

Novel Corona Virus (Covid19), Risk Assessment for N&C Clubhouse Reopening Project Phase 2

A Risk Assessment has been carried out to identify, assess and minimise the risks associated with the second phase of reopening the clubhouse.

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. The administration offices in the clubhouse were also reopened for staff from 20 May 2020 (please refer to Risk Assessment dated 16 May 2020).

On Tuesday 23 June 2020 the Government announced a further relaxation in Lockdown measures whereby some 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).

The Clubhouse Reopening sub-committee have therefore been planning a phased reopening of the clubhouse. Phase 1 was implemented on Saturday 4 July 2020 with a drinks only service for inside the clubhouse (dining room, lounge and spike bars) and two outdoor areas (please refer to Risk Assessment [Phase 1 Version 2] dated 3 July 2020).

Phase 2 will be implemented from Monday 13 July 2020 where we have the option to resume the provision of food from the clubhouse kitchen.

The sub-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 in close proximity to one another, risk of contamination of the Covid19 virus.	Possible	Regularly clean and sanitise all hard surfaces and common contact points, eg. 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.	Minimised

			Safe, effective and coordinated system for disposal of rubbish and recycling.	
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. Initially, clubhouse catering will be provided for societies and special functions, eg. Lady Captain's Day and Captain's Day etc...	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 be observed at all times. 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 close proximity of one another, risk of contamination of the Covid19 virus.	Unlikely	<p>SD will be observed at all times.</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 11 round tables with up to 2 customers at each table with the option for customers to face each other (max. 22 per sitting/eating at one time). 2. Having 6 large round tables with up to 3 customers at each table (max. 18 per sitting/eating at one time – this may be seen as a more sociable option). <p>If option 2 above is selected there is the added option of being able to add up to 2 further small, square tables in the dining room when food is not being served, ie. when there is a 'drinks only service'.</p> <p>In addition, before the noon opening and for special occasions, further tables for eating (adhering to SD) could be set up in the lounge accommodating up to 12 further customers taking the total number to the current legal limit of 30 customers.</p> <p>nb. the original configuration for the dining room under Phase 1 (drinks only service from 4 July 2020) was to have 11 small tables with up to 2 customers per table sitting side by side, max = 22. Whilst this option will be superseded (initially at least) by option 1 or 2 above, this configuration is still allowable under the current guidance and it</p>	Minimal

			<p>remains a valid (third) configuration option for the dining room to the House Manager and Catering Manager.</p> <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 TableDrop app. (bar staff can assist if necessary).</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>	
Lounge and spike bars	Staff and customers being in close proximity of one another, risk of contamination of the Covid19 virus.	Unlikely	<p>Cold snack food, eg. sausage rolls, cakes, crisps etc... purchased from the bars (or refreshment hut) can be consumed in the lounge and spike bars (or in the outside areas).</p> <p>Chairs and tables should not be moved from their set positions (chairs in these bars are side on so customers adhere to SD).</p> <p>Staff will clear the table and then sanitise the table and use a disinfectant spray on the chairs ready for the next customers.</p> <p>No condiments on the tables.</p> <p>Doors (except fire doors) and windows will be kept open to improve airflow and ventilation.</p>	Minimal
Clubhouse	Children in the clubhouse not adhering to SD rules	Possible	The House Manager's 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.	Reintroduction of a tea service. Risk of virus transmission.	Possible	The service will be similar to the coffee machine service. Tea will be prepared by the bar staff. A hot water urn will be placed behind the spike bar. Tea will be served in disposable cups unless a customer provides their own personal cup/mug (customers are encouraged to bring their own cups/mugs for use at the refreshment hut and clubhouse to reduce the environmental impact of disposables). Sugar/milk will be added by the bar staff as required.	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 office 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 House Manager's team will collect contact details from guests and social members by date on a rolling 21 days basis. The TableDrop app maintains 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 of the risks identified above:

Comparison of good practice – Gareth will check how other golf clubs (through his contacts and with reference to the GCMA [Golf Club Manager's Association] are managing the reopening of their clubhouses and their catering arrangements.

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.

Phil Allen.
Health & Safety.
Newbury & Crookham Golf Club.
12 July 2020.