

BCTC Clubhouse Risk Assessment COVID-19

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Risk Assessment considerations:

- Promote court booking. Marking of balls. Minimal physical contact. Social distancing where possible.
- Reduce gathering and contact indoors without social distancing
- Increase hand hygiene and general cleaning facilities.
- Permit the use of Face Coverings
- Encourage greeting without physical contact.
- Frequently clean and disinfect objects and surfaces that are touched.

Areas to consider	Measures to reduce risk	Yes	No	NA	Options Identified - include in action plan
Access and egress (from shared areas)	Use additional entrances / exits to reduce congestion			N/A	
	One-way flows not seen as practical to enable social distancing. Floor markings should be considered.			N/A	<i>Consider floor markings.</i>
	Provide additional hand sanitisers at entry and exit points and shared spaces	Y			Check in place and establish responsibilities for maintaining.
	Where entry exit points require physical contact e.g. key pads, place hand sanitiser / anti-bacterial wipes nearby.	Y			
Ventilation	Encourage open windows and doors to maximise natural ventilation. Do not use Fans.	Y			
Use of kitchen and bar areas	Limit unnecessary use of kitchen and bar generally and set limit of one person in the area. Encouraged members to bring their own drinks / food and use outside areas where possible.	Y			<i>Review signage / instructions for members.</i>
	Do not serve drinks / food and minimise where people directly pass articles to each other	Y			
Seating and use of space within the clubhouse	Chairs to be removed / re-positioned to ensure members can social distance 2 meters when seated in the clubhouse. Area approx. 7m by 4.2m with bar, tables, sofa present. This would allow for a max capacity of 8 persons. Max capacity of 1 behind bar / in Kitchen and in other areas.	Y			<i>Max capacity sign to be placed on doors.</i>
	Minimise sharing of drinking cups / mugs / utensils. If items shared, ensure thorough cleaning between us.				
	Ensure high standards of cleanliness and hygiene. Ensure members leave the place clean and tidy and clear waste when using the clubhouse.				Review cleaning rotas and signage / instructions for members.
Hand hygiene	Display signs & posters to promote good practise and compliance with guidance				
	Make hand sanitiser available in the club house				
	Provide anti bacteria wipes to sanitise surfaces, shared equipment, including phone, door handles and frequently touched items				Check in place and establish responsibilities for maintaining.
Visitors / Contractors	Exclude or discourage Visitors/Non-essential Contractors from using the clubhouse	Y			

OVERALL ASSESSMENT OF RISK	Existing:	With Actions:
HIGH - Likely to present a significant health/safety risk		
MEDIUM - May present a moderate health/safety risk	X	
LOW - Unlikely to present a health/safety risk		X
INSIGNIFICANT - No foreseeable health/safety risk (most areas unlikely to achieve this level of assurance)		

Local and escalated actions Required	Who is responsible?	Target date / By When?	Progress

This assessment is to be reviewed should transmission incidents occur, and withdrawn or superseded when Government, HSE or PHE advice changes regarding COVID Risk.