintained and method statement followed	4
Confirming and Paying for Dinner Menu Choices	20	Payment will be made during signing on, using cards only	Social distancing maintained and method statement followed	4
Paying for casual food and non-alcoholic drinks during the day	20	Payment will be made at collection. Card payments only	Social distancing maintained and method statement followed	4
Paying for drinks at the bar	20	Payment will be made by card only	Social distancing maintained and method statement followed	4
Queuing for food and non-alcoholic drinks	20	When queuing face coverings will be worn by customers / competitors. A queuing system to maintain social distancing is in place and clearly signed.	Social distancing maintained and method statement followed	4
Collecting food and non-alcoholic drinks	20	When food and non-alcoholic drinks is being collected face coverings will be worn by the staff and customers / competitors. A collection table will help maintain social distancing	Social distancing maintained and method statement followed	4
Eating evening meal	20	Only 4 people from two household to sit at one internal table. Only 6 people from different households are to sit at one outside table.	Social distancing maintained and method statement followed	4
Eating casual food	20	Casual food during the day may be consumed inside the club building eating area or on the patio. This is subject to 4 people from two households at an internal table and 6 people from different households at an outside table.	Social distancing maintained and method statement followed	4
Leaving the area after eating your food	20	A face covering must be worn when leaving the club eating area. To leave the area use the rear entrance of the building.	Social distancing maintained and method statement followed	4
Leaving the bar with your drinks	20	A face covering must be worn when leaving the bar area. To leave the area use the rear entrance of the building.	Social distancing maintained and method statement followed	4

## FOOD & DRINK METHOD STATEMENT

	EXPECTED CONSEQUENCE	PEOPLE AFFECTED	ARE CONTROLS REQUIRED
1	Food and drink preparation	Food will be prepared by the galley in accordance with normal Government guidance and rules. Face coverings will be worn if it is felt appropriate by the Galley Management.	Social distancing maintained
2	Food and drink storage		Social distancing maintained
3	Confirming and Paying for Dinner Menu Choices	Contactless payment is to be made by the competitor when signing on.	Social distancing maintained
4	Paying for casual food and non-alcoholic drinks during the day	Contactless payment is to be made when collecting food and drinks	Social distancing maintained
5	Paying for drinks at the bar	Contactless payment is to be made when collecting drinks	Social distancing maintained
6	Queuing for food and non-alcoholic drinks	Queuing for food is made from the front of the club, from the food counter, through the right-hand side patio door, close to the right-hand railings and down the ramp. Signage identifies the area. Face covering must be worn. There is capacity for 40 people to eat at any one time and food will be served from 18-30 until 20-30.	Social distancing maintained
7	Collecting food and non-alcoholic drinks	Collection of food is from the tables through the right-hand side patio door. The servers will be wearing face shields. Once you have collected your food please proceed to a table. Casual food and drinks can be purchased at any time during the day.	Social distancing maintained
8	Eating evening meal	Four people from two households may share an inside table. Six people from different households may share an outside table. Once you have finished your meal please leave the table.	
9	Eating casual food	Four people from two households may share an inside table. Six people from different households may share an outside table. Once you have finished your meal please leave the table.	
10	Leaving the area after eating food	Drinks can be purchased from the bar and taken to the rear of the club once you have finished eating. Leave the club by the rear entrance. Once the table is vacant it will be cleaned with a sanitiser in preparation for the next person.	
11	Leaving the bar with your drinks	Drinks can be purchased from the bar and taken to the rear of the club Leave the club by the rear entrance.	