

STARBECK WORKING MENS CLUB

COVID 19 RISK ASSESSMENT

Introduction

In order for the Club to open following lockdown and in compliance with Government guidance, the following information details the measures the Club will take in order to open safely and maintain the safety for Members, Staff and other visitors including, but not restricted to, product delivery personnel.

MEMBERS

Subject to product delivery, the Club will re-open at 5 p.m. on Monday 6th July.

Entry to the Club will be restricted to members only who will observe social distancing when entering the premises. Any member who is showing symptoms of the virus should not enter the Club, but should return home and self-isolate. The door entry system will remain in use and members are advised to carry their door fobs and current membership cards at all times. All members visiting the Club are required to give their name and contact details to the bar staff on arrival to assist with the NHS Test and Trace. This information will only be kept 21 days and will then be destroyed.

No children will be allowed into the Club until further notice.

Normal opening hours will apply, subject to it being financially viable for the Club, dependant on customer numbers in attendance. Members will be advised of any early closure times on the day in question.

In order to comply with the government guidelines for social distancing, we will only be serving drinks from the concert room bar and tables/seating has been removed to comply with the 2 metre rule.

Only a maximum of 30 members will be allowed in the Club at any one time.

There will be a one way system in operation to avoid members passing in close proximity. On entering the Club, members will access the Concert Room via the lounge/pool room and will leave the Club via the Bar/Snooker room. Floor markings will assist in maintaining the 2 metre distancing.

Only one person will be allowed at the bar to be served and MUST leave the bar when so served. Empty glasses should be returned to the bar when safe to do so and clean glasses will be provided each time you order.

Payment via contactless card is preferred.

The use of the toilet facilities will be:

Gents to use the ground floor facilities as normal but only one person to be in the toilet at any time. There will be a vacant/engaged lock on the outer door to be used to ensure no one else enters until it is vacated.

Ladies to use the first floor facility with only one person using at any one time. A vacant/engaged lock will be provided on the ground floor entrance door which must be used to prevent anyone else entering. If any lady cannot use the first floor facility, then provision will be made for them to use the ground floor ladies in a similar manner. Care must be taken to avoid close passing of members within the corridor to the ground floor toilets.

The outside smoking/seating area will be available to use, but social distancing rules will still apply and 2 metre distancing can and will be achieved. There will be no smoking allowed anywhere close to the entrance or the access route. Failure to observe this may result in a refusal to be served.

In order to minimise the potential transmission of the virus, no one will be allowed to use the snooker tables or the pool table, nor will the Juke box or gaming machine be in operation. These restrictions may be relaxed as and when it is deemed safe to do so.

Members are asked to make use of the hand sanitisers positioned within the club and are also reminded to wash their hands frequently.

Disinfectant spray is available should they need to wipe down their table.

STAFF

It is proposed that only one member of staff will be on duty at a time, in order to minimise contact behind the bar. Should two or more staff be required, then social distancing measures and PPE equipment should be used.

Staff should serve drinks holding the bottom of the glass to avoid possible cross contamination.

When processing returned dirty glasses, they should wear disposable gloves.

Frequent use of the hand sanitiser is expected and ongoing washing of hands using soap and water and paper towels to dry will be the norm.

Face masks are also provided for staff use.

If handling cash for sales, gloves are available for use or, if not, then hands should be thoroughly washed / sanitised afterwards, always avoiding touching the face in between. Similarly, if counting cash at the end of business, the same precautions apply.

Staff are responsible for wiping down bar surfaces/ hand rail adjacent to bar with the disinfectant spray and cloths that are provided.

Staff will remind members of the social distancing requirement as necessary.

At the end of opening, any doors that have been propped open to facilitate movement within the Club, should be closed.

CLEANING OF THE CLUB BY OTHERS

The cleaning contractor will ensure that the metal frames of the chairs and the toilet facilities will be disinfected every day.

All social distancing measures will be taken when cleaning the Club if required.

Members of the Club Committee will also disinfect any areas necessary as required

DELIVERIES/CONTRACTOR VISITS

In order to protect brewery/suppliers personnel, all barrels/kegs shall be dropped into the first room in the cellar and will be repositioned as necessary by Club staff/officials. This will provide the required social distancing as per official guidance.

Deliveries to the Club at ground floor level will be done in such a way that social distancing will be maintained.

Contractor visits e.g. for electrical tests, lift maintenance etc, can be carried out maintaining the required social distancing. Contractors would be expected to wear appropriate PPE. Any staff/club officials dealing with contractors will have suitable PPE provided for their use.

By order of the Committee

June 2020

