

A FRAMEWORK FOR OPENING YOUR CLUBHOUSE

As clubs plan for the re-opening of clubhouses, providing a safe, secure and sanitised environment will be essential. The Risk Mitigation Plan for restaurants and halfway houses is just as applicable to the opening of clubhouses as it is to how the game is played.

Below is a checklist for consideration as clubs plan for the re-opening of clubhouses and catering.

While catering facilities within clubhouses are able to open following the latest update from government, locker rooms should remain closed except for allowing access to toilets and hand-washing basins.

Detailed guidance has been issued by government, a summary of which is circulated with the checklist.

When adapting your club environment, it would be prudent to review the current risk assessments or conduct one-off risk assessments in order to make sure any unexpected hazards are considered and addressed.

Although the list below is not exhaustive, please ensure all necessary checks are undertaken on your facility.

CAPACITY, SPACING AND MOVEMENT	RELEVANT	COMPLETED
Consider maximum capacity for all areas based upon physical distancing requirements and means of managing capacity (e.g. time limits for length of stay).		
Establish a mechanism to screen and collect contact details for all entering the clubhouse (if not done at screening point).		
Ensure all seating areas, both indoor and outdoor, are sufficiently spaced and enable movement of people while maintaining appropriate physical distancing.		
Provide a system of table service with a designated server, where possible, for all indoor areas.		
Consider partial opening of the clubhouse (especially if there are a number of rooms where F&B is served) to better manage physical distancing and cleaning measures.		
Consider the safe movement of people and queueing mechanism for access and service, including implementing one-way systems.		
Provide clear signage throughout the facility to guide and inform members and visitors, including any mandatory signage according to government regulations.		
Enable cashless payment for any services.		
Consider whether to have a member of staff or volunteer at the entrance to manage the number of people in the clubhouse at any one time.		
Introduce a limited menu with items quick to produce, to limit service time and queueing.		
Consider how social distancing can be maintained for bar and kitchen staff.		



Remove any non-essential objects that users may touch.		
Provide only single-use condiments, if possible.		
Ensure cleaning and sanitisation of glasses and crockery are appropriate.		
Provide training for staff to ensure knowledge and understanding of their responsibilities for maintaining cleanliness and sanitisation.		
Consider how and where you might be able to safely provide take-out food externally to the clubhouse.		
HYGIENE AND SANITATION		
Ensure hand sanitiser is available at appropriate points and that stock levels are sufficient to regularly replenish.		
Provide appropriate Personal Protective Equipment for all staff and volunteers.		
Ensure all soap dispensers are full and that stock levels are sufficient to regularly replenish .		
Ensure paper towels are available and that stock levels are sufficient to regularly replenish.		
Regularly clean and sanitise all hard surfaces.		
Wedge doors open to avoid the need to touch door handles, where possible.		
Provide ventilation to the building by opening windows and doors, where possible.		

