

Farnborough Rugby Union Football Club Limited



COVID 19 Risk Assessment and Operating Plan - July 2020

1. Risk Assessment for Pandemic Lockdown Easing - Social use of Clubhouse

The objective of this risk assessment and operating plan is to reduce, so far as is reasonably practicable, the risk of transmission of the COVID 19 virus, arising from the social use of the Clubhouse at Farnborough RUFC.

The Clubhouse will re-open for business to members and their guests on **Saturday 4th July 2020** in accordance with government guidelines. Activity will be limited to the provision of bar and occasional kitchen services and use of related club facilities, furniture and equipment. This risk assessment addresses the particular risk of COVID 19 infection arising from social use of the Club **but excludes** risk arising from 'return to play' including training, coaching and the use of changing rooms and playing facilities and equipment.

It is recognised that social use of the Clubhouse might give rise to COVID 19 transmission risk: -

- between employed or volunteer bar and kitchen staff except where members of the same 'household' are working in this capacity in the bar and kitchen service areas;
- between employed and volunteer bar and kitchen staff and members and their guests using the club;
- between individual club members or groups of club members from the same 'household' and/or their guests.

The Club's risk assessment has identified the potential for such risks arising in the following particular settings: -

- access and egress to and from the clubhouse, bar, kitchen and toilet facilities;
- bar and kitchen service activity and related operations for handling/serving food and drink, cleaning, washing and sanitising of surfaces, equipment and utensils and managing payments for food and drink;
- use, cleaning and sanitising of furniture and other equipment inside and outside the clubhouse by customers (members and their guests) and staff;
- use, cleaning and sanitising of toilet facilities by customers (members and guests) and staff.

The risk assessment has also identified the need to control risk by way of the effective use of: -

- appropriate means of social distancing and related mitigating factors;
- personal protective equipment by staff and customers (members and their guests);
- promotion of and adherence to good personal hygiene including regular hand washing and the use of skin sanitisers by staff and customers (members and their guests);
- daily recording of the identity of all people using or working at the club - customers (members and guests) and staff in case contact tracing needs to be initiated if such a person develops symptoms and/or tests positive for COVID 19 infection.

2. Operating Plan for 'Safe' Social use of Clubhouse and related Facilities

Access and egress to and from the clubhouse, capacity and behaviours.

Initial access to the club for customers - club members and their guests - is via the front main entrance door. The rear double doors to the patio area are 'exit only' to establish a 'one way' people flow and secure social distancing. Re-entry must be via the front main entrance.

On arrival members and their guests will be asked to give contact details to bar staff for completion of a daily 'attendance register'. This will include name, telephone number, email address and a data protection waiver check box for each attendee. Each daily register will be destroyed after 21 days in accordance with government guidelines re COVID 19 related waiver of data protection rights.

Where appropriate – that is if they intend to use the club on a regular basis - guests will be given an Associate Membership application form which they should complete and hand to their host member for submission to the club via bar staff or an Executive Committee member. They will be asked to pay their £20.00 Associate Membership fee during their first visit (by card or contactless payment) or ASAP thereafter. This membership will be valid from the date of issue to September 2021 (membership fee due date for 2021/2022 Season).

Members of the Executive Committee and/or the Bar Manager will be present at all times and will monitor numbers making use of the club. Should numbers exceed a notional 'safe' level or should there be inappropriate or unruly behaviour, the bar will be closed and closure of the clubhouse commenced accordingly. Good order must be maintained at all times and whilst music might be permitted this will be at a low volume and not at a level likely to cause nuisance to neighbours.

Bar Service Plan and Staff Responsibilities

Two staff (minimum) must be present to service the bar. One to provide 'table service' – taking orders and payment (contactless or card as a strong preference) and delivering orders back to the customer - and the other to prepare/serve drinks and snacks behind the bar as ordered. Additional 'table service' staff may be employed as needs might dictate. An additional staff member may also work behind the bar but there must never be more than 2 staff behind the bar at any one time.

Beers and soft drinks will be served in hard or disposable plastic glasses and/or retail bottles/cans. Wines and spirits/mixers will also be served in plastic glasses. Customers are to be requested to use bins provided for disposable plastics. Where hard plastics are available and used 'table service' staff will collect empties for washing and re-use as required. Members will be invited to bring/use their own hard plastic glasses for drinks service if preferred.

Staff must exercise social distancing (unless members of the same 'household') and transmission control measures. This to include: -

- Wear PPE provided by the Club - face covering (optional) and latex gloves for use when collecting used hard plastic glasses and maintaining hygiene standards as defined below;
- Exercise 2m separation whenever possible and otherwise 1m plus additional care/mitigation;
- Only enter bottle store/beer store one at a time;

- Wash hands and apply hand sanitiser on a regular basis - at least once per hour or during breaks in service;
- Wipe down surfaces and equipment with surface sanitiser on a regular basis - at least once per hour or during breaks in service.

Additional staff duties: -

- Wipe clean and sanitise surfaces of furniture used inside the clubhouse before initial use and each time vacated by a group of customers.
- Inspect ladies and gents' toilets every hour ensuring they remain clean and that supplies of hand and hard surface sanitiser are available. Wipe down and sanitise all contact surfaces.

Kitchen Service Plan (detailed assessment and plan also prepared by Kitchen Manager)

One staff member (max) to service the kitchen. Orders to be taken and payments made at the internal kitchen hatch. Food to be served via the external kitchen door. Ordering and payment via drinks 'table service' will also be available and will enable contactless/card payment.

Food to be served on disposable plates/dishes with disposable cutlery. Customers to be requested to use bins provided to dispose of plates/cutlery.

Staff to exercise social distancing and transmission control measures. This to include: -

- Wear PPE provided by the Club - face covering (optional) and latex gloves for use as required and when sanitising contact surfaces and maintaining hygiene standards;
- Exercise 2m separation whenever possible and otherwise 1m plus additional care/mitigation;
- Wash hands and apply hand sanitiser on a regular basis - at least once per hour or during breaks in service;
- Wipe down surfaces and equipment with surface sanitiser on a regular basis - at least once per hour or during breaks in service.

Customer Management – Customers are encouraged to use face coverings as they feel appropriate - particularly when in the clubhouse.

1. Seating

Inside the clubhouse 4 blocks of 6 seats with a table to be set up a minimum of 2m apart and 2m from the kitchen ordering hatch and the main route through the club to the doors to rear patio area. These tables for use of single household and/or appropriately distanced groups of members and guests – reduced to maximum of 4 persons if this is necessary for social distancing.

Outside the clubhouse (on the patio) existing tables to be occupied by members and guests within social distancing rules i.e. single household or 2m distance or 1m plus with additional care and mitigation for preventing viral transmission. Additional club tables and chairs will not be available for use outside the clubhouse.

Members and guests to be invited to bring their own camping/garden tables and chairs or picnic blankets for use outside the rear of the clubhouse. These to be sited 2m beyond the patio area and a minimum of 2m apart.

2. Service

For the purchase of drinks and snacks from the bar, staff will provide 'table service' to members and their guests at designated club provided tables inside or outside the clubhouse and to those who might bring with them and use their own garden/picnic tables, chairs and blankets.

Staff will take orders and contactless (preferred) or card payment. Limited change will be available for cash sales but this is strongly discouraged. Bar drinks and snacks will be prepared and served to order at the bar and returned to customers accordingly.

Customers purchasing food direct from the kitchen will enter the club via the front door (preserving the one-way system) and order and pay at the kitchen hatch which has a protective screen fitted. They will leave via the doors to the patio area and food, when ready will be served at the external kitchen door.

Alternatively, customers requiring food from the kitchen may order and pay for this via the 'table service' - as above for bar service - and collect from the external kitchen door when served.

A numbered ticket system will be used to identify orders with customers and inform them when food is ready for collection.

3. Toilets

Ladies and Disabled:

- Enter the clubhouse via the front door to use facilities as required.
- Limit of 2 persons to use ladies and 1 person the disabled toilets at any one time.
- Ladies and disabled leave the clubhouse via the main club room and double doors to the patio area.

Gents:

- Enter the clubhouse via the changing room door adjacent to the patio area and use the changing room gents' facility.
- Limit of 2 persons using gents' toilet at any one time.
- Gents to leave via the side door along the corridor and adjacent to first the team changing room.

General: All persons using toilets are asked to: -

- Exercise care to ensure that only 2 people are using the facilities at any one time (1 person in the case of the disabled facility);
- Observe good social distancing and hygiene practices - 2m distance queuing, use hand sanitisers in corridors and toilets and wipe 'touched' surfaces with surface sanitisers provided in facilities.

Jak Thomas
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FRUFC Limited
July 2020