

FACILITY REOPENING

BAR & SOCIAL SPACE CHECKLIST

Work through our checklists for guidance on how to;

- make changes to facilities to help prevent the spread of Covid-19
- re-open facilities safely & efficiently

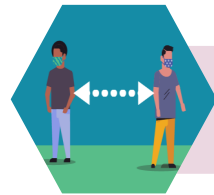


PREPARE THE BUILDING

- ☐ Check to ensure all safety systems and alarms are fully functioning eg fire alarms, CO2 alarms, warning systems in accessible toilets
- ☐ Check the emergency lighting and fire alarm are operational and that the fire panel is not flagging up any problems
- ☐ Check all evacuation routes are clear, unlocked and operational
- ☐ Visually check fire extinguishers - look for leaks, ensure gauges are pointing to full and check certification dates
- ☐ Check mains fuse board for tripped RCDs, both before and after turning on bulk of electrical appliances
- ☐ Check door locks and windows for signs of forced entry
- ☐ Check heating is fully operational
- ☐ Check building for signs of water leaks - especially older clubhouse buildings
- ☐ Check for signs of rodent or insect infestation
- ☐ Ensure any combustible materials that may have been moved near the equipment during shut-down are removed
- ☐ Check your license permits you to serve take away food for consumption off the premises
- ☐ Consider how and where you might be able to safely provide take-out food externally to the clubhouse
- ☐ Review existing licences to ensure any amendments to the club operation are covered

HELPLINE

The Rugby Football Union together with Poppleston Allen Licensing Solicitors has set up a free Alcohol (& Gambling) licensing Helpline 0115 934 9177, which is available to address any issues or concerns you may have relating to the licensing of your premises.



SOCIAL DISTANCE

- ☐ Regulate entry into the facility to prevent overcrowding
- ☐ Implement a one-way system to manage the flow of people
- ☐ Direct the flow of staff and visitors using signage and tape marks on the floor
- ☐ Create directional movement of customers ordering at a till point, then moving to a second point to collect
- ☐ Apply one metre floor markings and signage to ensure social distancing when queueing
- ☐ Consider closing certain areas where social distancing will be most difficult
- ☐ Communicate the measures being taken by the staff and committee so members are aware of their own responsibilities to create a safe environment when visiting the club
- ☐ Inform members of access restrictions and distance regulations by appropriate signage
- ☐ Space tables and chairs to ensure social distancing can be achieved
- ☐ Use table service
- ☐ Use technology to safely receive food and drink orders, eg app or text message
- ☐ Adopt a policy where empty glasses are collected from tables by staff, and customers discouraged from returning them to the bar.
- ☐ Use reservation systems to control the frequency and placement of customers
- ☐ Adopt a policy where plates, cutlery and glasses are only picked up by staff to be returned to the kitchen/bar.
- ☐ Offer individually wrapped condiments and sauces that can be offered on request and brought to the table together with customer's food order, rather than table being pre-laid or customers helping themselves.
- ☐ Take cutlery to the customer with the food and condiments rather than using pre-laid tables or asking customers to help themselves
- ☐ Utilise serving hatches, where they exist, to minimise customers entering the building
- ☐ Use outside areas for queuing
- ☐ Use clear signage to inform users if food and drinks needs to be consumed outdoors
- ☐ Regularly patrol outside areas to monitor for groups forming
- ☐ Restrict access to children's play areas
- ☐ Appoint supervisors to ensure customers and members are practising safe distancing
- ☐ Ensure external contractors are fully briefed and agree to observe the club's and their own company guidelines



HYGIENE

- ☐ Ensure hand-sanitiser is available at appropriate points and that stock levels are sufficient to regularly replenish
- ☐ Implement more frequent cleaning regimes especially for high throughput areas, toilet facilities and regular touchpoints including door handles, push plates, PDQ machines, customer information screens, table tops and amusement machines on a regular basis.
- ☐ Wedge doors open to avoid the need to touch door handles unless it compromises fire or other safety regulations/policies
- ☐ Increase ventilation where possible
- ☐ Reduce the volume of music or television to discourage people from raising their voices
- ☐ Avoid broadcasting television channels that are likely to encourage people to raise their voice, eg live sport
- ☐ Provide additional waste facilities and if possible arrange more frequent rubbish collection
- ☐ Remove any non-essential items that may be difficult to clean
- ☐ Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into your arm
- ☐ 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
- ☐ Obtain alcohol hand sanitiser for dispensers at the bar
- ☐ Clean bar tops on a regular basis
- ☐ Clean table surfaces immediately after use.
- ☐ Use gloves for staff for when they collect table items
- ☐ Use single-use, disposable menus
- ☐ Provide Perspex screens for any food serving points
- ☐ Follow government [advice](#) for cleaning contaminated surfaces
- ☐ Enable cash-less payment for any services you are able to provide

Advice, regulations, and insurance

The Health and Safety Executive <https://www.hse.gov.uk/> provides regulation and guidance on health and safety in the workplace. Its web pages include special advice related to COVID-19, details of health and safety related laws, plus advice on how to manage risk.