

Clubhouse Ventilation Policy

Ventilation during the coronavirus pandemic.

By law, we must ensure an adequate supply of fresh air in the workplace. We must, where possible, consider ways to maintain, decrease or increase the supply of fresh air, for example, by closing or opening windows and doors (unless fire doors) or reduce the amount they are open by.

That said, we also want to make the clubhouse as welcoming and as comfortable as we can, while retaining a safe environment.

We have a device to measure the level of CO2 (Temtop monitor) within the building and this device should be monitored continuously to ensure safe levels.

Ideally, we will balance safe levels of CO2 with retaining some of the warmth created by the heating system. Guidance on the CO2 readings are set out below;

CO2 Readings	
<700	Good
700 to 900	Moderate
>900	High

At all times, efforts should be made to keep the CO2 reading below 900. At no point should all the windows and doors be closed at the same time, there should always be a level of ventilation. The ventilation is then increased or decreased according to the levels of the CO2 reader. Whilst maintaining safe levels of CO2 we must also consider retaining as much warmth within the building as possible. Spreading customers throughout the building to maintain good to moderate CO2 readings can be used before increasing the ventilation.

If all the guidelines above have been followed, but the reading is still high with ventilation at its maximum, the clubhouse must be considered to be full to capacity and access delayed until customer numbers have reduced and the CO2 levels are within the good or moderate range.

In summary:

- The Temtop monitor will be used to monitor CO2 levels throughout the day and will be moved around the building to take readings in different rooms.
- Staff should only open, adjust and close windows and doors in line with CO2 readings.

Gareth Williams
General Manager

15th October 2020