

## Covid-19, Risk Assessment for Clubhouse Reopening Project

**Risk Assessment has been carried out to identify, assess and minimise the risks associated with the reopening the clubhouse (bar & Lounge).**

The clubhouse has been closed since the start of Lockdown on 23 March 2020. The only exceptions to this have been access to the toilets, wash hand basin areas, changing rooms (and access to golf club lockers) and the trolley store.

On Tuesday 23 June 2020, the Government announced a further relaxation of the Lockdown measures whereby the clubhouse could open for the provision of food and drink from Saturday 4 July 2020. The 2 metre Social Distancing (SD) rule has also been relaxed to 1 metre plus (with mitigation).

The Management Committee will continue to monitor and respond quickly and accordingly to further Government guidelines changes / relaxations.

Source of Contamination	Nature of Risk	Exposed Risk	Controls	Residual Risk
Clubhouse changing rooms, toilets and access to lockers and trolley store.	People being near one another, risk of contamination of the Covid19 virus.	Possible	Regularly clean and sanitise all hard surfaces. Toilets will be cleaned each day prior to opening. Disinfectant spray for other surfaces. Availability of hand sanitiser. Signs, labelling and floor markings to remind all users and raise awareness of SD. Communication to all golfers by way of emails and the public area of the club's website. Promote regular hand washing for a minimum of 20 seconds. Reduce contact points to a minimum, remove any non-essential objects. Hand driers to be disconnected and paper towels will be available. Hairbrushes, notices, magazines etc... to be removed from changing rooms. Doors (except fire doors) and windows will be kept open to improve airflow and ventilation.  Showers in the ladies and gentlemen changing rooms will remain closed – this will be reviewed 18 August 2020	Minimised

Clubhouse changing rooms, toilets and access to lockers and trolley store.	Common contact points, e.g. door handles, desk in ladies changing room and other hard surfaces ... These areas can become contaminated and there is the risk of virus transmission.	Possible	<p>Regularly clean and sanitise all hard surfaces.  Toilets will be cleaned each day prior to the clubhouse opening.  Disinfectant spray for other surfaces.  Availability of hand sanitiser.  Signs, labelling and floor markings to remind all users and raise awareness of SD.  Communication to all golfers by way of emails and in the public area of the club's website,  Promote regular hand washing for a minimum of 20 seconds.  Reduce contact points to a minimum, remove any non-essential objects.</p>	Minimised
Clubhouse navigation	People being in close proximity of one another, risk of contamination of the Covid-19 virus.	Unlikely	<p>Changing rooms – access via your respective changing room entry door.</p> <p>To access other areas of the clubhouse people should exit through the same door as they entered.</p> <p>Clubhouse foyer, Spike and Lounge bars and dining room – access through the main clubhouse entrance double doors keeping to the left-hand side.</p> <p>If customers must wait, they should queue below the left-hand side of the entrance.</p> <p>To exit the spike bar customers should use the doors or the main entrance (keeping to the left-hand side). To exit the lounge bar or dining room customers should use the main clubhouse double doors keeping to the left-hand side of the entrance.</p> <p>External and internal doors except fire doors will be wedged open to reduce contact points.</p>	Minimal

Clubhouse foyer.	People being in proximity of one another, risk of contamination of the Covid-19 virus.	Unlikely	<p>The foyer will only be used as a thoroughfare (except for sanitising station) for members, guests and staff entering and exiting the clubhouse.</p> <p>Drinks from the coffee machine will be available to members and guests by way of disposable cups.</p> <p>Members, guests, and staff will have access to the Defibrillator which is situated in the lounge.</p>	Minimal
Clubhouse staff.	Transmission of virus.	Possible	<p>Common contact points such as door handles and other hard surfaces will be regularly wiped and cleaned with disinfectant.</p> <p>Availability of hand sanitiser.</p> <p>Signs, labelling and floor markings to remind all users and raise awareness of SD.</p> <p>Promote regular hand washing for a minimum of 20 seconds.</p> <p>Reduce contact points to a minimum, remove any non-essential objects.</p>	Unlikely

<p>Clubhouse lounge and 19<sup>th</sup> bar and dining room.</p>	<p>A drinks service for golfers will be available from Saturday 4 July 2020. This could potentially introduce a risk of virus transmission due to the proximity of customers and staff and /or contamination from common contact points.</p> <p>19<sup>th</sup> bar customers = 16</p> <p>Lounge bar =19</p> <p>Dining room = 26</p> <p>TOTAL of 61 customers maximum indoors.</p>	<p>Possible</p>	<p><b>Opening Hours:</b> In trying to strike the right balance between the best times to accommodate as many members and guests as possible, whilst also utilising the staff within their working hours, we will operate as follows from Saturday 4 July 2020: -</p> <p>There will be a minimum of 3 members of staff on duty to ensure the clubhouse environment is as safe as possible and for the smooth running of the service.</p> <p><b>Staff Rota system:</b> One person serving drinks (will be wearing PPE). One person responsible for cleaning and serving customers.</p> <p>The Bar Supervisor will respond to demand accordingly with additional staff and multi-tasking, as necessary.</p>	<p>Minimised</p>
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		<p>The Bar Supervisor and his staff rota system will manage the risk of overcrowding.</p> <p>If all tables are occupied (capacity of 52 customers reached), new customers will need to queue outside the clubhouse until a table becomes available.</p> <p>Customers will be respectfully asked to be considerate to others and to limit their time to approximately 30 mins, particularly indoors and if there is a queue outside.</p> <p>Drinks must be ordered by customers at the bar using a queuing system.</p> <p>Food will be served to the customers (each table has a unique number) in the spike and lounge bars and dining room.</p> <p>Customers must not move or alter the configuration of the tables and chairs. The configuration has been carefully thought so it complies with current guidelines.</p> <p>All the tables inside will be wiped down and sanitised along with the chairs when customers vacate a table and before the next customers arrive.</p> <p>The patio will initially have 6 wooden tables.</p> <p>Each table can seat no more than two customers sitting diagonally opposite each other.</p> <p>The configuration has been carefully thought out, so it complies with current guidelines and SD.</p> <p>Customers must not move any tables or chairs.</p> <p>All the tables inside will be wiped down and sanitised when customers vacate a table and before the next customers arrive.</p> <p>Customers intending to use the patio should still use the clubhouse main entrance.</p>	
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			<p>Large bins with no lids will be available.</p> <p>The patio area will be available for societies; on days without societies obviously any members or guests can use this area - there will be a bin available for rubbish.</p> <p>A safe, effective, and coordinated system for the disposal of rubbish and recycling will be in operation.</p> <p><b>Payment:</b> All payments must be contactless, no cash will be taken.</p> <p>Members should make top ups to their swipe cards by way of online bank transfers or contactless payments from guests.</p> <p>It is not acceptable for customers to exchange cash between themselves as a result of playing golf, e.g. birdie pots, match wagers etc....</p> <p><b>Large groups, societies, presentations:</b> There are some large groups within the club and part of the experience for them is the social get together afterwards.</p> <p>Further consideration will be given to the Covid19 legal limit of 30 people as the maximum gathering and the possible impact this may have on societies and trophy presentations. It may be possible to arrange a prize giving, with prior agreement, if just the presenter, recipients and well-wishers were not greater than the maximum allowed in an individual room.</p> <p>It is not possible to use the microphone across multiple users.</p>	
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Clubhouse	Children in the clubhouse not adhering to SD rules	Possible	The Bar Supervisors' team will monitor people entering the clubhouse. Customers and/or guests who are accompanied by children will be reminded that they are responsible for supervising them at all times and should follow SD guidelines.	Negligible
Clubhouse offices	With the clubhouse reopening members and guests could try and enter the offices to speak to members of staff.	Possible	Approaches in person should not be made to office staff to reduce risk of virus transmission. If contact is needed, members and guests should phone or email the office.	Unlikely
Clubhouse offices	Two people sharing the same desk risk transmission of virus.	Possible	<p>Regularly clean and sanitise all hard surfaces between shifts. Disinfectant spray for other surfaces.</p> <p>Availability of hand sanitiser.</p> <p>Promote regular hand washing for a minimum of 20 seconds.</p> <p>Reduce contact points to a minimum, remove any non-essential objects.</p> <p>Leave doors and leave windows open to improve airflow and ventilation.</p>	Unlikely

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

Contact Tracing.	Unable to provide contact details of all people who have used the clubhouse or outside areas within last 21 days.	Possible	The bar will maintain a temporary record (the minimum data capture here is name and contact number or email) of visitors and guests for 21 days: - The EPOS system maintains a list of all members who have played by date.  Societies lead person will provide, if necessary, contact details of all who played.	Negligible
Fire.	Fire and evacuation	Possible	Check the emergency lighting and fire alarms are operational and no faults are showing on fire panel. Check all evacuation routes are clear, accessible and allow SD. Check fire extinguishers are within date, no leaks and gauges are pointing to full.	Minimised
Gas and Electricity.	Gas and electricity	Possible	Check kitchen gas auto-safe valve is operational. Check main fuse board for tripped RCD's, both before and after turning on bulk of electrical appliances.	Minimised
Water systems.	Water systems and contamination	Possible	Follow and implement our locally agreed L8 control of Legionella bacteria in water systems. Run water to flush through systems and disinfect all water outlets. Check building for signs of water leaks	Minimised
Insurance.	Uninsured. Premiums not renewed or insurance invalidated.	Possible	Check all insurance policies are all paid, valid and that all policy conditions are being met.	Minimised

Golfers and members of staff may also wish to use biologically resistant gloves and face masks to help prevent further the spread of Coronavirus.

Whilst all these precautionary measures will be put in place to provide a safe environment as possible, it should be noted that all golfers and staff have a **Duty of Care** not only to themselves to stay safe but also to one another.