

Clubhouse Re-Opening Check List

Every croquet club is different, the purpose of this document is to provide a non-exhaustive list of factors which should be considered when re-opening a clubhouse and similar buildings. Where appropriate carry out one-off COVID-19 risk assessments in order to ensure that hazards are properly reviewed.

The re-opening of bar and catering facilities within the clubhouse is an area requiring particularly careful attention.

Changing rooms should remain closed other than for access to equipment, toilets and hand-washing facilities.

General

- 1 Establish a method of recording all the visitors to the club, details are to be retained for at least 21 days
- 2 Consider an appropriate maximum capacity for the clubhouse as a whole and where appropriate for individual rooms, taking into account the need to maintain social distancing rules at all times.
- 3 Ensure that seating areas/tables etc are appropriately spaced
- 4 Remove to storage any unnecessary items
- 5 Where possible wedge open doors to prevent the need to touch, unless this breaches fire or hygiene regulations.
- 6 Ensure the building is as well ventilated as possible
- 7 Ensure that all items which are touched are washed after use and provide materials for doing so
- 8 Ensure that hand sanitiser or hand washing facilities are available
- 9 Ensure that toilets are cleaned after use
- 10 Provide clear signage informing those using the facility of their obligations

Bar and Catering Arrangements

1 When considering whether to re-open bar and kitchen facilities read the relevant government advice <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

Before opening:

- 2 Ensure that equipment e.g. fridges, cookers, dishwashers, which has been idle for some time is properly functioning and clean. Take particular precautions with water appliances to reduce the risk of Legionella.
3. Check all stock and dispose of anything that is out of date or damaged.
- 4 Ensure that all utensils, work surfaces, crockery and glassware are thoroughly cleaned.

5. Hand washing and cleaning of playing equipment must not be done in food preparation and bar areas. If you cannot provide separate facilities then you must not reopen bars and kitchens.

6. Responsibility for cleaning should be absolutely clear, whether that is members cleaning up after themselves or it is a paid employee. Notices to that effect should be displayed. Don't forget little things such as wiping the handle of the kettle after use.

7. Consider requiring the use of face masks when preparing food.

Once open:

8. Limit the number using food preparation and bar areas to as few as possible and ensure social distancing rules are adhered to.

9. Ensure good hand washing practices are maintained at all times.

10. Ensure that those using these areas remember their obligations for food safety and hygiene as well as Covid-19 Secure Guidelines

11. Make sure table and chairs are not pushed together so social distancing can be maintained. Think about staggered meal-times or outdoor eating at events if space is tight.

12. All tables, chairs, utensils, crockery, glasses etc must be thoroughly washed before re-use.

(Version 1: June 29th 2020)