



**England**

**Health and Safety Risk Assessment and  
Method Statement – Coronavirus**

**Tenpin Entertainment Venue at:**

**General Manager**

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26<sup>th</sup> January 2022

## **Introduction**

The company will at all times prioritise the health of its employees, visitors and customers and will not, during the Covid recovery period, enforce employees to work under conditions in which they are not satisfied with the precautions being taken. Further, it will take the necessary steps to ensure that people are not put at undue risk by the activities of the company.

All reasonable precautions will be undertaken to protect the public from infection by following the government guidance and sector best practice guidelines

This risk assessment covers the risks posed by the coronavirus to Tenpin employees, customers and visitors to its premises.

It should be read in conjunction with the relevant risk assessments that have been undertaken by the company and which apply to the general tasks being undertaken by Tenpin employees.

This assessment does not cover the work undertaken by contractors or other third-party employees unless it directly affects Tenpin staff, customers or visitors to the premises. It is expected that any visiting contractor will have put into place their own control measures to protect their employees and reduce the risk of any infection spreading whilst at work.

Further assessment and procedures will be put into place whenever clarification and official advice is given for food premises.

## **Guidance and official best practice**

This assessment has been conducted in accordance with the legal requirements laid down in the following regulations and guidance:-

- The Management of Health and Safety at Work regulations
- Personal Protective Equipment regulations
- Government coronavirus information and advice.
- COVID-19 Response spring 2021
- Government advice and guidance given in January 2022
- Bowling Secure Operating Protocols – Indoor Ten Pin Bowling

Recognition is given to the dynamic nature of the guidance and best practice being issued by official bodies. HSE and government advice has been reviewed as it relates to the work covered by the company. Given the current situation, the precautions and control measures listed in this assessment may be revised and issued at short notice.

When doing so the company will ensure that the latest advice is taken into account before amending any assessment.

## **Principles of control**

The control measures put in place by the company have the sole purpose of preventing the spread of infection of the coronavirus.

This will be achieved by:-

- Minimising the work carried out during the Covid- 19 period.
- Minimising contact between people where practical, observing the distancing rules, organising work tasks and social interaction which promote social distancing.
- Minimising the handling of any merchandise tools, cash or other items which have recently been in contact with another person.
- Precluding from the workplace or require a LFT any person who is showing or has shown in the past 7 days, signs of infection or under the current rules is required to self-isolate.

Providing and insisting on the use by employees of PPE.  
Observing good hygienic practices as advised by the Governments health department.

Recognition is given to the fact that restrictions are easing and the emphasis is now on individuals as to whether they wear face coverings and continue with social distancing. However, the business is keen to ensure the continued safety of all those using its premises as the coronavirus can still be transmitted from person to person.

All sites will adhere to any local restrictions placed upon it by the Government or local authorities. Any restrictions placed on the site must be adhered to and takes precedence over any mitigation and risk control measures in this assessment.

### **Vaccine.**

All staff members will be encouraged to take up the offer of vaccination in line with government guidelines, however those who do not participate in the vaccination program will be allowed to continue with their normal work activities.

### **Methods of Assessment**

This assessment has been conducted having visited Bowling centres throughout the country on many previous occasions and making reference to the existing safety assessments, liaising with the company operations and commercial directors and reviewing latest government advice on infection measures and the restrictions currently in force.

Reviews will be undertaken if:

There is significant change in the advice or best practice measures given by official departments.

There is a major incident or accident, or it becomes apparent that there are a number of minor incidents or near misses related to the works being undertaken.

There is a request by an enforcing officer or landlords management.

Where it becomes clear through evidence that the current assessment is no longer appropriate or adequate.

Further information

Company health and safety assessments.

Cleaning and sanitation procedures.

Working safely during Covid-19 checklists and procedures.

Company food log and Checkit system

**GENERAL CONSIDERATIONS**

<b>Hazards</b>	<b>Who might be harmed and How</b>	<b>Control actions being Taken</b>	<b>What needs to be done</b>	<b>Action by</b>	<b>Dates of completion</b>
Spreading infection.	Tenpin employees may affect customers and visitors to the premises. Staff may be infected from customers or others in the building.	Team members do not need to self-isolate as a close contact if they: Have had both doses of the Covid vaccine or are under 18. LFT and PCR tests are advised, but this will not be compulsory, and they do not have to isolate whilst awaiting test results. They do not develop COVID-19 symptoms. If symptoms develop at any stage, they must self-isolate immediately. Team members to be issued with face coverings and shields. Disposable gloves to be supplied to each site. Visiting support staff will complete a health survey prior to visiting a site and unless exempt wear a face covering for the duration of their visit unless eating or drinking as per site rules.	Use of "Fourth" by all team members to inform business of fitness to work.  On site Tenpin management to exclude any employee or contractor who falls into the above category.  All team members to wear face coverings /masks whilst at work at Tenpin.  Disposable gloves can be made available to all team members if considered necessary. Site management to be informed of isolation rules and put company policy into practice.	Team members.  Individual and line management.  Operational director. Safety adviser.  HR & GM's	Continuing until further notice.
Non identification of asymptomatic cases of COVID	If asymptomatic cases amongst staff are not identified there is a risk of spreading the infection	All team members will be encouraged to take rapid lateral flow tests twice a week and report results to management.	Team have been briefed on the policy and shown the advantages of taking the tests. Encourage team members to	Regional and General managers.	Completed.

			undertake testing and follow protocols if found to be positive.		
Protection of pregnant staff members.	Individual female staff who are pregnant and remain at work in the bowl.	Each pregnant female member of staff will be treated individually.	Manager to conduct an individual risk assessment to ensure all necessary measures are being taken and that the staff member is comfortable at work with the control measures in place. An agreement to be reached if additional covid measures are required.	General manager	As required.
Customer spread of infection.	Tenpin employees, customers and visitors to the premises.	<p>Pre-booking will be preferable and encouraged. Details of all customers kept on booking system. Details to be kept for 21 days minimum. Tenpin website gives details of hygiene &amp; social distancing measures to customers booking online.</p> <p>Opening times of each site to be reviewed to establish the most appropriate times to avoid Covid risks.</p> <p>Site will support the NHS Test &amp; trace service by obtaining and displaying a unique QR number.</p> <p>Customers advised to wear own footwear unless high heels or open toed shoes.</p>	<p>System to identify any infected visitors in order to instigate isolation rules as applicable in line with current government guidelines.</p> <p>Staff to ensure information on booking system is accurate and compliant.</p> <p>QR code to be displayed at entrance and public to be encouraged to use phone App when entering building.</p> <p>Opening times to be agreed but will be in line with local official requirements and take into account any local stipulations.</p> <p>Provision of bowling shoes offered to customer if own footwear is unsuitable.</p>	<p>Meet &amp; greet staff.</p> <p>Operations managers.</p> <p>General manager.</p>	<p>Ongoing when open.</p> <p>Completed.</p> <p>Completed.</p>

			Shoes to be left on lanes when games completed. Team member to sanitise.	Operations manager  Team members.	
Large numbers of people on site increasing risk of close social contact.	Tenpin employees, customers and visitors to the premises.	It is anticipated that capacity will return to normal permitted under licencing agreements and fire authority restrictions. This will not exceed 499 at any site.	Team meetings and visits can be held with the Team Meeting Risk Assessment	Operations director.  Duty manager.  Managers.	Ongoing when site is open.
Spread of infection between staff and outside contractors.	Tenpin employees and contractors.	Non-essential maintenance will be carried out at night or quiet trading periods.	Arrangements to be made at site.	General manager.	As necessary.
General hazards resulting from site closure.	Tenpin employees, customers and visitors to the premises.	<p>Pest control contractors have continued servicing where required</p> <p>Water systems have been flushed out in accordance with company policies.</p> <p>Water use food equipment tested and sanitised.</p> <p>Thorough clean of site before opening to the public. Sanitation of all food equipment and high risk and frequent touch surfaces. Conduct full clean of site in</p>	<p>Continue with pest control contract to monitor and proof building.</p> <p>Request repair of maintenance if required.</p> <p>Operations managers to conduct an audit inspection prior to reopening.</p> <p>Continuing audits to be undertaken to ensure standards remain as per company procedures. Full daily and weekly clean as</p>	<p>Contract company.</p> <p> </p> <p>General manager.</p> <p>Operations manager.</p> <p> </p> <p>Duty manager.</p>	<p>Monthly or more frequently for high risk sites.</p> <p> </p> <p>As necessary.</p> <p>Completed.</p>

		accordance with existing procedures.	detailed on checkit system. Cleaning schedule to be recorded when complete.		
Contamination from air handling units.	Any person within the building may be adversely affected by poor air quality and filtration.	All air handling units have been reviewed to ensure they are fit for purpose and effective. Units have been deep cleaned.	Air handling units to be maintained throughout operational period as per installer and supplier recommendations.	General manager.	Ongoing.
Work patterns encourage non-distancing behaviour.	Team members.	Use of radios to communicate with colleagues will avoid the need for many face to face meetings and discussions.	Promote the use of radios and discourage face to face contact.	Duty manager.	Ongoing.
Covid outbreak connected with venue.	All those who have been to the venue at the time of the infected person.	Measures are in place to close the venue to enable a deep clean and sanitation of the building.	Ensure management are aware of the procedures to be followed if the company is officially informed of a confirmed case of coronavirus associated with the site.	Operations director.	Completed.
Accident or emergency.	All those within the building.	Fire safety and evacuation procedures in place to safeguard people at site. First aid kits and trained persons on site to deal with accident.	Ensure First aider is on site during opening hours. First aid kits to be adequately stocked. Full PPE to be available and worn by first aiders dealing with any accident.	Duty manager.	Ongoing.
Violence and aggression.	Tenpin team members may be at risk if the public become frustrated by new measures and restrictions.	Team members trained on dealing with difficult situations. Support of team members always at hand. Radio communications available.	Reassure team that support is available and to avoid conflict situations.	Duty manager.	Ongoing.
<b>EXTERNAL AREAS</b>					

<b>Hazards</b>	<b>Who might be harmed and How</b>	<b>Control actions being Taken</b>	<b>What needs to be done</b>	<b>Action by</b>	<b>Dates of completion</b>
Congregation of people in close proximity.	Customers and visitors to the premises.	Tenpin to work with landlord to ensure groups do not congregate outside in car parks or outside areas & access and egress is clearly indicated. Tenpin to work with landlords to agree parking arrangements to encourage safe practices.	Ongoing liaison with landlords and local businesses to monitor public and take any necessary actions to promote safety measures. Monitor outside areas and tackle action to disperse groups.  Display QR codes.	Duty manager.	As is necessary.
Infection from contaminated waste.	Any person who comes into close proximity with waste, including disposal contractor.	All waste to be placed in the designated secure area.	Waste to be disposed in sealed bags and removed from the building regularly.	Team members.	Ongoing throughout the shift.

### **SITE ENTRANCE**

<b>Hazards</b>	<b>Who might be harmed and How</b>	<b>Control actions being Taken</b>	<b>What needs to be done</b>	<b>Action by</b>	<b>Dates of completion</b>
Spread of infection between customers.	Tenpin customers may be at risk if social distancing and hygiene measures are not followed.	Meet and greet staff ensuring management of customer safety at peak periods Sanitiser station at entrance for customer/staff use.	Ensure that host is present during peak periods.  Host to be fully competent on managing new situation and safety rules.  Ensure adequate supplies of face masks disposable gloves and sanitiser.	Support staff. Operations managers. General manager  Learning and Development team.	Ongoing during opening hours.  Ongoing.



				Duty manager.	
Restricted access for disabled customers.	Those with disabilities and their carers have the same protection from infection as all other customers and are treated equally.	Facilities on site enabling free access for wheelchairs to toilets, fire exits and escape routes, sanitisation stations.	Daily checks to be made to ensure all required areas are accessible including toilets and sanitising stations.	General managers.	Daily prior to opening.

**RECEPTION**

<b>Hazards</b>	<b>Who might be harmed and How</b>	<b>Control actions being Taken</b>	<b>What needs to be done</b>	<b>Action by</b>	<b>Dates of completion</b>
Spread of infection between team members and customers at reception area	Team members may come into close proximity to customers or handle contaminated surfaces.	Physical screens in place at till points unless deemed unnecessary Sanitiser on reception for use by team member and customers. All non-essential items removed from reception area. Cleaning program is in place to ensure sanitisation.	Staff to be instructed on Covid safety procedures to be followed.  Full sanitation of the reception area at the end of each shift Bowling shoes to be visibly sanitised before and after every use.  High contact areas to be sanitised on a regular basis during opening hours.	Learning and Development.	Completed  Ongoing whilst open to the public.  Regularly throughout the shift.

**LANES**

<b>Hazards</b>	<b>Who might be harmed and How</b>	<b>Control actions being Taken</b>	<b>What needs to be done</b>	<b>Action by</b>	<b>Dates of completion</b>
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Public uneasy about playing within close proximity to other groups.	Members of the public may be uncomfortable about playing in lanes next to other social groups.  Spread of infection if social distancing is not maintained	Physical barriers (permanent screens) have been erected to allow people to play in adjacent lanes without the risk of spreading infection.	Team members to be briefed on the measures being taken at the lanes so this can be passed onto the customer prior to bowling.	Operation managers and GM's  Senior management team Safety adviser.	As required.  Completed.
Lack of adherence to social distancing	Customers who are bowling may come into close contact with other groups.	Where lanes are in pairs sharing the same ball return they will be designated blue or yellow. Upon issuing balls to a group, they will be sanitised and marked with visible stickers to show which balls have been allocated to which lane. Physical barriers (permanent screens) have been erected to allow people to play in adjacent lanes without the risk of spreading infection.	Keyboards, touch screens seating and balls to be sanitised after every game. Monitoring of lanes to ensure that social distancing rules are adhered to.  Any local restrictions placed on the site by the local authority must be adhered to and takes precedence over any mitigation and risk control measures in this assessment. Lanes to be monitored by team to ensure rules are being adhered to	Duty manager. Team members.  Team members.	Ongoing when open to the public.
Virus spread by contact with bowling balls	Players may be infected if they are handling balls that have been previously handled by others.	Each group of players will be allocated a labelled ball for sole use if shared ball returns are used. Balls to be regularly sanitised.	Staffing levels to reflect the additional sanitising of balls.	General Manager	Ongoing
Contact with frequently touched surfaces	People may come into contact with hard surfaces which may have been touched by others.	Additional sanitation of all hand touch surfaces after games. Sanitation of seating and tables, ball returns and ball ramps after each group's use.	Sanitation sprays and wipes on hand for staff and public use.	General manager	Ongoing

## GAMES AREAS

Hazards	Who might be harmed and How	Control actions being Taken	What needs to be done	Action by	Dates of completion
Infection from surfaces.	Customers playing gaming machines which have high contact surfaces.	High contact surfaces will be sanitised frequently throughout the day. Customers have been offered sanitiser wipes for personal use.	Ensure program is in place enabling enhanced cleaning of machines. Mobile team member on hand in games area to sanitise machines on a regular basis or at the request of a customer. Enhanced cleaning regime to put in place to include balls, cue's, triangle and other high contact surfaces. Sanitisation wipes available for games users on request.	Duty manager.	Ongoing.
Poor social distancing.	Customer using gaming machines.	Sanitation stations will be positioned in games area.	Where practical rearrange machines to promote social distancing.  Staff supervision of the games area to promote new rules and assist in sanitising as necessary.	Operations managers.  General managers.	Completed
Multiple handling of pool cues and bats.	People playing games are at risk of becoming infected from cues, bats etc.	Pool cues table tennis bats and balls will be in situ with sanitiser wipes issued to customers on request. All will be sanitised at the end of the day. Sanitiser to be available for sanitising of air hockey and ball use games.	Mobile team member available in games area to sanitise machines on a regular basis or at the request of a customer.	Duty manager.	Ongoing whilst open to the public.

Contamination via VR equipment.	Customers using VR games are at risk of infection from headsets wrist sets and surfaces.	The VR equipment will be manned whenever it is available for public use. All staff to wear face masks whilst attending the game and dealing with the public. Sanitiser station to be sited nearby for use by public. Sanitiser wipes to be available for public playing the game. All touch points of the equipment to be sanitised after each game. This includes any helmet and handsets.	Take necessary local measures to prevent children climbing on machines when not in use.  Staff to be trained on correct sanitising procedures.  Team member to have minimal close contact with any customer.	Duty manager.  Team member.	Ongoing.
Contamination by balls in "Ball Madness" machines	Balls that fall onto and may be handled by customers, may spread contamination to other users if precautions are not taken.	Customers are encouraged to sanitise hands before use. Infection spread by ball contact is considered minimal.	Ensure sanitisation station is available for use by customers. Consider use of UV unit installation fore machine.	Management. Machines manager.	Ongoing
Spread of infection form use of Karaoke pods.	Customers may be at risk of infection if precautions are not taken.	Seating inside pod restricted to facilitate maximum numbers. Sanitising station positioned at entrance to pods. Enhanced sanitisation and cleaning procedures in place.	Removal of any excess seating in pod. All equipment and seating to be sanitised prior to and after use.  Sanitising wipes made available to customers.  Monitoring of use to ensure distancing is being adhered to	Team members	Prior to use.
Contamination from coin operated VR machines	Customers may spread infection and become contaminated if precautions are not taken to sanitise and restrict use of VR	Foam inserts made available for each customer. Disposable face coverings available to be used with headgear.	Masks to be made available within the machine. Sanitiser to available near the machines.	General Manager	Ongoing as the machine is open to use by public.

	machines.	Instructions on use of sanitiser and need to clean head gear displayed for each customer.			
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**BATFAST**

<b>Hazards</b>	<b>Who might be harmed and How</b>	<b>Control actions being Taken</b>	<b>What needs to be done</b>	<b>Action by</b>	<b>Dates of completion</b>
Spread of infection from handling equipment.	Customers may be at risk from handling helmet, bat and touch screen.	<p>Helmet and bat will be stored away from public until requested.</p> <p>Equipment will be sanitised before and after each game.</p> <p>Touch screen will be sanitised after each use.</p> <p>A ball "hoover" to be used to collect balls.</p>	<p>Customers to be given sanitiser wipes on entry to use as required.</p> <p>Ensure team members are aware of the need to sanitise equipment and screens.</p> <p>Stray balls to be sanitised after handling by team member.</p>	Management team.	Ongoing when open to the public.

**FOOD AND DRINK SERVICE**

<b>Hazards</b>	<b>Who might be harmed and How</b>	<b>Control actions being Taken</b>	<b>What needs to be done</b>	<b>Action by</b>	<b>Dates of completion</b>
Customers not adhering to social distancing rules.	Customers may be at risk of spread of infection if they do not observe distancing rules.	Full service is now permitted.	Customers to be encouraged to order food via the App booking.	Team members and managers.	Ongoing.

				Team members and managers.	Ongoing
Spread of infection.	Risk of infection of team member if customers are in close proximity.	Hand sanitiser station positioned at each servery area.  Perspex screen positioned at each till point.	Ensure screens are in place and functional. Team members to wear face shields/coverings	Operational managers. General managers.	Completed.
Spread of infection.	Risk of contamination of surfaces and items handled multiple times and hygiene standards are poor.	Non-essential items to be removed from kitchens prior to operation. Daily cleaning schedule to be adhered to with enhanced sanitation of high use and high contact surfaces in the kitchen and storage areas.	Team members to be made aware and adhere to enhanced cleaning and sanitation policies.	General manager.	Ongoing whilst in operation.
Spread of infection.	Risk of contamination of surfaces and items handled multiple times.	Cleanable menu's to be issued to all sites Provide single use condiments to sites.  Web-based ordering app to be encouraged to reduce queues when food ordering.  Media and advertising to promote cashless payment.  Cashless limit increased.	Condiments and cutlery to be removed and only issued with meal on request. Menus to be thoroughly sanitised throughout the day. Single use condiments in sachets to be issued.  Customers encouraged to pay by cashless system throughout the venue. Clearly marked area where kitchen prep team leave prepared food thus reducing team member contact. Bar and food prep areas to be fully cleansed and sanitised at the end of each shift. Ongoing sanitisation of high	Team members.  General managers.	Ongoing.  Ongoing when open to the public.

			contact or food contact surfaces to take place throughout the shift. Team members are not permitted to prepare their own food in the kitchens (staff food from menu permitted).	Team members.	
Spread of infection.	Risk of spread of infection if social distancing is impracticable in the kitchen and prep areas.	Limit kitchen access to as few people as is necessary. Minimise access to walk in storage areas, freezers, and fridges. Space working areas to maintain social distancing. Minimise contact at handover points. Minimise interaction between team members.	Work to be organised at site to maximise safe procedures and minimise social contact.	Operations managers. General managers.	Ongoing
Food borne illness	Consumers may become ill if food or drink is not of the quality and standard required.	Some low risk food items may be given an extended shelf life (sell by) if this is deemed to be safe, has been sanctioned by the supplier and has been accepted by the safety adviser Items may include post mixes for drinks.	Site team to ensure that all food and drink items are within their sell by date by frequent checking as recording as per the company procedures. Where approved extensions have been approved relabelling should be undertaken.	Management team	Prior to reopening and on-going.

### TOILET AREAS

Hazards	Who might be harmed and How	Control actions being Taken	What needs to be done	Action by	Dates of completion
Spread of infection.	People using the toilet facilities may not observe social distancing rules or follow good hygienic	Good hand washing techniques displayed on each toilet entrance door.	Organise toilet checks and ensure that are carried out effectively.	Duty manager.	

	practises.	<p>Sanitation station at each toilet entry point.</p> <p>Appropriate waste receptacles to be in all toilets, frequent checks on toilets and disposal of waste in appropriate sealed bags.</p> <p>Hand driers available in each toilet hand washing area.</p>	<p>Toilets to be fully sanitised at the end/beginning of each day.</p> <p>Sanitiser dispensers to be checked and filled frequently.</p> <p>Monitor toilets to signage remains intact.</p> <p>Site to display cleaning schedule sign off regular checks.</p> <p>Use of signs and posters to promote good hygienic practices.</p>	Team members.	<p>Frequently throughout the day.</p> <p>Daily.</p>
Spread of infection.	People using the toilet facilities may not observe social distancing rules or follow good hygienic practises.	<p>Good hand washing techniques displayed on each toilet entrance door.</p> <p>Sanitation station at each toilet entry point.</p> <p>Appropriate waste receptacles to be in all toilets, checked frequently throughout the day and disposal of waste in appropriate sealed bags.</p> <p>Hand driers available in each toilet hand washing area.</p>	<p>Organise toilet checks and ensure that are carried out effectively.</p> <p>Toilets to be fully sanitised at the end/beginning of each day.</p> <p>Sanitiser dispensers to be checked and filled frequently.</p> <p>Monitor toilets to signage remains intact.</p> <p>Site to display cleaning schedule sign off regular checks.</p> <p>Use of signs and posters to promote good hygienic practices.</p>	<p>Duty manager.</p> <p>Team members.</p>	Daily.



## BACK OF HOUSE

Hazards	Who might be harmed and How	Control actions being Taken	What needs to be done	Action by	Dates of completion
Failure to promote social distancing whilst at work.	Risk of team members working in close proximity to each other and spreading infection.	Team rota's to be completed in advance allowing different start times. Rota to minimise staff contact and working in close proximity.	Staff rota's to be reviewed in light of experience.  Team members to take staggered breaks where practical complying with social distancing rules.	Operations managers. General managers. Duty managers.	Ongoing monitoring.
Contamination from outside sources.	Staff may be at risk of contamination from personal items of other staff members.	Personal items to be managed on site. Additional uniforms have been purchased to allow for cleaning after each shift.	Uniforms not to be worn off site. Staff to sanitise & clean uniforms after each shift	Duty manager.	Ongoing.
Non-adherence to social distancing.	Team members who may use staff room.	Staff room use to be limited to allow for social distancing.	Use of staff rooms will be reviewed to ensure staff are not put at undue risk when on breaks.	Operations manager. General manager.	Prior to operation.
Cross infection from items and surfaces.	Tenpin employees may be at risk if they are required/permitted to unnecessarily handle items or surfaces that have been touched by other people.	Staff are not permitted to consume food from the food prep areas unless it has been specifically prepared for them under safe conditions.	Ensure that policy is enforced on site.	Duty manager.	Ongoing.
Cross infection from items and surfaces	Team members and contract persons may be at risk if they are measures are not in place to control cash collections from machines.	Social distancing rules to be observed when emptying cash from machines. PPE including disposable hand protection to be worn when handling or counting cash. Minimise the number of people	Ensure that contractors are aware of and adhere to Tenpin Covid safety rules.	General manager.	Ongoing.

		who touch surfaces on machines when emptying cash. Persons in cash office to be workable minimal at any one time.			
<b>SOFT PLAY AREAS</b>					
<b>Hazards</b>	<b>Who might be harmed and How</b>	<b>Control actions being Taken</b>	<b>What needs to be done</b>	<b>Action by</b>	<b>Dates of completion</b>
Damaged or faulty equipment.	Children in the arena may suffer injury if the equipment is damaged or there is a failure.	All equipment is built to strict British and international safety standards. The equipment is installed by competent persons. The equipment and arena are subject to official inspection and certification by competent person on an annual basis. Daily and weekly checks are made on the equipment and faults acted upon immediately.	Equipment to be fully inspected by competent person prior to opening after lockdown. Record all periodic checks on Checkit system. Full first aid facilities and aiders on site to deal with injuries and accidents.	Competent contractor.  Team members	Completed.
Contact with equipment or fixtures	Children playing in the arena may come into contact with contaminated surfaces.	Fully sanitation of all equipment is undertaken on a daily basis including high level surfaces that may have had hand contact. Low level contact surfaces are sanitised after each session.	Full sanitation regime to be put in place at the venue. Equipment that is incapable of effective sanitation to be removed from use. Ensure effective sanitizer is used. (min 60% alcohol).	General manager.	
Spread of infection from child to child	Children may spread infection by close contact and airborne droplets.	Children to sanitise their hands prior to entering the arena.	Wrist bands to be introduced to monitor and manage numbers.	General manager/operations manager	Prior to reopening to the public.

		Sanitising low level high contact surfaces after each session.	Unwell children to be refused entry.  Arena to be closely managed at site (not supervised directly) Ensure team are aware of the new rules governing the play areas and how to implement new procedures. Personal items to be left with parent/guardian. Zero tolerance on rule breakers.		
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**SECTOR 7**

<b>Hazards</b>	<b>Who might be harmed and How</b>	<b>Control actions being Taken</b>	<b>What needs to be done</b>	<b>Action by</b>	<b>Dates of completion</b>
Contamination from equipment	Players may become infected if precautions are not taken sanitise equipment.	The equipment and bases (high touch surfaces) will be sanitised after each game.	Procedures in place and staff instructed on new procedures to follow.	General Manager	Ongoing after each game.

**STAFF COMMUNICATIONS**


<b>Hazards</b>	<b>Who might be harmed and How</b>	<b>Control actions being Taken</b>	<b>What needs to be done</b>	<b>Action by</b>	<b>Dates of completion</b>
Failure to identify team members concerns.	Team members may have identified a risk on site not otherwise considered by company.	All team members kept up to date with company progress. "Talk to Us" app available to all staff allowing them to voice any	Each site will appoint a nominate person to whom team members can express concerns and voice recommendations.	Operations managers General managers.	

	Health of team member may suffer if they have concerns which have not been communicated to them. Team members may not have knowledge to carry out company Covid safety procedures and thereby put people at risk.	concerns to HR dept. All team members will be provided and required to undertake online courses on the new Covid safety procedures. Guidelines have been issued by Tenpin regarding vulnerable people and shielding. Each site has a nominated team member through which to communicate suggestions and concerns. H&S sub committee meeting held to review safety measures and answer questions from team.		Operations director.	Set up prior to opening to public.  Ongoing.  Monthly
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**DELIVERIES AND COLLECTIONS**

<b>Hazards</b>	<b>Who might be harmed and How</b>	<b>Control actions being Taken</b>	<b>What needs to be done</b>	<b>Action by</b>	<b>Dates of completion</b>
Contact and close proximity with delivery personnel.	Team members may be at risk if they have prolonged close contact with delivery personnel.	Deliveries to site to be kept to an essential minimum. Team member to wear face shield when receiving delivery. Social distancing to be observed. Handling of goods to be minimalised. Minimal contact of documents. Any external person to follow site Covid safety rules when on Tenpin premises. Customer toilets in use for delivery personnel.	Delivery to be handled by designated team member. Disposable gloves available for team if required.  Advise delivery personnel of site rules as appropriate. Designate delivery area away from public.	Duty manager.  Team member. General manager.	Ongoing  Ongoing.

		All deliveries to be dealt with at a designated entrance away from public areas.			
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**Assessment undertaken by:**  
Ted Hindmarsh. Safety Adviser.

**Assessment Date:**  
**Re assessment due:**

26<sup>th</sup> January 2022.  
Under constant review