



COVID Risk Assessment Norfolk Club

Introduction

As an employer, you're required by law to protect your employees, and others, from harm.

Under the Management of Health and Safety at Work Regulations 1999, you must:

- identify what could cause injury or illness in your business (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

This includes taking reasonable steps to protect your workers and others from coronavirus.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

COVID Procedures

1. Cleaning handwashing and Hygiene procedures

You need to have cleaning, handwashing and hygiene procedures in line with guidance.

2. Working from home

We have taken all reasonable steps to help people work from home.

3. Distance in the workplace

We have taken all reasonable steps to maintain a 1m+ distance in the workplace Where people cannot be 1m+ apart, we have done everything practical to manage transmission risk.

- Ensuring both workers and member who feel unwell stay at home and do not attend the Club
- Reviewing whether any of the staff or members are especially vulnerable for the virus (underlying health or over 60 yrs.)
- In every workplace, increasing the frequency of handwashing and surface cleaning.
 - For staff washing hands and using sanitising gel every two hours or after any contact with a member's items.
 - Supplying sanitising gel and sign for members at entrance and in every room.
- Service
 - Keep a record of the members that have visited the club each day. This can be done through a signing in/out book at the entrance.
 - Staff not to walk amongst the members in the rooms, but serving to a distanced service table or bar in the room.
 - Instate a pre-booking model
 - Installing a screen on the bar along the walkway to the door.



- Kitchen service via the hatch / a table, avoiding service staff to enter the kitchen.
- Ask members to ring in in case they do not feel well.
- If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.
- Using side-to-side service (rather than face-to-face) whenever possible.
- Allocating spaces
 - Calculating maximum no of members allowed during opening. (especially consider outside space)mm allocating designated seating spaces per room for occupation during service.
- Instating waiting distance stickers at bar for queues
- Instating loo procedure, with disinfecting wipes for doorknobs, switches, loos and levers, for cleaning by members before each use. Incl safe disposal.
- 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)
- Reducing the number of surfaces touched by both staff and customers. For example, asking customers to remain at a table/space where possible, or to not lean on counters when collecting takeaways.
- Providing only disposable condiments or cleaning non-disposable condiment containers after each use.

4. Use of Loos

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.

- 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).
- 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.
- Setting clear use and cleaning guidance for toilets, with each members being asked to disinfect doorknobs, buttons and latches, as well as seats before use and 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.
- Keep the facilities well ventilated, for example by fixing doors open where appropriate.
- Putting up a visible cleaning schedule can keep it up to date and visible. Providing more waste facilities and more frequent rubbish collection.

5. Who should be at work?

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.

Planning for the minimum number of people needed at the venue to operate safely and effectively.



6. Safety

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.
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General Overview

Do not come to the Clubhouse if you or anyone you know has recently come into contact with anyone who has COVID 19 or any of the symptoms. Please contact the Club should you feel unwell within two weeks after your visit.

Members and staff entering the Clubhouse will have their temperature taken by a non-contact thermometer. If the readings are amber (high) or red (abnormally high) you will not be admitted.

Consider wearing a face covering when travelling to the Club; mandatory on public transport. A scarf or similar is acceptable. There will be no requirement for members to wear face coverings inside, but Members are encouraged to wear a face covering when moving round the Clubhouse.

Sanitise your hands both on arrival and on departure. There are hygiene stations throughout the Club with alcohol sanitizer for use by members and staff. Please use them regularly, especially when entering the Club's 'public' rooms

To comply with social distance regulations the Club will limit the number of members in the Club at any one time.

The Club will maintain records of attendance in line with Government guidelines.

Members' access to the Club

In order to comply with safe social distancing requirements, the Club Committee has agreed that there should be a limit on the number of Members and guests in the Clubhouse at any one time. This will initially be set at 30 but this may be extended by the Secretary, in consultation with the Chairman, in the light of experience and any further easing of Covid 19 restrictions.

Bookings – By Appointment Only

Members will be asked to book any attendance at the Club by telephone (01603 626 767) and records of attendance will be kept in line with Government guidelines. Members will be required to supply the names and contact details of each of their guests (including telephone numbers or email addresses). In order to manage numbers in the Club, they may also be asked how long they expect to be in the Club and to notify the Steward when they leave. The Office will be staffed **Monday to Wednesday between 10am and 3pm**, with only one member of staff per day to assist Members and the administration of the Club.

It will not be possible to just turn up at the Club.

Temperature Controls

The General Committee has approved the use of non-contact thermometers to check temperatures of both staff and Members and approved the exclusion of Members and staff with a temperature of over **37.6 Celcius**.

Social Distancing

For the time being, and until any further announcement, the generally applicable social distancing will be two metres (2m) within the Clubhouse. This might be reduced to 1.5m, or even 1m, if appropriate mitigation, such as good ventilation from nearby open doors or windows or the availability of screening, is possible and if 2m is not viable. There will be clear signs and markings in the Club to ensure social distancing awareness.

Outside, on the Terrace, the social distancing requirement will be 1m.

Dining

Seated dining will be available in the Dining Room and Terrace, Bar and Library (sandwiches only), subject to social restrictions referred to above. There will be significant reconfiguration of tables to ensure appropriate social distancing.

Bookings will not normally be taken for more than six people in the Dining Room. The Bar and Library and Morning Room will accommodate one, two or four people respectively. (please ask the Duty Steward for the seating plan and available space.)



The Dining Room and Terrace will be open from 12.00 to 2PM with a shorter menu (plated service) A two-course menu will be on offer at £20 for three courses, which is midway between the Club menu and the full menu. No cash will be accepted. The menus available will be found online. The PDQ machine is available at the Bar.

The Library will be open for reading, relaxation and for coffee and sandwiches ordered from the Bar to be consumed as usual.

In accordance with Government Guidance, Members and their guests can meet in groups of members of up to 2 households (a support “bubble” would count as one household) in any location – public or private, indoors or outdoors. However, there should be appropriate social distancing from anyone not in your household. This, in effect, means that members will be able to dine with members of their own household and/or together with members of another household, provided there is appropriate distancing between members of the two households.

There is greater latitude for gatherings outside on the Terrace, where groups of up to six people from any number of households can meet and dine; and where social distancing of 1m is acceptable.

Bar Service

The Bar will be open during normal hours offering limited table service for coffee and bar food only. We ask Members not to convene by or around the bar. The upstairs rooms will remain closed for the time being because of social distancing difficulties but can be accessed by appointment through the Duty Steward.

The Library

There will be a maximum of 15 members allowed in the Library at any one time and no book loans for the time being. Books handled by Members in any of the libraries or displays in the Club will be placed on the main table and quarantined for 72 hours before being re-shelved. No newspapers will be provided.

The Bedrooms

Bedroom accommodation will be resumed Monday to Wednesday. This should not present any problem provided Members maintain 2m distancing when passing in the corridors. Please note that due to the later opening hours, only continental breakfasts are available.

Lavatories

The Gentleman’s and Ladies lavatories will have to be used by one member at a time. Members are asked to disinfect their areas with disinfectant wipes before and after using the facilities.

Hygiene and Health

The headline features are as follows:

Regular washing of hands and use of alcohol rubs. Hygiene stations at Front Entrance, Dining Room, Library and Bar, as well as lavatories.

Face coverings by members is not mandatory but encouraged when walking round the Clubhouse.

Contact hazard of up to 72 hours exists on wood, metal and plastic, so tablecloths will be used in the Dining Room and on tables in the Library. This has been decided as using bleach or alcohol-based sanitizer on antique wood will ruin surfaces.

Regular disinfecting with viricidal spray of regularly touched non-wood items, including keyboards and mice.

Reporting of any COVID symptoms. Staff and members will be asked to isolate for 14 days.

Staff uniforms to be changed daily.

Staff working patterns

The staff have been split and work alternate shifts. As well as the catering service this will include the offices. At least one person will be available in the office to help members.

No one will be forced to come back to work; I have been speaking to the staff once a week and they all seem keen to get back to normal.

Risk assessments for all tasks will be completed and staff will each receive a copy.