

Covid19, Risk Assessment for Kitchen Reopening

A Risk Assessment has been carried out to identify, assess and minimise the risks associated with the reopening the kitchen.

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 in Lockdown measures whereby public houses and restaurants in England were allowed to reopen 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).

As from Saturday 4 July 2020 the option to resume the provision of food from the clubhouse kitchen was implemented.

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
Kitchen.	Staff being near one another, risk of contamination of the Covid19 virus.	Possible	Regularly clean and sanitise all hard surfaces and common contact points, e.g. door handles, kitchen appliances, equipment etc.... Disinfectant spray for other surfaces. Effective use of hand sanitiser and hand wipes. Signs, labelling and floor markings to raise awareness and remind all staff of social distancing (SD). Promote regular hand washing for a minimum of 20 seconds. Removal of hand towels - disposable, paper towels only. Reduce contact points to a minimum, remove any non-essential objects. Effective use of PPE (biologically resistant gloves, face masks and face shields). Restricted access, appropriate communication and signage saying 'staff only' are allowed in the kitchen. Doors (except fire doors) and windows will be kept open to improve airflow and ventilation. All crockery, cutlery and kitchen utensils will be put through a dishwasher, no hand washing up. Safe, effective, and coordinated system for disposal of rubbish and recycling.	Minimised

Kitchen.	Preparation of food. Risk of virus transmission to customers.	Possible	Food will be prepared by staff wearing appropriate PPE. Gloves will be used when handling cutlery and crockery.	Minimised
Service provision.	Risk of virus transmission to customers when food is delivered to them by kitchen staff.	Possible	Food will be delivered to customers by staff wearing appropriate PPE. SD will always be observed. Food will be delivered direct to a nominated table number or food will be placed on a large table in the dining room close to the main kitchen door and customers will be asked to collect their food and take it to their nominated table.	Minimal
Dining room	Staff and customers being in proximity of one another, risk of contamination of the Covid19 virus.	Unlikely	<p>SD will always be observed.</p> <p>Main meals (those needing knife, fork, spoon...) can only be eaten in the dining room.</p> <p>There are two configuration options for eating in the dining room - each option satisfies the latest SD guidance:</p> <ol style="list-style-type: none"> 1. Having 6 round tables with up to 5 customers at each table with the option for customers to face each other (max. 30 per sitting/eating at one time). 2. Having a large table with up to 20 customers facing each other. <p>No condiments on the tables.</p> <p>When customers have finished eating, they should vacate their tables. Staff will clear the table and then sanitise the table (all will have wipe down table clothes and clamps) and use a disinfectant spray on the chairs ready for the next customers.</p> <p>Customers should take any unfinished drinks with them when vacating the table.</p> <p>Customers should wait and will be advised of a table number and when it becomes available.</p> <p>Customers can only order food by way of the bar queuing system.</p> <p>All payments for food will be handled by the bar staff and will be by way of contactless payments.</p> <p>Doors (except fire doors) and windows will be kept open to improve airflow and ventilation.</p>	Minimal

Lounge and 19 th bars	Staff and customers being in proximity of one another, risk of contamination of the Covid19 virus.	Unlikely	Food purchased from the bar can be consumed in the lounge and 19 th bars (or in the outside areas). Chairs and tables should not be moved from their set positions (chairs in these bars are side on so customers adhere to SD). Staff will clear the table and then sanitise the table and use a disinfectant spray on the chairs ready for the next customers. No condiments on the tables. Doors (except fire doors) and windows will be kept open to improve airflow and ventilation.	Minimal
Clubhouse	Children in the clubhouse not adhering to SD rules	Possible	The Bar Supervisor 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
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 members and guests for 21 days: - The BRS system maintains a list of all members who have played by date. The Bar Supervisors' team will collect contact details from guests and social members by date on a rolling 21 days basis. The EPOS system will maintain a record of all customers who have ordered in the clubhouse. Societies will appoint a lead person who agrees to 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

Additional Measures available for all the risks identified above:

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