



## Bar & Clubhouse Risk Assessment for COVID-19 (Coronavirus)

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### Assessment Details

<b>Company Name</b>	<b>The Spencer Club</b>
<b>Name of person/s completing the assessment</b>	<b>Nurette Stanford</b>
<b>Job roles</b>	<b>Acting Club Manager</b>
<b>Date/s</b>	<b>12<sup>th</sup> April 2021</b>
<b>Review date</b>	<b>17<sup>th</sup> May 2021</b>
<b>Revision number</b>	<b>3</b>



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### Working Safely in Restaurants Offering Takeaway or Delivery and Revised Guidelines for Pubs & Restaurants updated 31<sup>st</sup> March 2021

<b>What are We Doing</b>	<b>Details</b>	<b>Government Guidelines</b>	<b>Who is Responsible</b>
Limited number of patrons	<ul style="list-style-type: none"> <li>• To maintain limits and social distancing and prevent large crowds gathering, a limit of 100 people has been placed on the outside space by the Clubhouse.</li> <li>• This will be monitored by staff and if capacity is exceeded, members will be asked to come back and will not be served drinks.</li> <li>• Close monitoring of groups gathering by the tennis courts will also be undertaken and people will be asked to disperse as necessary.</li> </ul>	Minimise groups forming	Zak Tunda
Operating Revised Opening Hours & Takeaway Service Outside Clubhouse	<ul style="list-style-type: none"> <li>• Main Clubhouse &amp; kitchen is closed to all members.</li> <li>• Bar must remain well ventilated (main doors open) at all times to protect the staff.</li> <li>• Drinks and snacks will be available to purchase at the main doors to be taken away. Once members have purchased their drinks they must either take them away (off the premises) or to a table or grass and must remain seated at all times.</li> <li>• Staff must wear face mask/ shields at all times</li> <li>• Track &amp; trace of all people at the Clubhouse</li> <li>• No cash</li> </ul>	Limit the hours and exposure to staff	Zak Tunda
Ensuring Rule of Six and/ or 2 Households	<ul style="list-style-type: none"> <li>• Members will be required to stay in groups of no more than six or 2 households whether that be at tables or on the grass.</li> <li>• Staff will patrol and monitor closely and ask people to separate. If people continue to ignore staff they will be removed from the premises.</li> <li>• Tables will be placed apart and should not be moved by members.</li> </ul>	Maintain social distancing	Zak Tunda
Food Service Outside the Clubhouse	<ul style="list-style-type: none"> <li>• In the event of a BBQ or outside food / drink service, staff will be employed to cook all food following COVID guidelines including wearing appropriate PPE and maintain Food &amp; Hygiene standards.</li> <li>• Members purchasing food may not handle any condiments, a member of staff will provide them with everything they need..</li> </ul>	Minimise contact	Zak Tunda



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Staff Management	<ul style="list-style-type: none"> <li>No cash</li> <li>Staff will be paired up and where possible always work with the same partner</li> </ul>	Fixed Teams or Partnering to reduce the number of people each person has contact with.	Zak Tunda
	<ul style="list-style-type: none"> <li>One staff member takes order and payment, other staff member fulfils the order for the customer where possible.</li> </ul>	One-way traffic	All bar staff
	<ul style="list-style-type: none"> <li>Additional cleaning by staff will require two people</li> </ul>	Increased surface washing	All bar staff
	<ul style="list-style-type: none"> <li>Only one person at a time allowed in cellar</li> </ul>	2m social distancing	All bar staff
Volunteer & Other Staff Use of Facilities	<ul style="list-style-type: none"> <li>All volunteers and other staff (including coaches and team captains) who must use the inside of the Clubhouse must obey all hygiene and social distancing rules, including the wearing of masks at all times.</li> <li>Access should only be allowed if absolutely necessary for their job requirements.</li> </ul>	No use of inside facilities	All
	<ul style="list-style-type: none"> <li>Access to the First Aid and defibrillator is allowed at all times and should be unhindered.</li> </ul>		All
Use of Toilets & Changing Rooms	<ul style="list-style-type: none"> <li>Toilets will be available for all members, staff and volunteers to use.</li> <li>Everyone must wear a mask when inside the Clubhouse and using the facilities.</li> </ul>	Mask wearing inside legal obligation.	All
	<ul style="list-style-type: none"> <li>Changing Rooms and showers are not in use.</li> </ul>	No use of inside facilities	All
	<ul style="list-style-type: none"> <li>More frequent cleaning of the toilets will be undertaken</li> </ul>	Cleaning	Zak Tunda
	<ul style="list-style-type: none"> <li>The water fountain in the Clubhouse is not working, if people require water then please ask the bar staff.</li> </ul>	No use of inside facilities	All
Setting up the Clubhouse to ensure one way flow and social distancing & hygiene	<ul style="list-style-type: none"> <li>Main Clubhouse entrance is via office corridor and exit via main front door.</li> </ul>	2m social distancing	All bar staff
	<ul style="list-style-type: none"> <li>For Takeaway tea &amp; coffee on Sat &amp; Sun mornings, a table will be set up at the main doors to Fieldview and all customers served from there</li> </ul>	2m social distancing	All bar staff
	<ul style="list-style-type: none"> <li>Staff will make the drinks (including adding milk etc.) before handing to customer unless individual packets can be used to minimise any contact</li> </ul>	2m social distancing	All bar staff
	<ul style="list-style-type: none"> <li>Signs will be located throughout explaining to customers the process</li> </ul>	2m social distancing	All bar staff



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	<ul style="list-style-type: none"> <li>Bar staff will be trained to reinforce the process</li> </ul>	2m social distancing	All bar staff
	<ul style="list-style-type: none"> <li>Hand sanitiser is provide at multiple locations around the Clubhouse and directly outside Club facilities. This is checked and topped up 2 x per week as necessary.</li> </ul>	Regular hand washing	Jenny Brown, Zak Tunda
	<ul style="list-style-type: none"> <li>All customer must use hand-sanitiser before making an order and this will be provided.</li> </ul>	Regular hand washing	All bar staff
	<ul style="list-style-type: none"> <li>All drinks will be served in disposable cups</li> </ul>		
	<ul style="list-style-type: none"> <li>Customers are reminded to put their own rubbish in the bins provided when outside</li> </ul>		
Provide Staff with Appropriate PPE	<ul style="list-style-type: none"> <li>Staff will be required to wear a face shield which they are responsible for cleaning before and after their shifts</li> </ul>	2m social distancing & regular hand washing & wear face coverings	Zak Tunda & all bar staff
	<ul style="list-style-type: none"> <li>Staff will be required to wear disposable gloves at all times and change regularly when handling food</li> </ul>	2m social distancing & regular hand washing	Zak Tunda & all bar staff
Low Music & Noise	<ul style="list-style-type: none"> <li>Music can be played but must be kept at a level so normal conversation can take place.</li> </ul>	Minimise noise to avoid shouting.	Zak Tunda & all bar staff
	<ul style="list-style-type: none"> <li>Members will be expected to leave the premises quiet and not congregate outside on the street</li> </ul>		All
Regular Staff Testing	<ul style="list-style-type: none"> <li>Staff will have access to lateral flow tests as provided by the Government to undertake a test prior to their shift or twice per week as required</li> </ul>	Regular lateral flows testing	Zak Tunda
Ensuring Good Air Flow	<ul style="list-style-type: none"> <li>Making sure there is a good flow of air throughout the Clubhouse</li> </ul>	Ventilation	Zak Tunda
Appropriate Signage and Notification to Members/ Patrons	<ul style="list-style-type: none"> <li>Providing clear guidance on expected customer behaviours, social distancing and hygiene to people on or before arrival, for example on-site signage and visual aids. Explaining to members that failure to observe safety measures will result in service not being provided.</li> <li>Providing written or spoken communication of the latest guidelines to both workers and members inside and outside the Clubhouse. Posters setting out how members should behave at the Clubhouse to keep everyone safe will be displayed throughout.</li> <li>Where necessary, informing members that police and the local authorities have the powers to enforce requirements in relation to</li> </ul>	Clear Communications	Zak Tunda & All Bar Staff and all Management Committee Members and Volunteers



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	<p>social distancing and may instruct customers to disperse, leave an area, issue a fixed penalty notice or take further enforcement action.</p> <ul style="list-style-type: none"><li>• Informing members that they should be prepared to remove face coverings safely if asked to do so by police officers and staff for the purposes of identification.</li><li>• Encouraging workers to remind customers to follow social distancing advice and clean their hands regularly.</li><li>• Where visits to the Clubhouse is required, for example, inbound supplier deliveries or safety critical visitors, providing site guidance on social distancing and hygiene on or before arrival.</li><li>• Ensuring information provided to members and visitors, such as advice on the location or size of queues, does not compromise their safety.</li></ul>		