ENGLAND GOLF

PLAY SAFE
STAY SAFE

A FRAMEWORK FOR
OPENING YOUR CLUBHOUSE

This framework forms a part of our **'Play Safe, Stay Safe'** support and guidance for golfers, clubs and counties. All frameworks can be accessed through our website – www.englandgolf.org

Any guidance may be re-issued as government measures to combat COVID-19 are updated in the future.

A FRAMEWORK FOR OPENING YOUR CLUBHOUSE

As clubs plan for the re-opening of clubhouses providing a safe, secure and sanitised environment will be essential. The **'Play Safe, Stay Safe'** message is just as applicable to the opening of clubhouses as it is to how the game is played.

Below are guidelines and a checklist for consideration as clubs begin to plan in advance for the re-opening of clubhouses and catering. The precise details of how government eases restrictions will determine what parts of your facility can open following lockdown.

Whilst bar and catering facilities within clubhouses are able to open from 4 July following the latest update from government, locker rooms should remain closed except for allowing access to toilets and wash-hand basins.

Detailed guidance has been issued by government. Clubs should refer to this in advance of opening and ensure compliance with this. Guidance will be found on the government Coronavirus website – click here.

When adapting your club environment, it would be prudent to alter your current risk assessments or conduct one-off risk assessments in order to make sure any unexpected hazards can be reviewed and addressed. All clubs affiliated to England Golf can access support on risk management through our preferred partner, Xact – click here for more information.

Guidance on the safe provision of food can be accessed through the Food Standards Agency website – click here to access.

In addition to normal risk management processes, it is important to carry out checks on buildings and facilities. The list below is not an exhaustive list, please ensure all necessary checks are undertaken on your facility.

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Capacity, spacing and movement	Relevant	Completed
Consider maximum capacity for all areas based upon social distancing requirements and means of managing capacity (e.g. time limits for length of stay)		
Establish a mechanism to collect contact details for all entering the clubhouse and to store the data for 21 days. Ensure compliance with GDPR in collection and storage of details		
Ensure all seating areas, both indoor and outdoor, are sufficiently spaced and enable movement of people whilst maintaining appropriate social distancing		
Provide a system of table service with a designated server, where possible, for all indoor areas		
Consider partial opening of the clubhouse (especially if there are a number of rooms where F&B is served) to better manage social distancing and cleaning measures		
Consider the safe movement of people and queueing mechanism for access and service – including implementing one-way systems and bar areas		
Provide clear signage throughout the facility to guide and inform members and visitors, including any mandatory signage according to government regulations		
Enable cashless payment for any services you are able to provide within government guidelines		
Consider whether to have a member of staff or volunteer at the entrance to manage the number of people in the clubhouse at one time		

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Food and beverage-related	Relevant	Completed
Introduce a limited menu with items quick to produce to limit service time and queueing		
Consider how social distancing can be maintained for bar and kitchen staff		
Remove any non-essential objects that users may touch		
Provide only single-use condiments		
Load up and test point-of-sale software, checking for updates and any changes from the software provider		
Ensure cleaning and sanitisation of glasses and crockery are appropriate		
Provide training for staff to ensure knowledge and understanding of their responsibilities for maintaining cleanliness and sanitisation		
Ensure compliance with food standards by checking use by dates on all produce		
Check cellar for CO2 leaks and open cellar door and delivery hatches to change the atmospheric air in the cellar (in case of CO2 leaks)		
Clean beer lines		
Check for signs of rodent or insect infestation		
Consider how and where you might be able to safely provide take-out food externally to the clubhouse		
Hygiene and sanitation	**Relevant**	**Completed**
Ensure hand-sanitiser is available at appropriate points and that stock levels are sufficient to regularly replenish		
Consider provision of Perspex screens for all serving points		
Provide appropriate Personal Protective Equipment for all staff and volunteers		
Ensure all soap dispensers are full and that stock levels are sufficient to regularly replenish		

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	Relevant	Completed
Ensure paper towels are available and that stock levels are sufficient to regularly replenish		
Regularly clean and sanitise all hard surfaces		
Wedge doors open to avoid the need to touch door handles, where possible		
Provide ventilation to the building by opening windows and doors, where possible		
Fire-related	**Relevant**	**Completed**
Check the emergency lighting and fire alarm are operational and that the fire panel is not flagging up any problems		
Review and, if necessary, update building evacuation plans to support appropriate social distancing		
Check all evacuation routes are clear, unlocked and operational		
Visually check fire extinguishers - look for leaks and ensure gauges are pointing to full		
Plant-related	**Relevant**	**Completed**
Check kitchen gas auto-safe valve is operational		
Check mains fuse board for tripped RCDs, both before and after turning on bulk of electrical appliances		
Check door locks and windows for signs of forced entry		
Check heating is fully operational		
Ensure ladies feminine hygiene bins are empty		
Check for any missed external inspections - lifting equipment (lifts, dumb waiters, tractor hydraulics, greens vehicle lift) and air compressors will need to be assessed after lockdown		

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Water system-related	Relevant	Completed
Follow and implement your locally agreed L8 (control of Legionella bacteria in water systems) safety measures to flush though and disinfect all water outlets		
Regularly clean and disinfect sinks, toilets etc.		
Flush and clean all toilets		
Check building for signs of water leaks - especially older clubhouse buildings		

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