

## Managing service of food and drink at a venue

**Objective:** To manage interactions at the venue resulting from service of food and drink.

Steps Usually required	Actions	Owner	RAG status	date of review
Maintaining social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) from customers when taking orders from customers.	use floor tape and signage	Exec		01/07/2020
Using social distance markings to remind customers to maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) between customers of different households or support bubbles.	use floor tape and signage	Exec		01/07/2020
Minimising customer self service of food, cutlery and condiments to reduce risk of transmission. For example, providing cutlery and condiments only when food is served.	N/A revised when food is served again. No plans currently	Exec		01/07/2020
Providing only disposable condiments or cleaning non- disposable condiment containers after each use.	N/A	Exec		01/07/2020
Reducing the number of surfaces touched by both staff and customers. For example, asking customers to remain at a table where possible, or to not lean on counters when collecting takeaways.	perspex screens on the bar and members asked to sit down. Bar staff to only hold bottom 3rd of any glasses or plastic glasses	Exec		01/07/2020
Encouraging contactless payments where possible and adjusting location of card readers to social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).	card reader will be positioned for easy access for members. Contactless payments to be encouraged using signage and bar staff	Exec		01/07/2020
Minimising contact between front of house workers and customers at points of service where appropriate. For example, using screens or tables at tills and counters to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).	Perspex screens will be placed on the bar and drinks passed underneath	Exec		01/07/2020
Ensuring all outdoor areas, with particular regard to covered areas, have sufficient ventilation. For example, increasing the open sides of a covered area.	position the outdoor furniture at correct 2m distancing. Tape off seats that should not be used by different households and social bubbles.	Exec		01/07/2020
See government guidance on food safety for food delivery.	N/A	Exec		01/07/2020
Encouraging customers to order online, on apps or over the telephone to reduce queues and stagger pick-up times.	N/A for food. Table service via WhatsApp or text will be offered	Exec		01/07/2020
Minimising contact between kitchen workers and front of house workers, delivery drivers or riders, for example, by having zones from which delivery drivers can collect packaged food items.	Contact from wholesale drinks deliveries to be carefully managed. Barrels delivered into the cellar and 2M distance between delivery team and NHCC staff to be maintained	Exec		01/07/2020
Limiting access to venues for people waiting for or collecting takeaways. Setting out clear demarcation for social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) for delivery drivers, riders or customers queuing. Asking customers to wait outside or in their cars.	N/A			01/07/2020
Working with your local authority, landlord and neighbours to ensure designated waiting areas do not obstruct public spaces.	N/A			01/07/2020
Encouraging use of contactless ordering from tables where available. For example, through an ordering app.	WhatsApp and Text to be tried for the table service	Exec and KJ		01/07/2020
Adjusting service approaches to minimise staff contact with customers. Indoor table service must be used where possible, alongside further measures such as assigning a single staff member per table. Outdoor table service should also be encouraged, although customers are permitted to stand outside if distanced appropriately. Where bar or counter service is unavoidable, preventing customers from remaining at the bar or counter after ordering.	Will try table service but also will have Perspex screens on the bar and members will be required to return to seating once drinks have been bought.	Bar Staff		01/07/2020
Adjusting processes to prevent customers from congregating at points of service. For example, having only staff collect and return empty glasses to the bar.	Plastic glasses will initially be used to limit staff collecting from tables. Additional bin points will be put round the club and grounds.	Exec and KJ		01/07/2020
Minimising contact between kitchen workers and front of house workers. For example, by having zones from which front of house staff can collect food.	N/A			01/07/2020
Encouraging use of outdoor areas for service where possible. For example, increasing outdoor seating or outdoor points of service such as stalls.	This will be encouraged	Exec and KJ		01/07/2020

## Customer Toilets

**Objective:** To ensure that toilets are kept open and to ensure/promote good hygiene, social distancing, and cleanliness in toilet facilities. • Public toilets, portable toilets and toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of COVID-19.

Steps Usually required	Actions	Owner	RAG status	date of review
Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	Covid hygiene signs displayed around the venue	Exec		01/07/2020
Consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).	Floor tape and signs will be displayed	Exec		01/07/2020
To enable good hand hygiene consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available.	Available on entry and other points around the club. Product levels to be checked during cleaning schedule	Exec and KJ		01/07/2020
Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces.	enhanced cleaning schedule agreed with bar staff. Routine will be noted on a time sheet and signed off by the person who has cleaned.	Bar Staff		01/07/2020
Keep the facilities well ventilated, for example by fixing doors open where appropriate.	doors and windows will be opened where possible	KJ		01/07/2020
Special care should be taken for cleaning of portable toilets and larger toilet blocks.	N/A			01/07/2020
Putting up a visible cleaning schedule can keep it up to date and visible.	Cleaning schedule to be displayed on toilet doors	KJ		01/07/2020
Providing more waste facilities and more frequent rubbish collection.	Bins provided and checked during cleaning schedule	KJ		01/07/2020

## Providing and explaining available guidance

**Objective:** To make sure people understand what they need to do to maintain safety.

Steps Usually required	Actions	owner	RAG status	date of review
Providing clear guidance on expected customer behaviours, social distancing and hygiene to people on or before arrival, for example on online booking forms and on-site signage and visual aids. Explaining to customers that failure to observe safety measures will result in service not being provided.	Clear signage will be displayed, all members will be emailed the rules and social media and website will also provide info about visiting the club safely	Exec		01/07/2020
Providing written or spoken communication of the latest guidelines to both workers and customers inside and outside the venue. You should display posters or information setting out how customers should behave at your venue to keep everyone safe. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.	clear signage will be displayed	Exec		01/07/2020
Where necessary, informing customers that police and the local authorities have the powers to enforce requirements in relation to social distancing and may instruct customers to disperse, leave an area, issue a fixed penalty notice or take further enforcement action.	Details will be available on website and emails to our members.	Exec		01/07/2020
Informing customers 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.	Details will be provided in email and website communications	Exec		01/07/2020
Encouraging workers to remind customers to follow social distancing advice and clean their hands regularly.	Bar staff will be briefed to do this.	KJ		01/07/2020
Where visits to venues are required, for example, inbound supplier deliveries or safety critical visitors, providing site guidance on social distancing and hygiene on or before arrival.	Deliveries will take place when the club is closed to members.	Exec and KJ		01/07/2020
Ensuring information provided to customers and visitors, such as advice on the location or size of queues, does not compromise their safety.	floors will be marked where ever we envisage queues to form. Advice will be given to maintain the 2M where possible. Passing places at the bottom and top of staircase will be marked.	Exec and KJ		01/07/2020

## Who should go to work

### Objective:

That everyone should work from home, unless they cannot work from home.

It is recognised that for people who work in these types of workplace, it is often not possible to work from home.

Nobody should go to work if your business is closed under current government regulations.

Steps Usually Required	Actions	owner	RAG status	date of review
Considering who is essential to be on site; for example, those not in customer-facing roles such as administrative staff should work from home if at all possible.	KJ, JJ and cleaning staff. KJ to brief all staff on new operating procedures. Exec will meet socially distanced, WhatsApp group or via zoom where possible.	Exec and KJ		01/07/2020
Planning for the minimum number of people needed at the venue to operate safely and effectively.	One household bar staffing where possible	KJ and JJ		01/07/2020
Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.	N/A			
Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	N/A			
Providing administrative staff with equipment to work from home safely and effectively, for example, remote access to work systems	Secretary has office 365 access to emails can be done from anywhere with an internet connection	Exec		01/07/2020

## Protecting people who are at higher risk

**Objective:** To protect clinically extremely vulnerable and clinically vulnerable individuals.

·Clinically extremely vulnerable individuals (see definition in Appendix) have been strongly advised not to work outside the home during the pandemic peak and only return to work when community infection rates are low.

▪ ·Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, see definition in Appendix), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.

▪ ·If clinically vulnerable individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). If they cannot maintain social distancing you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

Steps Usually required	Actions	Owner	RAG status	date of review
Providing support for workers around mental health and wellbeing. This could include advice or telephone support.	will be provided as required	exec		01/07/2020
See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.	will be actioned as required	exec		01/07/2020

## People who need to self isolate

**Objective:** To make sure individuals who are advised to stay at home under existing government guidance to stop infection spreading do not physically come to work. This includes individuals who have symptoms of COVID-19, those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace service.

Steps Usually required	Actions	Owner	RAG status	date of review
Enabling workers to work from home while self-isolating if appropriate.	N/A			01/07/2020
See current guidance for <a href="#">employees</a> and <a href="#">employers</a> relating to statutory sick pay due to COVID-19.	Employee T's and C's IF Ky and JJ have to self isolate then casual bar staff and committee will run the bar according the operating procedure and risk assessment	Exec		01/07/2020
See <a href="#">current guidance</a> for people who have symptoms and those who live with others who have symptoms.		EXEC		01/07/2020

## Equality in the Workplace

**Objective: To make sure that nobody is discriminated against.**

In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals.

It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex, disability, race or ethnicity.

Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.

Steps Usually required	Actions	Owner	RAG status	date of review
Understanding and taking into account the particular circumstances of those with different protected characteristics.	will be actioned as required	exec		01/07/2020
Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.	will be actioned as required	exec		01/07/2020
Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.	will be actioned as required	exec		01/07/2020
Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.	will be actioned as required	exec		01/07/2020
Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	will be actioned as required	exec		01/07/2020

## Social distancing for workers

### Objective:

Ensuring workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) wherever possible, including arriving at and departing from work, while in work and when travelling between sites.

Steps Usually required	Actions	Owner	RAG status	date of review
You must maintain social distancing in the venue wherever possible.	floor marking to reinforce the 2m SD policy	KJ		01/07/2020
Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include:	Disposable glasses will be used if possible to reduce staff requirement to clear tables and contact dirty glasses. Tables, toilets handrails, doors etc will need to be cleaned and PPE face shields and gloves will be provided to staff for their protection during these tasks. Staff must wash their hands after any contact with dirty glasses, cutlery or crockery etc. Contactless payment will be the preferred method of payment. Limit is now increased to £45.	KJ		01/07/2020
Further increasing the frequency of hand washing and surface cleaning.	hourly cleaning on toilets and tables and handles will be done and documented.	KJ		01/07/2020
Keeping the activity time involved as short as possible.	Use of disposable glasses should limit time staff spend around tables. Extra bins will be provided for their disposal.	KJ		01/07/2020

## Coming to work and leaving work

**Objective:** To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.

Steps Usually required	Actions	Owner	RAG status	date of review
Staggering arrival and departure times at work to reduce crowding into and out of the venue, taking account of the impact on those with protected characteristics.	only 1 member of staff will be traveling to and from work			01/07/2020
Providing additional parking or facilities such as bike- racks to help people walk, run, or cycle to work where possible.	n/a			01/07/2020
Reducing congestion, for example, by having more entry points to the venue. If you have more than one door, consider having one for entering the building and one for exiting.	n/a			01/07/2020
Using markings to guide staff coming into or leaving the building.	n/a			01/07/2020
Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.	n/a			01/07/2020
Providing storage for staff clothes and bags.	n/a			01/07/2020
Requesting staff change into work uniforms on site using appropriate facilities/changing areas, where social distancing and hygiene guidelines can be met.	n/a			01/07/2020
Washing uniforms on site, where appropriate, or requesting workers to regularly wash uniforms at home.	n/a			01/07/2020
See <a href="#">government guidance</a> on travelling to and from work.	n/a			01/07/2020

## Moving around Venues

**Objective:** To maintain social distancing wherever possible, while people travel through the venue.

Steps Usually required	Actions	Owner	RAG status	date of review
Reducing movement by discouraging non-essential trips within venues, for example, restricting access to some areas, encouraging use of radios, telephones or other electronic devices when sending orders from service areas to kitchens, where permitted, and cleaning them between use.	one way system must be adhered to by staff as well as members	exec		01/07/2020
Reducing job and location rotation, for example, assigning workers to specific areas or keeping temporary personnel dedicated to one venue.	one household so N/A	exec		01/07/2020
Introducing more one-way flow routes through buildings through signage that clearly indicate the direction of flow.	One Way system will be in place and well signed	exec		01/07/2020
Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.	Passing place at bottom and top of stair case will be signed	exec		01/07/2020
Making sure that people with disabilities are able to access lifts.	n/a			01/07/2020
Managing use of high traffic areas including, corridors, lifts and staircases to maintain social distancing.	one way system will be clearly signed	exec		01/07/2020

## Working Areas

**Objective: To maintain social distancing between individuals when they are at their working areas.**

For people who work in one place, for example waiter captains or cashiers, working areas should allow them to maintain social distancing from one another as well as the public.

·Working areas should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.

If it is not possible to ensure working areas comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) then businesses should consider whether that activity needs to continue for the business to operate, and if so take all mitigating actions possible to reduce the risk of transmission.

Steps Usually required	Actions	Owner	RAG status	date of review
Reviewing layouts and processes to allow staff to work further apart from each other.	single household bar staff and where not 1 person behind the bar serving	exec		01/07/2020
Only where it is not possible to move working areas further apart, arranging people to work side-by-side or facing away from each other rather than face-to-face. Where this is not possible, using screens to separate people from each other.	screens will separate staff from customer. Distance of 2M will be marked on the floor	KJ		01/07/2020
Using floor tape or paint to mark areas to help people comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).	Floors will be marked	Exec		01/07/2020

## Food Preparation areas

**Objective:** To maintain social distancing and reduce contact where possible in kitchens and other food preparation areas.

• COVID-19 is a respiratory illness. It is not known to be transmitted by exposure to food.

Steps Usually required	Actions	Owner	RAG status	date of review
Following <a href="#">government guidance</a> on managing food preparation and food service areas.	KJ to confirm	KJ		01/07/2020
Allowing kitchen access to as few people as possible.	N/A			01/07/2020
Minimising interaction between kitchen staff and other workers, including when on breaks.	N/A			01/07/2020
Putting teams into shifts to restrict the number of workers interacting with each other.	N/A			01/07/2020
Spacing working areas to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens. Consider cleanable panels to separate working areas in larger kitchens.	Same household where possible	exec		01/07/2020
Providing floor marking to signal social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).	floor will be marked	exec		01/07/2020
Using 'one way' traffic flows to minimise contact.	use and sign the in and out door system	exec and staff		01/07/2020
Minimising access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time.	N/A			01/07/2020
Minimising contact at 'handover' points with other staff, such as when presenting food to serving staff and delivery drivers.	Adhere to social distancing for all deliveries. We have plenty of space to do this.	KJ		01/07/2020

## Entertainment

**Objective: To maintain social distancing when providing entertainment within or outside restaurants, pubs, bars and similar venues that serve food or drink.**

For many restaurants, pubs and bars, providing entertainment such as recorded music, live sports broadcasts, quizzes, live musicians or comedians are an important part of their business.

At this time, venues should not permit live performances, including drama, comedy and music, to take place in front of a live audience. This is important to mitigate the risks of aerosol transmission - from either the performer(s) or their audience. There will be further guidance setting out how performing arts activity can be managed safely in other settings, for instance rehearsing or broadcast without an audience.

All venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol transmission. We will develop further guidance, based on scientific evidence, to enable these activities as soon as possible. You should take similar steps to prevent other close contact activities, such as communal dancing.

Steps Usually required	Actions	Owner	RAG status	date of review
Determining the viability of entertainment and maximum audience numbers consistent with social distancing outside and within venues and other safety considerations.	no live music or disco and dancing until permitted by govt guidelines	exec		01/07/2020
Preventing entertainment, such as broadcasts, that is likely to encourage audience behaviours increasing transmission risk. For example, loud background music, communal dancing, group singing or chanting.	only low level background music permitted. Whilst watching sports broadcasts people need to remain seated. Singing, shouting and chanting will not be allowed.	kg.		01/07/2020
Reconfiguring indoor entertainment spaces to ensure customers are seated rather than standing. For example, repurposing dance floors for customer seating.	Dance floor will be used for one-way system and additional seating as required by distancing regulations	exec		01/07/2020
Encouraging use of online ticketing and online or contactless payments for entertainment where possible.	subject to demand we will use Eventbrite and telephone system to manage the numbers of people in the club at anyone time. This will be reviewed once demand is established in the first few weeks of opening.	exec		01/07/2020
Communicating clearly to customers the arrangements for entertainment and clearly supervising with additional staff if appropriate.	Exec may be required to help with the managing of the venue if demand is very high.	exec		01/07/2020

## Meetings

**Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.**

Steps Usually required	Actions	Owner	RAG status	date of review
Using remote working tools to avoid in-person meetings.	zoom or telephone will be preferred meeting option. Where not possible 2m will be observed either outdoors or well ventilated area	exec		01/07/2020
Only absolutely necessary participants should physically attend meetings and should maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).				01/07/2020
Avoiding transmission during meetings, for example, avoiding sharing pens, documents and other objects.	own pens and paper will be used	all		01/07/2020
Providing hand sanitiser in meeting rooms.	sanitiser will be available through out the club	exec		01/07/2020
Holding meetings outdoors or in well-ventilated rooms whenever possible.	agreed	exec		01/07/2020
For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Committee room will not be used under present guidelines	exec		01/07/2020

## Back of house and Common Areas

Objective: To maintain social distancing while using common areas.

Steps Usually required	Actions	Owner	RAG status	date of review
Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms.	N/A mostly same household staff	exec		01/07/2020
Using safe outside areas for breaks.	N/A mostly same household staff	exec		01/07/2020
Creating additional space by using other parts of the venue or building that have been freed up by remote working.	N/A mostly same household staff	exec		01/07/2020
Installing screens to protect staff in front of house areas or serving customers at till points.	Perspex screens installed on the bar and face shields provided for glass collecting and cleaning duties	exec		01/07/2020
Using social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.	building is clearly signed	exec		01/07/2020

## Accidents, Security and other incidents

**Objective: To prioritise safety during incidents.**

In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to comply with social distancing guidelines if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.

Steps Usually required	Actions	Owner	RAG status	date of review
Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.				
Considering whether you have enough appropriately trained staff to keep people safe. For example, having dedicated staff to encourage social distancing or to manage security.	N/A at our club venue	exec		01/07/2020
Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.	Extra doors and windows maybe opened in the club. Must all be checked at closing time to ensure the club is secure.	exec		01/07/2020
For organisations who conduct physical searches of people, considering how to ensure safety of those conducting searches while maintaining security standards.	N/A			
Following <a href="#">government guidance</a> on managing security risks.				

## Cleaning before reopening

**Objective:** To make sure that any venue that has been closed or partially operated is clean and ready to restart, including:

An assessment for all sites, or parts of sites, that have been closed, before restarting work.

Cleaning procedures and providing hand sanitiser before restarting work.

Steps Usually required	Actions	Owner	RAG status	date of review
Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.	Cleaner back at work 3 days before reopening in order to deep clean ready for first members on 4/7/20	exec		01/07/2020
Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.	no air con but cellar services have been on 24/6/20 to inspect and trust the cellar equipment is all in good order..	exec		01/07/2020
Following <a href="#">guidance</a> on reopening food businesses.				
Following <a href="#">guidance</a> on managing legionella risks.				

## Keeping the venue clean

**Objective:** To keep the venue clean and prevent transmission by touching contaminated surfaces.

An assessment for all sites, or parts of sites, that have been closed, before restarting work.

Cleaning procedures and providing hand sanitiser before restarting work.

Steps Usually required	Actions	Owner	RAG status	date of review
Following <a href="#">government guidance</a> on cleaning food preparation and food service areas.	Stewards understand the cleaning requirements and will ensure they are adhered to.	exec		
Wedging doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors.	doors and windows will be open where possible to enhance the ventilation of the club.	bar staff		
Frequent cleaning of objects and surfaces that are touched regularly including counters, tills, and making sure there are adequate disposal arrangements for cleaning products.	additional cleaning will be scheduled and completion charts displayed to be time stamped once completed..	bar staff		
Cleaning surfaces and objects between each customer use. For example, cleaning tables, card machines, chairs, trays and laminated menus in view of customers before customer use.	contact surfaces will be cleaned on customer change overs. Card machine will be routinely cleaned	bar staff		
If you are cleaning after a known or suspected case of COVID-19 then you should refer to the <a href="#">specific guidance</a> .	noted and understood	exec		
Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	Barback and Till will also be regularly cleaned	bar staff		
Maintaining good ventilation in the work environment. For example, opening windows and doors frequently, where possible.	windows and doors will be open where possible	bar staff		

## Keeping the kitchen clean

**Objective: To ensure the highest hygiene standards are operated in kitchen areas.**

An assessment for all sites, or parts of sites, that have been closed, before restarting work.

Steps Usually required	Actions	Owner	RAG status	date of review
Recognising that cleaning measures are already stringent in kitchen areas, consider the need for additional cleaning and disinfection measures.				
Having bins for collection of used towels and staff overalls.				
Washing hands before handling plates and cutlery.				
Continuing high frequency of hand washing throughout the day				

## Hygiene – handwashing, sanitation facilities and toilets

**Objective:** To help everyone keep good hygiene through the working day.

Steps Usually required	Actions	Owner	RAG status	date of review
Following <a href="#">government guidance</a> on hygiene in food preparation and food service areas.				
Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	clear signage in place	exec		01/07/2020
Providing regular reminders and signage to maintain hygiene standards.	clear signage in place and reminders sent to members via email and social media	exec		01/07/2020
Providing hand sanitiser in multiple locations in addition to washrooms.	Hand sanitiser is available at multiple points around the club	exec		01/07/2020
Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	signs on toilet use displayed. Floor markings and posters to reinforce	exec		01/07/2020
Enhancing cleaning for busy areas.	enhanced cleaning routine will cover all areas of the club toilets , table, door handles et	bar staff		01/07/2020
Special care should be taken for cleaning of portable toilets.	N/A			
Washing hands after handling customer items and before moving onto another task. For example, after collecting used plates for cleaning and before serving food to another table.	Bar staff are aware of the need for regular hand washing and increased hygiene	exec		01/07/2020

## Changing rooms and showers

**Objective:** To minimise the risk of transmission in changing rooms and showers.

Steps Usually required	Actions	Owner	RAG status	date of review
Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.	N/A			
Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	N/A			

## Handling goods, merchandise, other materials and onsite vehicles

Objective: To reduce transmission through contact with objects that come into the venue and vehicles at the worksite.

Steps Usually required	Actions	Owner	RAG status	date of review
Cleaning procedures for goods and merchandise entering the site.				
Cleaning procedures for the parts of shared equipment you touch before each use.	bottle stock to be cleaned on delivery to premises	KJ		01/07/2020
Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.	Bar staff will have enhanced hand hygiene regime	KJ		01/07/2020
Regular cleaning of the inside of shared vehicles that workers may take home.	N/A			
Enhanced handling procedures of laundry to prevent potential contamination of surrounding surfaces, to prevent raising dust or dispersing the virus.	If table cloths need laundering then extra care will be taken.	KJ		01/07/2020

# Personal Protective Equipment (PPE) and face coverings

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and maintaining social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. For example, first responders and immigration enforcement officers. If you are in one of these groups you should refer to the advice at:

<https://www.gov.uk/government/publications/coronavirus-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan>

and

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>.

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the

fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly .

# face coverings

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. However, customers and workers who want to wear a face covering should be allowed to do so.

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is required by law when travelling as a passenger on public transport in England. Some people don't have to wear a face covering including for [health, age or equality reasons](#). Elsewhere in England it is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and before and after taking them off.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.

## Shift patterns and working groups

Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.

Steps Usually required	Actions	Owner	RAG status	date of review
As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.	Same household bar staff but if required this will be taken into account	Exec		01/07/2020
Considering where congestion caused by people flow and pinch points can be improved. Using one-way systems, staggered shifts and assigned staff mealtimes are possible ways to minimise the risk of transmission.	one way system will be reviewed and altered if required after 2 days of opening. Suggestions from members and staff on improvements will always be listened to and acted on as required.	exec		01/07/2020
You should assist the Test and Trace service by keeping a temporary record of your staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.	Opening for members only at first with no guests allowed. Members will be required to sign in with the bar staff before being served there first drink. On leaving the venue they will be asked to let bar staff know to sign them out. We will keep these records for 21 days and make them available to NHS Track and Trace should we be asked. By entering the club you are giving permission to the executive committee to hold and share this data.	exec and bar staff		01/07/2020

## Work related travel

**Objective:** To avoid unnecessary work travel and keep people safe when they do need to travel between locations.

Steps Usually required	Actions	Owner	RAG status	date of review
Avoiding using public transport, and aiming to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory.	n/a			
Minimising the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.	n/a			
Cleaning shared vehicles between shifts or on handover.	n/a			
Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	n/a			
Ensuring that delivery drivers or riders maintain good hygiene and wash their hands regularly.	n/a			

## Deliveries to other sites

Objective: To help workers delivering to customers to maintain social distancing and hygiene practices.

Steps Usually required	Actions	Owner	RAG status	date of review
Putting in place procedures to minimise person-to-person contact during deliveries to other customers.	n/a			
Maintaining consistent pairing where two-person deliveries are required.	n/a			
Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.	n/a			

# Communications and Training

Objective: To make sure all workers understand COVID-19 related safety procedures.

Steps Usually required	Actions	Owner	RAG status	date of review
Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.	Clear signage will be displayed through out the club	exec		01/07/2020
Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.	review of systems and operating procedures will be scheduled with staff	exec		01/07/2020
Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	Understanding of one way systems , cleaning, hygiene, ventilation , max number occupancy social distancing will all be discussed before opening on 4th July 2020	exec		01/07/2020

## ongoing communications and signage

**Objective:** To make sure all workers are kept up to date with how safety measures are being implemented or updated.

Steps Usually required	Actions	Owner	RAG status	date of review
Ongoing engagement with workers, including through trade unions or employee representative groups, to monitor and understand any unforeseen impacts of changes to working environments.	regular dialogue with staff and exec will be encouraged	exec		01/07/2020
Awareness and focus on the importance of mental health at times of uncertainty. The government has published <a href="#">guidance on the mental health and wellbeing aspects of coronavirus (COVID-19)</a> .	noted and understood	exec		01/07/2020
Communicating approaches and operational procedures with suppliers, customers or trade bodies to help their adoption and share experience.	our RA will be published on our website	exec		01/07/2020
Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments.	clear signage will be displayed based around the highway code. These are familiar signs that everyone knows and understands and will play a key role in the Club's own Covid operating code	exec		01/07/2020
Using visual communications, for example, whiteboards or signage, to explain changes to rotas or stock shortages without the need for face-to-face communications.	We will place clear signs if draught products are out of stock	bar staff		01/07/2020

## Inbound and Outbound Goods

To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.

Steps Usually required	Actions	Owner	RAG status	date of review
Revising pick-up and drop-off collection points, procedures, signage and markings.	noted and understood	exec		01/07/2020
Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	noted and understood	exec		01/07/2020
Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.	n/a			
Where possible and safe, having single workers load or unload vehicles.	n/a			
Where possible, using the same pairs of people for loads where more than one is needed.	n/a			
Enabling drivers to access welfare facilities when required, consistent with other guidance.	same rules as a member of the club. Observe one way hands washed on entering the premises	exec		01/07/2020
Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-always.	n/a			
Creating one-way flow of traffic in stockrooms.	n/a			
Adjusting put-away and replenishment rules to create space for social distancing. Where social distancing cannot be	n/a			
maintained due to venue design, sufficient mitigation strategies should be designed and implemented.	n/a			