

LEAMINGTON RFC LTD

BAR REOPENING AFTER CORONA VIRUS PANDEMIC
1 JULY 2020

RISK ASSESSMENT AND METHOD STATEMENT

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PREAMBLE

1. Leamington Rugby Club (LRFC) 'bar was closed to public use by Government instruction on March 12, 2020.
2. The beer lines were drained and cleaned in line with the brewery's directive and all systems left empty. All equipment such as refrigeration and the soft drinks machine were isolated.
3. Except for 2 barrels of lager, all perishable stock was sold off to members, leaving only spirits, wines and squashes secure in the cellar.
4. The current Government plan suggests that if certain medical conditions are in a satisfactory state, bars can be reopened, with external seating and respecting their social distancing policy on July 4.
5. LRFC club management has drawn up a simple operating plan for the club bar in line with the above relaxation and this document addresses the plan and the risks associated with its methodology.
6. It also outlines methods/solutions to issues to allow the proposed operation to be executed safely.

OPERATIONAL SCHEME/ METHOD STATEMENT

1. The proposal is to use the new club patio and the adjacent lawn as an area for drinking and socializing. Toilet facilities will be provided by using restricted sections of the existing male, female, and disabled toilets. These will be accessed solely from the front door and isolated from the clubroom by locking the intervening door.
2. There will be a controlled one-way flow of people through the club from the emergency door in the dining area through the bar and lounge to the new bifold door in the lounge.
3. Social distancing will be respected in all situations.
4. No smoking or vaping will be allowed except in smokers area.
5. The bar will be restocked with fresh beer and lager etc. after a thorough deep clean, line flush and system recommissioning exercise in line with the Brewery's recommendation
6. Drinks will be served from the existing bar by a maximum of 2 bar persons with a separate cashier. A further staff member will act as bar room /area supervisor (LRFC Area Supervisor) checking social distancing, hand sterilization and ensuring the cleaning of tables by 'pot boys' after use by each customer.
7. Drinks will be served in disposable plastic glasses which will be put in a lined waste bin by the user after the glass is empty.
8. Sketch 1, attached, shows the proposed use of the club.
9. Club management to ensure and record that all used areas of the club will be cleaned/ sterilized before use including bar surfaces.
10. An operating log with all activities, including cleaning, and always involved personnel to be kept up to date.
11. Modus operandi - drinks - as below.
 - a. Customers to enter the club via fire door in dining area.
 - b. Queue to form across restricted area of club dining room.
 - c. Order for drinks to be placed at the dining room end of the bar.
 - d. Contactless payment to be made at the dining room end of the bar.
 - e. Customer to stay at dining room end of bar.
 - f. Bar person to prepare drinks and put on tray at the lounge end of bar.

- g. When bar person has withdrawn, customer to proceed to lounge end of bar and collect drinks on tray.
 - h. Customer to exit clubhouse through new bifold door in lounge and be seated on the patio or adjacent grass area at accepted social distances.
 - i. Customer to clear table etc. and put all used glasses into a bag lined bin for disposal. Trays to be collected by pot boys and/or area supervisor.
 - j. LRFC pot boys to clean table before next customer occupies the area.
12. Modus operandi - toilets - as below.
- a. Door between clubroom and entrance hall/toilets will be kept locked.
 - b. Customers to use the clubhouse front door to access the existing toilets.
 - c. In use would be gents 1 x wc + 1 x handbasin, ladies 1 x wc+1 x handbasins, disabled 1 x wc+1x handbasin.
 - d. Note! All toilets have manual taps and soap dispensers. (Disabled has mixer tap with wrist operable lever.)
 - e. Hand dryers will be taken out of use and paper towels used instead.
 - f. Club management to ensure the door between bar and entrance hall is locked
 - g. Customers to sterilize hands at the sterilization station before using the toilets.
 - h. Customers to use paper towels to hold handle while flushing the toilets with lids down after use.
 - i. Hand washing to be insisted on and paper towels used to dry hands.
 - j. Customers to sterilize hands at a sterilization station after using the toilet.
 - k. LRFC area supervisor to clean toilet porcelain and hand basins on a regular basis.

RISK ANALYSIS

Following the bar opening sequence from entry into the building prior to service, the following risks have been identified. They are followed by the countermeasure.

These are to be taken as instructions to LRFC staff and other involved club personnel.

Risk 1: Are the management, staff and customers starting and during a service well and not infectious?
Solution 1; See Appendix 1 of this document

Risk 2: Is the area to be used during service clean?
Solution 2. At the start of service, staff to ascertain when the area was previously cleaned from the operating log and make a judgment to re-clean or not. Any doubtful situation will require a reclean.

Risk 3: Is the customer infected and can he/she enter the building through the wrong entrance - disrupting the one-way flow system and compromising social distancing?
Solution 3. LRFC to make it clear in any pre-opening communications that any person with any of the 3 classic Covid 19 symptoms should not attend. All customers to sterilize hands at the provided stations. Clear signs to be installed showing entry, exit, toilets and no entry areas. LRFC Area Supervisor to monitor.

Risk 4: Can the customer enter the bar area from the toilet area though the current bar entry door?

Solution 4. LRFC management to ensure the interconnecting door is locked.

Risk 5: Will the customer respect social distancing?

Solution 5. Floor markers and notices to be displayed throughout. LRFC Area Supervisor to enforce requirements.

Risk 6: Is all the required equipment available to enforce customer discipline in place? (e.g. plastic drinking glasses, sanitizing spray, lined dustbins, PPE for staff, notices, markers, and signs.)

Solution 3. Staff to check availability against a check list before service and remedy shortages from stock.

Risk 7: Are the customers too close to the bar staff during service?

Solution 7. Bar service to be done by 1 person only hence respecting the 2-metre rule behind bar. Customer to order and pay contactless at the kitchen end of the bar and pick up drinks on a tray at the lounge end. Customer not to advance from the kitchen end until bar person has placed tray at lounge end and withdrawn. Notices explaining this operation to be in place. This should always maintain a 2-metre gap.

Risk 8: Can we be sure that the bar staff will be safe with the proposed proximity of customers?

Solution 8. Bar staff to be issued with appropriate PPE. Gloves, visor, and/or a mask and can use at their discretion to maximize their comfort level or at the direction of HMG directive.

Risk 9: Is the seating plan outside the Club on the patio etc. suitable and meeting guidelines?

Solution 9. The furniture will be laid out according to government guidelines. LRFC Area Supervisor will enforce any adjustments that may be necessary and clean tables after each customer.

Risk 10: Is the use of classic glasses which involves considerable manual intervention a safe option currently?

Solution 10. No. There are too many human intervention points in this method of service - collection, washing, stacking etc. At this time, drinks to be served in disposable plastic glasses or bottles with straws. Customer to dispose in lined dustbins.

Risk 11: Is the use of toilets within the guidelines?

Solution 11. Yes. Only one person at a time will be allowed in each of the M/F/Dis toilets. Any queue outside will be marked at 2-meter spacing.

Risk12: Is it safe to use the WCs, handbasins and soap dispensers although they are manual?

Solution 12. Yes, provided paper towels are available to wipe flush handles, soap dispensers and taps after use. LRFC Area Supervisor to sanitize area on an hourly basis. Entrance doors to be wedged open.

Risk 13: Will the club house and bar furniture be clean for next use?

Solution 13. LRFC club management to ensure a full sanitizing clean between uses.

Risk 14. Are the club house water systems clean and legionella free?

Solution 14. The water system could have stagnated in the pipes and tanks during lockdown. This could lead to an increase in the multiplication of legionella bacteria which under the right conditions can pose

a risk of persons contracting legionnaire's disease. This is to be minimized by following the steps listed below.

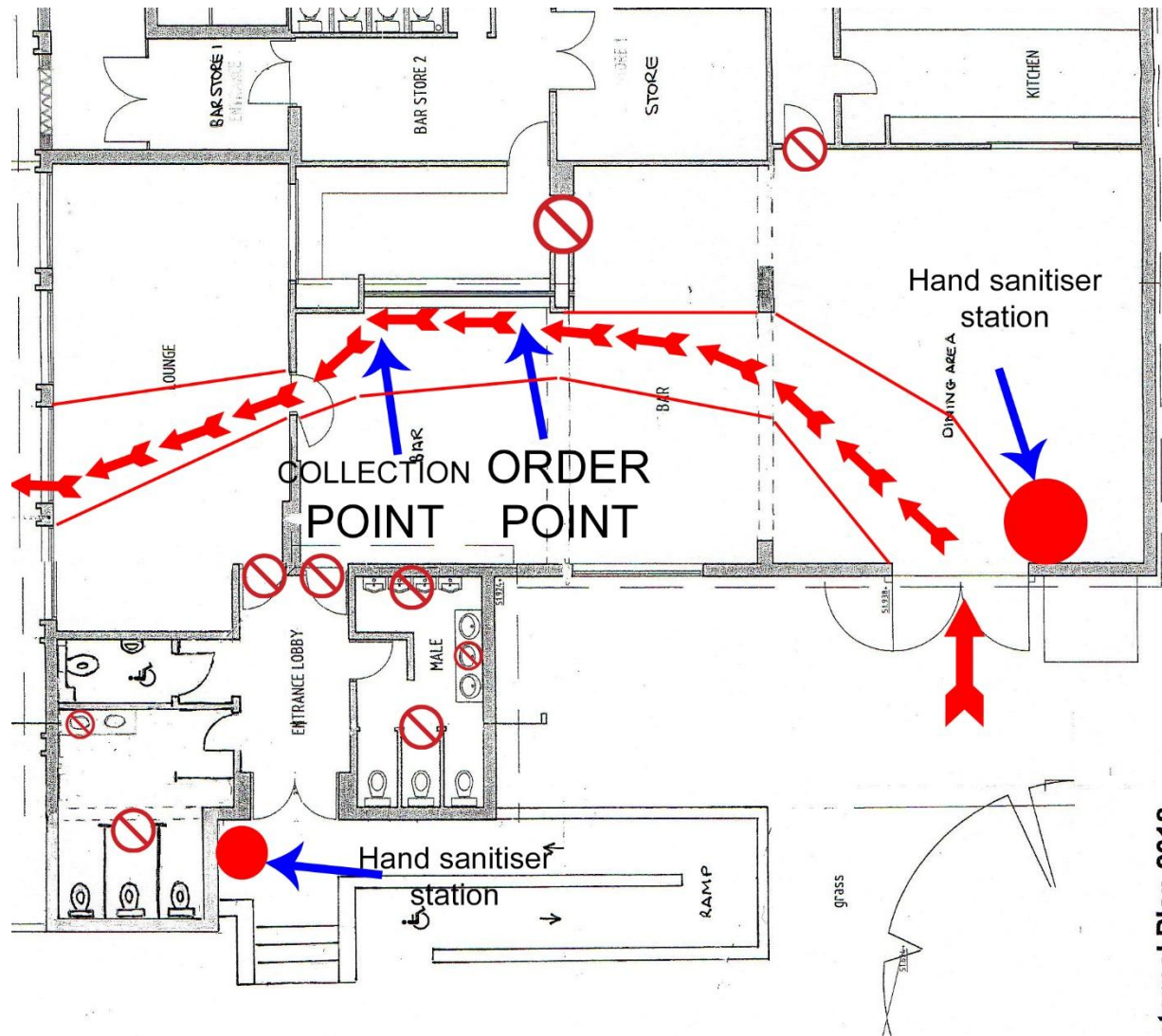
- Separate the building into manageable sized areas, turn on the hot and cold taps within the first area and let the water run for at least 5 minutes before turning all taps back off
- Repeat this process in all areas including any bar taps, toilets, cellars, external taps, kitchens, . Do not run all taps at the same time as this can lead to an air lock
- Once all taps have been flushed descale any shower heads. This can be done by using a lime scale remover

On a separate day and again before you open for trade, ensure the water temperature is adequate to prevent the multiplication of bacteria. Taking temperatures from the tap furthest away and nearest to the boiler provides a good indication of temperatures.

Calibrate your probe before use:

- Using the temperature probe, run a cold tap for 2 minutes before taking the temperature. After 2 minutes the cold water should be no more than 20 degrees Celsius
- Using the temperature probe, run a hot tap for 2 minutes before taking the temperature. After 2 minutes the hot water should be at least 50 degrees Celsius
- The last temperature needed is the stored hot water. This will be within the cylinder where the water is heated but as these are sealed units the temperature can be taken from a pipe coming out of the cylinder. This should be at least 60 degrees Celsius
- All readings should be recorded in the Club Water Log

PLAN OF PROPOSED CLUBHOUSE OPERATIONS



APPENDIX 1

General Hazard Analysis of Club Operations

This Appendix recognises the possible spread of COVID-19 from person to person, both from colleagues and other visitors to the club such as customers and delivery staff.

Note!

COVID-19 is transmitted from small droplets that are created when infected persons sneeze or cough. These can be directly transmitted to another person or a surface and then transferred if a person touches their eyes, mouth or nose.

People who may be exposed to the risk:

- Employees
- Customers
- Delivery & Maintenance suppliers
- Cleaners/ Housekeepers

Control Measures	Actions	Additional Notes
Protecting colleagues who are at higher risk	<p>Those colleagues who have been identified as clinically extremely vulnerable individuals by their GP are not to work outside of the home and therefore must not work in the Pub environment.</p> <p>Clinically vulnerable individuals (for example over 70's and some people with underlying health conditions) and who cannot work from home must be offered the safest on-site roles. These roles must mean they can maintain the 2-metre physical distancing. If the 2-metre physical distancing cannot be achieved for clinically vulnerable individuals, then an individual risk assessment must be completed for them.</p>	A return to work interview will be held with all employees prior to them returning to the workplace to identify vulnerable and high-risk people
Return to work	Staff willing to work will be required to discuss their situation with the Bar chairman	
Ventilation to the space	<ul style="list-style-type: none">• Where possible, windows and doors should be left open to encourage ventilation throughout the building. This action must not impact other safety considerations, for example reduced security as the main entrance is not secure or fire doors being propped open. Ventilation systems should be adjusted to achieve the maximum number of air changes possible, whilst maintaining guest comfort.	
Enhanced cleaning	Cleaning of the business space to be enhanced. Touch points, such as door handles, keyboards and fridge handles must be disinfected at the beginning of the day and regularly throughout. Ensure that disinfectant used is effective against viruses such as coronavirus	

	and the contact time is adhered to.	
Hand hygiene	Facilities to be provided to ensure that good hand hygiene can be achieved. All wash hand basins to be supplied with liquid soap and an effective means of drying hands. Paper towels are preferred to electric hand dryers. If providing paper towels, ensure that bins are provided for their safe disposal. The wash hand basins can be supplemented with alcoholic hand gel. Hand gel to be provided at the entrance of the building and at suitable locations throughout. Team can also carry their own personal hand gel and encouraged to use.	
Maintain physical distancing	<ul style="list-style-type: none"> Teams working should maintain physical distancing where possible including reducing time spent in proximity. Masks are provided for use if preferred but are not mandatory -washable masks should be washed each day after use Teams receiving deliveries (from suppliers) should maintain social distancing and reduce close proximity duration, ensuring they sign for any deliveries using their own pen. Floor markings and signage in place for the control and flow of guests entering and leaving premises where possible or required. Guests will be familiar with social distancing but should be monitored and coached if required Where social distancing is not possible at the recommended 2m distance (for example while on the cookline and working within the site and passing pinch-points) staff should avoid facing one another (side by side /back to back working where possible) and follow the give way guidance to colleagues, close proximity duration should be minimised. You may wish to wear a face covering. Teams on break or taking part in team briefings should maintain social distancing <p>Wherever possible, physical distancing must be maintained. This includes all work areas, entrances, exits and rest areas.</p>	
Workstations	Workstations assigned to individual. Maintain physical distancing through spacing of sections on the bar and in the kitchen. Only if it is not possible to move workstations apart, then arrange to work side by side, facing away from each other or using physical screening. Floor markings used to indicate 2 metre distancing.	
Physical distancing in common areas	Common areas include entrances, exits, rest areas, kitchen areas and team toilets. Stagger breaks to reduce occupancy of rest areas. If possible, take breaks outside in well ventilated areas. Seating to be rearranged to aid maintenance of physical distancing and	

	reduce face to face interactions. Ensure that the common areas are included in the enhanced cleaning regime.	
Deliveries to site	Reduce the number of deliveries to the site, for example by increasing the size of order and reducing frequency. Stop personal deliveries to the workplace. Hands washed thoroughly after handling the delivered items. Own personal pen to be used to sign for any deliveries.	
Accidents, incidents and emergencies	First aiders trained on revised approach for CPR and administering first aid. If deemed necessary, then face masks provided for administering mouth to mouth. In the event of an emergency, people do not have to maintain the 2-metre distancing if where to do so could hamper the evacuation or present further hazards. Once the emergency is over, then remind team to wash hands	
Personal protective equipment and face coverings	The implementation of the other control measures should mean that extra PPE is not necessary for the control of coronavirus. PPE and face coverings do not replace the other control measures listed within this risk assessment. If colleagues choose to wear a face covering, they must wash hands thoroughly before putting on and removing, avoid touching the face, change the covering if it becomes damp, change face covering at least daily, continue to observe enhanced hand washing, cleaning regimes and physical distancing.	
Communication and training	All colleagues understand the coronavirus control measures within the workplace and the behaviours expected of them. Employees to complete the COVID-19 Return to Work questionnaire to ensure they are fit to return, understand the symptoms of coronavirus and the action they must take if they or a household member exhibits those symptoms and the new coronavirus controls in the workplace.	
Site Specific Risks		