

Covid-19 Clubhouse Master Risk Assessment

Issue: 3



(1) Activity / Area of Concern	(2) Hazards Identified	(3) Persons At Risk	(4) Current Risk Factor	(5) Actions to be taken to Minimise each Risk	(6) New Risk Factor
General	Transmission via Customer Contact	Staff, Volunteers, Customers and Visitors	Med	<p>Information regarding current Clubhouse rules and national & local restrictions relating to Covid-19 and Venues must be shared prior to opening of the facility via the Clubs website & media, through team management volunteers, staff briefings and at the times of booking for events.</p> <p>Parents/Guardians/coaches must accompany and be responsible for their children whilst in the clubhouse.</p> <p>When events are allowed, registration/bookings taken via none contact means to avoid the passing over of paper.</p> <p>Inform potential customers that they should not come to the Clubhouse if they are already showing symptoms of Covid-19 (a new consistent cough, high temperature, loss of smell, or loss of taste).</p> <p>Clear signage shall be displayed at all entrances and at key points around the building to help share the message and requirements of Covid-19 mitigations including “Hands, Face, Space”, one way systems, and NHS Track and Trace.</p> <p>If there is a significant footfall the Clubhouse management team shall assign staff & volunteers at strategic points to help manage customers and visitors in the clubhouse.</p>	Low

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				<p>Staff and Volunteers</p> <p>Staff & Volunteers must arrive in working attire and shall not bring unnecessary personal property into the clubhouse.</p> <p>Staff and Volunteers are to be temperature checked and pass a Covid-19 symptom check prior to the start of shift. Staff and Volunteers health is to be monitored during the shift by the Manager/Supervisor.</p> <p>Staff and Volunteers shall be briefed, at a safe distance, about the mitigations within this risk assessment, new processes, avoiding face touching, their role in staying Covid-19 secure, and to guard against the risk of complacency.</p> <p>Payments are encouraged to be taken via contactless means .</p>	
General	Infections due to Overcapacity/Crowding	Staff, Volunteers, Customers and Visitors	Med	<p>Customer/Visitor and Working areas will be zoned to help maintain social distancing and maximum capacity will be assigned to each zone based on the service type and current Covid-19 restrictions.</p> <p>The entrance and exit doors of the male & female toilets will be wedged open to allow users to see potential overcrowding. The disabled toilet remains unchanged as a single use room. Additional toilet capacity is also available and can be made available, if required.</p>	Low

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				<p>Events Customers shall be seated on pre-set socially distanced tables which will also be compliant with applicable Covid-19 restrictions. Allowable mixing of these customers will depend on current Covid-19 restrictions.</p> <p>If there is a significant footfall on rugby days the clubhouse management team shall assign staff & volunteers at strategic points to help manage customers and visitors in the clubhouse, and if necessary implement a “one-in-one-out” system.</p> <p>During busy times people flow & service areas will be managed using signposted one way systems. In some cases also physical barriers are to be used to aid control. Staff and volunteers are to observe and manage the queue to ensure continued safety.</p> <p>Rooms not in use will be locked to prevent access.</p>	
General	Transmission via Contact at the Club	Staff, Volunteers, Customers and Visitors		<p>Staff, volunteers, and customers shall be encouraged to maintain 2m social distanced by posters and staff/volunteers proactive customer/visitor engagement.</p> <p>For Take-a-way services beverages are to be served in single use, disposable "cups" rather than returnable glasses so that customers can dispose of their used cups directly into the waist bins, and sauces are to be added onto the food by the</p>	

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				<p>server so that sauce bottles are not handed around. Other condiments are to be given out in single use packs/sachets.</p> <p>Indoor food and beverage service will be provided via table service only. Limits for indoor groups is 6 people or 2 households. Outdoor groups are restricted to 30 people. Groups shall not mix.</p> <p>Customers will only be served when seated at their assigned table. Food and drink must only be consumed whilst sitting at the table. Serving staff will be allocated table numbers and will not serve other tables not within that allocation. Bar and kitchen staff will not serve customers at their tables. Sanitiser will be placed on each table.</p> <p>Staff Breaks shall be scheduled at different times to ensure safe distancing is kept up, and that contact between front of house staff/volunteers and other staff/volunteers is minimised</p>	
General	Cluster or Outbreaks	Staff, Volunteers, Customers and Visitors	Med	<p>Westcliff RFC supports and promotes the NHS Track and Trace App and displays QR Codes to facilitate this service.</p> <p>If a person cannot or does not want to use the NHS Track and Trace App a manual record of customers name, home phone number or mobile number, date and times of entry and exit shall be taken at the point of service and kept safely for 21 days.</p>	Low

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				Upon a report of a positive Covid case, records will be used to assist in an investigation to identify and assess others that may be at risk	
General	Transmission via airborne droplets	Staff, Volunteers, Customers and Visitors	Med	<p>Unless medically exempt, Face coverings are to be worn by everyone inside the clubhouse including in all food preparation and serving areas. Face coverings may only be removed whilst seated at the assigned service table. When leaving the table, including whilst going to the toilet, face coverings must be worn again.</p> <p>The external doors & windows will be opened to give additional airflow. The kitchens extractor is to be used to provide extra air circulation during times of kitchen use.</p> <p>The Clubhouse HVAC system shall be activated to ventilate during times of building use.</p> <p>Music, if played, shall be kept at a low level so that shouting is not needed to communicate as shouting projects more droplets.</p> <p>A Perspex barrier has been erected Infront of the external BBQ/bar and serving hatch outlet.</p>	Low
General	Transmission due to poor cleaning routines	Staff, Volunteers,	Med	Enhanced cleaning routines beyond the usual cleaning tasks of the Club must be undertaken before and after opening times	Low

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		Customers and Visitors		<p>in increased high-risk spaces including main thoroughfares, touch points and walls and floors and toilets.</p> <p>Products that are supplied in cans/bottles should be sanitised prior if they are to be sold within 72 hours of purchase. Those products must also be protected if they are being out on display otherwise they would require sanitising.</p> <p>During table service used glasses, cutlery and plate will be collected once they are finished with and where possible placed directly into the glass or dishwasher. Once the washing cycle is completed they will be removed by sanitised staff/personnel and put away or readied for re-use. If it is not possible to fit all plates and utensils into the dishwasher all at the same time, they will be stacked in allocated sinks until they can be moved to the dishwasher.</p> <p>The frequency of cleaning of toilets, work areas and kitchen and BBQ & Bar equipment shall increase during busy rugby days and events to 60 min intervals. At these times frequent cleaning of objects and surfaces that are touched regularly again at 60min intervals. Tables & chairs shall be cleaned immediately after they are vacated, and left cups and little shall be removed and binned directly into black waste sacks.</p> <p>Card terminals are to be cleaned after customer touch, or max 30 min intervals, whichever sooner.</p>	
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				<p>If equipment cannot be cleaned after each use, it will be isolated and not be used again until cleaned properly.</p> <p>“Do not Touch” signage is to be displayed on the counters at take away outlets, however if touching of the counter is observed then the counter is to be sanitised prior to the next customer.</p> <p>Clearing workspaces and removing waste and belongings from all areas during and at the at the end of a session. Full bin bags, and bin bags at closing time are to be deposited into the collection skip within the secure compound immediately.</p>	
General	Transmission due to personal hygiene	Staff, Volunteers, Customers and Visitors	Med	<p>All staff and volunteers will be instructed to wash their hands before at the beginning, during and after shifts. All staff/volunteers will also wash/sanitise their hands between each task.</p> <p>Suitable soap and/or hand sanitiser will be provided at the entrances and exits of the building, at work stations, service outlets, at each set of seating tables, within toilets, and at other strategic locations within the clubhouse.</p> <p>Signs and posters will be used throughout the clubhouse to reinforce the need to, and build awareness of good personal hygiene. Posters will also provide information on a good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into your arm.</p>	Low

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Shop	In addition to the "General" mitigations above	Volunteer and Customers	Med	<p>In addition to the "General" mitigations above:</p> <p>Max capacity of the shop is 1 customer + 1 Volunteer.</p>	Low
Deliveries & Maintenance	In addition to the "General" mitigations above	Staff/Volunteer and Delivery person	Med	<p>In addition to the "General" mitigations above:</p> <p>Contractors/Delivery person visiting the site will be instructed to wash their hands on entrance, using hand sanitiser provided at the door, wear a mask, keep their distance, to minimise touch points, and clean their working environment before, during and after their task.</p> <p>Where possible all servicing and deliveries will take place when the club is closed to members and other visitors.</p>	Low
Changing Rooms	In addition to the "General" mitigations above	Players	Med	<p>Changing rooms may now be used whilst observing current social distancing restrictions. Stickers will be attached to benches to encourage 2m social distance spacing. Showers will remain shut off until Legionella disinfecting has been completed.</p>	Low
Indoor Gym Activity	In addition to the "General" mitigations above	Members & Customers	Med	<p>In addition to the "General" mitigations above:</p> <p>The number of people within the gym will be no greater than 6 users (excluding PT or Physio). This will be managed by a booking in advance system. The gym will not be available to anyone that hasn't booked.</p>	Low

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				<p>Users will be told to arrive ready to use the gym so that time spent within the building is minimised and risk of customer crossover is removed (No changing facilities), and to also allow enough time for appropriate cleaning.</p> <p>Gym customers will be advised that they will be collected at the fire door and they should not enter the building unless they are asked to by the instructor.</p> <p>The gym will be configured into pods to ensure proper social distancing. Gym users shall not mix until restrictions are lifted.</p> <p>The instructor shall provide assistance and guidance at a distance of 2m from the client.</p> <p>Shared objects are to be avoided unless they can be cleaned or sanitised between users.</p> <p>Client are to bring their own water, towels and where possible gym mats.</p> <p>Music within the gym will be at a low level so that shouting is not needed to communicate as shouting projects more droplets.</p> <p>Frequent cleaning of work areas and equipment including stationary gym equipment before and between use.</p>	
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				<p>Frequent cleaning of objects and surfaces that are touched regularly, including stationary gym equipment.</p> <p>Provide appropriate cleaning products to customers so that they can also wipe down equipment prior to, and after, use.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of a session.</p> <p>If equipment cannot be cleaned after each use, it will be safely isolated and not be used again until cleaned properly.</p>	
Gym/Players Toilet	In addition to the "General" mitigations above	Members and visitors	Mad	<p>In addition to the "General" mitigations above:</p> <p>The number of people within the toilet will be limited to:</p> <p>Disabled/Baby Changing: 1 person in "Ref2"</p> <p>Ladies Toilets: 2 people in "CR5"</p> <p>Men's Toilets: 2 people in "CR6"</p> <p>External doors to CR5 & CR6 are to be wedged open.</p> <p>Responsibility for cleaning the toilets is the Clubs, unless otherwise agreed (e.g. Maso's gym sessions)</p> <p>Delivery of physiotherapy by authorised practitioners shall be allowed to practice inline with their current government guidance as long as an additional Risk Assessment and</p>	Low

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				<p>mitigations are in place. Where there is a conflict in rules the additional risk assessment shall take precedence.</p> <p>1 to 1 Physio sessions can now take place in groups from 17th May.</p>	
Meetings	In addition to the "General" mitigations above	Management & visitors	Med	<p>In addition to the "General" mitigations above:</p> <p>Meetings shall only be held in person if absolutely necessary.</p> <p>The Host/Chair of the meeting shall be responsible for ensuring that all applicable mitigations are in place.</p>	Low
3 rd Party Bootcamps	In addition to the "General" mitigations above	Customers	Med	<p>In addition to the "General" mitigations above:</p> <p>The 3rd Party Instructor will be responsible for disseminating the requirements of the Clubs Covid-19 mitigations to its customers. These mitigations must be followed.</p> <p>3rd Party bootcamps will require further assessment at the time of booking to see that appropriate measures are in place.</p>	Low

Current Government Road Map Out of Lockdown (Key Dates):

29th March 2021 (Step 1): Community rugby re-starts, toilet facilities will be open and take-away service (no alcohol) can open

12th April 2021 (Step 2): Hospitality can re-open with outdoor Table service (incl. alcohol) following the "Rule of 6" or 2 Household limits. The Gym Can open up for single users/gym customers or single households. Club Shop can be opened.



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17th May 2021 (Step 3): Indoor Hospitality may reopen (Table Service must remain in place). The Gym will be allowed to open for groups. Legal restrictions on meeting others outdoors will be lifted & Gov review on Indoor restrictions, the Rule of 6 or 2 households.

29th March 2021 (Step 4): Further Gov review and confirmation of rules/relaxation.

[Guidance: COVID-19 Response – Spring 2021 \(Summary\)](#), published 22nd February 2021

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