



**Brierley Forest**

**Golf Club**

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# **Returning to Golf COVID-19 GUIDANCE**

**Issue 3**

**17<sup>th</sup> May 2021**

This replaces Version 2 which was issued on 12<sup>th</sup> April 2021,  
Version 1 issued on 29<sup>th</sup> March 2021

## CONTENTS PAGE

The Aim .....	3
Playing the Sport: Course Set Up .....	4
Playing the Sport: Before the Round.....	4
Playing the Sport: During the Round.....	5
Playing the Sport: After the Round.....	6
Competition and Rules of Golf .....	6
The Golf Club and the Players .....	8
Staff .....	9
The future .....	10
Key References .....	11
Appendix One - Bar/Restaurant Check list.....	12
Appendix Two – BFGC Risk Assessment .....	13

# **Guidance Document for Indoor of Golf Club To Prepare and Open and Safe Outdoor Play**

## **Introduction**

England Golf confirmed that playing golf outside could start again from Monday 29<sup>th</sup> March 2021, following the Government's further easing of COVID-19 and the latest road map out of lockdown announcements on the 22<sup>nd</sup> of February 2021.

**Updated 15 May - Relevant as of Monday 17 May 2021 – Changes to previous version are in blue**

Therefore, any golf club/course wanting to open from this date will have to demonstrate that their facility and golfing activities are COVID-19 secure.

The following guidance document, which has been produced in line with the Government's COVID-19 Directives and Guidance <https://www.gov.uk/coronavirus> and England Golfs 'Play Safe Stay Safe Framework' to combat COVID-19, will aid Brierley Forest Golf Club (BFGC) in making preparations so that we can ensure we are able to comply with the conditions associated with being allowed to return to operations.

With regards to conditions on the number of people allowed to participate the Government have stated that for Indoor Sports facilities [can now reopen as long as the venue is COVID-19 secure](#) and that gatherings of [groups of up to 6 people can take place indoors and 30 outdoors](#) so long as the activity is following safe COVID-19 safety precautions such as social distancing.

This means that golf clubs/courses such as BFGC need to have systems in place to ensure that on and off the Golf course players are 2 metres socially distanced throughout the game and staff during working hours.

## **The Aim**

England Golf in producing this guidance document wants to provide golf clubs with areas which need to be focused on and how they can be implemented to 'play safe, stay safe'. Not all golf clubs are the same so the implementation will be specific to them, but the requirement to implement procedures is key.

The following categories will need to be considered: -

- Course set up.
- Before the round
- During the round
- After the round
- Competitions and rules of golf
- The Golf Club
- Staff

It is important that golf clubs critically assess the requirements and decide that, under the current conditions, whether they are able or unable to open, due to not being able to protect people and or is not financially viable to do so. BFGC sort assistance and reference to all key Government webpages listed in the Key Reference Section in this decision to open safely [both indoors and outdoors facilities from the 17<sup>th</sup> May 2021](#).

## Playing the sport: 1) Course set-up

- All rakes and ball retrievers have been removed by BFGC. Players may bring their own personal rakes and retrievers, which should only be handled by that player and taken away at the end of their round.
- BFGC have provided new additional bins on the course to prevent overflow and are regularly emptied and sanitised by staff. Large open top access and wooden surrounds frame the bins to minimise players touching bins/contents.
- All other removable items have been removed. Stakes defining areas of the course can be treated as immovable obstructions.

### On-Course Items: Hole, Flagstick & Practice areas

- Flagsticks have been retained, but players are reminded that the flagstick should not be handled by any player.
- There is foam fitted within the hole liner, please do not remove this, personnel are reminded only to remove their own ball from within the hole.
- Practice areas, including practice nets, (BFGC have 3 practice nets), anyone using these nets should sanitise their hands prior to and after using the practice nets.
- All players using these facilities must only use their own equipment.
- Players must leave adequate outdoor space between nets and area leading up to the 1<sup>st</sup> tee and nets for social distancing.
- Golf is limited to four-balls, but social distancing must still be exercised.
- Please keep to your allocated Tee times and whilst waiting to Tee off on any hole, maintain social distancing.
- BFGC is now doing lessons. Indoor practice facilities (simulator) [will reopen for groups of up to six people](#) in addition to 1-to-1 coaching for individual use.

### Before the Round: Bookings

- Four-ball groups are permitted on-course at BFGC with no restriction on the mixing of households. Overall group sizes must not exceed six, [including any caddies or chaperones](#)
- [Spectators are permitted and must follow social distancing guidelines. BFGC will ensure the safety of any spectators in this COVID-19 risk assessment. Information has been sought from local authorities](#)
- BFGC has organised a system of pre booking and allocation of tee times that ensures the safety of staff and golfers and lessen the chance of people congregating by:
  - Use of on-line booking systems - via email, website, and phone.
  - This has been agreed and communicated to all members along with the timings of tee off, specified arrival time and timeframe for booking sessions e.g., two weeks in advance members, one week in advance visitors.
  - No casual walk ups permitted.

### Arrival and Waiting to Play

- [It is illegal for gathering of more than six people to take place indoor except for limited exceptions, with gathering of up to 30 permitted outdoors](#)
- [Clubhouse/Pro shop and indoor and outdoor hospitality areas will open](#) with safety measures in place such as:
  - Having an 8-minute interval between tee times to avoid people entering and exiting at the same time. BFGC inform all members that they can only enter the makeshift reception at specific times for their allocated tee time e.g., do not turn up before the start and leave immediately afterwards. There is adequate private safe space away from the clubhouse via private car park and large outdoor area leading up to the 1<sup>st</sup> tee for social distancing.
  - There is an allocated makeshift reception with one entrance/exit. We operate [a one way system](#) on arrival/exit.
  - We have provided hands-free sanitisers for use on arrival.
  - All doors remained opened to access reception area and toilet facilities to limit number of people touching handles/push panels.

- All surfaces are sanitised daily, (door handles etc.)
- All objects not needed have been removed e.g. salt/pepper pots for tables.
- Contactless payment is preferred – where cash is used hand sanitiser is provided.
- If you show any signs or symptoms e.g., persistent dry cough, temperature, loss of taste & smell you should not enter the makeshift reception.
- No more than six people are to gather near makeshift reception.
- BFGC has a legal obligation to collect details of all members and visitors entering the clubhouse for track and trace [aged over 16](#). These details are stored, in compliance with GDPR, for 21 days via written documents kept in a lockable drawer in office or via display of BFGC official NHS QR Code poster so that visitors can 'check-in' as an alternative to providing their contact details. In the event of a member / visitor having coronavirus, closure of the facility until a 'deep clean', preferably by a specialist contractor, has been completed. **Please refer to the specific link in the Key Reference Section.**
- Locker/changing rooms are now open. Social distancing measures will still be in place throughout these facilities, but BFGC encourages members to avoid or minimise use where possible by arriving ready to play/changing golf shoes in carpark and to minimise the time spent in the changing area
- Toilets and wash-hand basins are at the back of the club house (away from staff), they remain in use, but only one person can enter at one time, due to space therefore BFGC operate a one in one out system with appropriate signage to be used to indicate vacant / occupied. Paper towels in a dispenser are provided (hand driers available but not permitted).
- Toilets are cleaned regularly, and a schedule of cleaning is prominently displayed.
- [In all indoor settings, social distancing ventilation and other safety measures have been considered \(see below\). All visitors and staff who are likely to come into contacts with the public must wear face coverings.](#) Face coverings must be worn by staff, golfers and visitors in all public indoor areas of the BFGC club/facility, such as the makeshift reception area and toilets. There are some exemptions to wearing face coverings including children under the age of 11 and those with certain disabilities. Display of poster that refers to government guidance to ensure compliance of face masks in reception.
- BFGC regularly communicates in advance with golfers to advise on social distancing requirements that are being applied on arrival at the club/facility via email, phone calls and social media platforms and committee meetings.
- Hiring of equipment is permitted but where they are hired, individuals can use trollies. These should not be shared. [Sharing of buggies is now permitted, users are informed to exercise caution and consider risks associated with COVID-19.](#) BFGC staff clean equipment/buggies after every use
- BFGC has procedures in place for the practice putting green, by informing players on arrival to give priority of use to the players in the next group due to tee off
- Outdoor social and hospitality areas have reopened ([rule of six applies indoors and 30 outdoors](#)) and food and drink, including alcohol, will be served. Drinks and menu with option of take away have been reduced to allow safety and served with single use crockery where appropriate. BFGC have made reference to the reopening of [indoor/outdoor](#) hospitality at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid19/restaurants-offering-takeaway-or-delivery>

### 3. During the Round

- BFGC reminds golfers to maintain appropriate social distancing at teeing areas due to the normal proximity of golfers to one another when tee shots are being played.
- BFGC reminds golfers to maintain appropriate social distancing when walking to the ball, searching for a ball, and playing shots.
- BFGC remind golfers not to touch stray balls.
- With no communal rakes allowed on the course, BFGC reminds golfers to make their very best efforts to smooth the sand using their club and/or their feet.
- BFGC remind golfers to maintain appropriate social distancing on the putting greens and not to touch the flagstick.
- Caddies may be used, provided group sizes do not exceed those specified by government ("rule of six" or two households)

- Where used, caddies should only provide guidance to players and should not handle clubs
- Appropriate social distancing and sanitising should be always maintained by players and caddies.

Guidance and reminders are provided by BFGC to golfers to ensure that they maintain appropriate social distancing during the round through all communications (emails, phone, social media channels) staff talks and signage.

### **After the Round**

Clubhouses and indoor and outdoor social and hospitality areas have reopened (rule of six applies indoors and gatherings limited to 30 outdoors) for food and drink, including alcohol.

Drinks and menu including option of take away menu have been reduced to allow safety and served with single use crockery where appropriate. BFGC on the reopening of indoor/outdoor hospitality has also referred to local authorities to clarify guidance relating to the serving of food, drink including alcohol:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid19/restaurants-offering-takeaway-or-delivery>

- BFGC offer a sit-down table service only in the club house and designated staff to serve each table/area. Queuing at the bar is not allowed. There is a strict one-way system in place.
- Masks can be removed when seated for eating/drinking only
- We are now able to offer a limited food and drink service inside and outside, including the sales of alcohol.
- Do not congregate outside of the clubhouse.
- Tables provided for rule of 6 inside and outside
- The management will maintain social distancing within the clubhouse where necessary by limiting numbers to six per table and reducing max room occupancy from 80 to 40 including staff

### **Competitions and Rules of Golf**

BFGC are running competitions all social distancing and safety rules are to be strictly observed. Gatherings of people must be always avoided, including for registration.

We will ensure that all relevant guidelines are followed and that a safe environment is provided for all players.

### **Shotgun starts.**

- We will not allow the use of shotgun starts at this time because of the increased likelihood of creating congregations of people before and after the round.

### **Foursomes and Greensomes formats**

- Each partner should use their own golf ball, which is only handled by that player. For example, the player teeing off from hole 1 is the only player that touches the ball from teeing off through to completion of the hole. The partner teeing off from hole 2 does likewise with their ball. Under the Rules of Golf, a partner is permitted to drop the side's ball in taking relief. It is also permissible to drop another ball when taking relief.
- When marking and replacing the ball on the putting green this should be conducted by the partner the ball belongs to. Under this situation (or any other where the ball must be replaced) the original ball must be used and must not be substituted by another ball

### **Forms of Play and Scoring**

#### **Bunkers**

#### **Flagstick**

- Golfers are required to always leave the flagstick in the hole and not to touch it.
- We do allow players to centre the flagstick in a safe manner which does not involve using the hand, even when wearing a glove or using a towel (for example, by using a club). The centring of the flagstick may be allowed while another player putts (this may be desirable in

windy conditions when the flagstick is required to be left in the hole and is leaning towards the player making the stroke)

### **Hole and Holed.**

The hole liner has a foam insert fitted to prevent the ball going too far down, the ball is considered holed if any part of it is below the surface of the putting green.

BFGC has one Player Score Input (PSI) screen for players to use safely via the provision of sanitising/washing hands before and after use.

## **The Club**

BFGC management needed to critically review and fully complete a COVID-19 risk assessment on how they can set the club house facility up and associated golfing activities including outdoor play on the course so that they have the legal social-distancing and hygiene measures in place, to mitigate the risk of transmission.

This risk assessment will be continually reviewed and updated as the clubhouse/course is used by the Management Team in compliance with key policies/stakeholders/dates as part of the Governments roadmap out of lockdowns plans.

### **Bar / Restaurant / Sim area**

From May 17<sup>th</sup> BFGC is now permitted to be open between the hours of 7am to 11pm with indoor/outdoor table service only allowing COVID-19 secure working and following the appropriate **Government Guidance alongside England's Golfs play safe stay frame framework (this can be viewed by using the specific link listed in the Key Reference Section).**

With regards to the number of people using these facilities at any one time is governed by how BFGC can mitigate the risk of transmission.

The maximum number of people therefore per table indoor/outside is 6 and they are not to socialise with other tables, even if they know them.

To help operate the bar and or restaurant upon opening and form part of the risk assessment – BFGC will use the Checklist, **appendix One**.

**Face Coverings (for full details please view the specific link listed in the Key Reference section).** The Government on Friday 21<sup>st</sup> August 2020 made the wearing of a face covering mandatory in Indoor Sports Stadiums. As a result, any person over 16 entering a golf clubhouse will need to wear a face always covering, until they leave the premises – this applies to the makeshift reception area when signing/handing in score cards and going to the toilet facilities. There are some exemptions to wearing face coverings including children under the age of 11 and those with certain disabilities. BFGC have referred to government guidance to ensure compliance.

### **Staff / Volunteers**

BFGC has a duty of care to its staff and volunteers who will be in working in the building/ on the course at the time. As such a risk assessment has been carried out on the people being asked to work and where they will be working: -

- The Club is a COVID-19 secure venue and has completed risk assessments (appendix 2)
- The rooms have been cleared, marked with max signage for social distancing of 2m and staff wearing face coverings at all times with appropriate PPE provisions Staff would only be permitted to remove the face covering within the clubhouse for the following actions: -
  - When eating/drinking in designated areas (separate staff room/offices and outside eating areas are encouraged where possible via the use of BFGC private outdoor beer garden where staff can safely socially distance outdoors)

- Due to a physical or mental illness or impairment, or disability
- To allow fresh air flow, windows and doors are always open where possible in opening hours.
- Staff have distance and separation between workstations – BFGC has removed furniture so staff do not have to work side by side, back-to-back or face to face. Staff have own workstations/tables for lunch or can eat outside where possible.
- No sharing pens, documents, and other objects
- Social activity and events has re-started with appropriate Gov guidelines such as bookings only to events, max number reduced to ensure social distancing in venue from 80 to 40 occupants, table service only etc along with the business of the club house running's, bookings, etc.
- The current offices/staff are included in the maximum numbers and are not extra. Reduced staff levels are in operation in the clubhouse where possible. Managers working on site are socially distanced, opposite shifts and other staff not rostered when not necessary. Managers working from home where possible for emails, phone calls etc and are on site during golf opening hours to manage makeshift reception, serve indoor/outdoor snacks and drinks etc. Green staff able to continue working safely socially distanced outside.
- Provided appropriate hand sanitiser in the office / reception space, toilets, and prominent places. Signage to remind people to wash their hands is throughout the clubhouse.
- The office space is separate upstairs and is well ventilated with fresh air.
- We have placed a Perspex shield at the makeshift reception desk which is to remain in place.
- When handling food and drinks for indoor/outdoor service, staff are provided with face covering and disposable gloves.
- Staff rotas stored electronically comply with Test and Trace compliance.
- Regular communications via online methods to clearly define / allocate roles, what we are asking staff / volunteers to do and monitor effectiveness.
- We will be documenting when staff / volunteer training has taken place along with who attended in the future for all staff development.
- We will be reviewing regularly max occupancy levels and reductions needed to create safe social distancing
- BFGC has kept all internal doors open to limit the number of staff/people touching the handles / push panels. Fire doors will need to remain closed, unless they have a specific fire safety retainer fitted.
- BFGC has implemented a robust cleaning / disinfectant schedule pre, during and post opening via clearly displayed operating procedures for each room/section of the clubhouse for staff to follow. BFGC has now employed a designated cleaner Mon – Friday.

### **The players**

Even though BFGC will have assessed and implemented plans to ensure the safety / wellbeing of everyone, the successful outcome will be influenced also by the compliance of members who want to start golfing again.

### **The clubhouse/management team as therefore: -**

- Communicated its plans to all members, staff, committees etc.
- Advise / publicise that members who display symptoms should self-isolate as per Govt guidance.
- We will display prominently within the club key messages / statements on actions expected.
- We will continually monitor / review how the plans are working.
- We will inform members who are not complying that they need to or if not will not be allowed access.
- We will listen to feedback / concerns from staff, volunteers, and members.

### **Meetings / AGMs**

With the reopening of the club house - meetings are being held using remote working tools still where necessary to avoid in-person meetings via zoom and there has been flexibility in delaying the need to meet.

## **The future**

We all want to see both the golf clubhouse/course facilities fully open and to return to normal as soon as possible but only on terms which protects the health and wellbeing of everyone. But ultimately the final decision on whether the golf clubhouse/course stays closed or operates under these conditions, remains a BFGC/management team decision.

England Golf stress that due to the COVID-19 still being present in England, then the Government may and / or will change their decision on golf clubhouse/course activities being allowed, across the Country and / or in specific locations. As such when there are any amendments or new conditions, they will advise all golf clubs/courses as to what actions need to take place. England Golf have their advanced copy of framework in relation to the next stage of governments roadmap out of lockdown for [May 17<sup>th</sup>](#) with which BFGC has began its readings and associated recommendations. An updated risk assessment to follow this document will be completed.

## **Key reference documents**

### **England Golf**

<https://www.englandgolf.org/download/a-framework-for-playing-golf/>

### **Department of Culture, Media & Leisure -**

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

### **Coronavirus (COVID-19) what has changed – 22<sup>nd</sup> September 2020**

<https://www.gov.uk/government/news/coronavirus-covid-19-what-has-changed-22-september>

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

### **Guidance for Bars & Restaurants**

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

### **Guidance for Face Coverings**

**Section 7 of** <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

### **NHS Test and Trace**

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

GDPR – Contact Testing – protecting customer and visitor details <https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/contact-tracing-protecting-customer-and-visitor-details/>

### **Health & Safety**

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.gov.uk/work/health-safety-at-work>

[www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm](http://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm)

<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

## Risk Assessment

[https://learn.sportenglandclubmatters.com/pluginfile.php/31273/mod\\_resource/content/2/Club%20Matters%20-%20Creating%20a%20Risk%20Assessment%20SO.pdf](https://learn.sportenglandclubmatters.com/pluginfile.php/31273/mod_resource/content/2/Club%20Matters%20-%20Creating%20a%20Risk%20Assessment%20SO.pdf)

<https://www.hse.gov.uk/risk/assessment.htm>

## Cleaning

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<http://www.eiba.co.uk/news/2020/greengauge-fogger.pdf>

## Hosting meetings

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

## Card machine options

<https://www.mobiletransaction.org/card-machine-small-business-uk/>

## COMPLETED BY

**BFGC 24th MARCH 2021**

## Appendix One

### Bar / Restaurant Check to be COVID-19 Ready

This checklist is designed to assist Clubs who do wish to reopen their bar and restaurant area for providing takeaway services and in preparation for outdoor beer garden service April 12th – it is not an exhaustive list and some of the items highlighted within may not be relevant to your club.

We recommend that you tailor this checklist to meet your club's individual requirements.

### 1. Capacity, signage, spacing and movement.

	Relevant	Completed
Consider maximum capacity for all areas based upon social distancing requirements and means of managing capacity (e.g., time limits for length of stay)	6 people per table Social distancing to be applied	YES
Clubs must display the official NHS QR Code poster and every customer over 16, whether sat inside or outside must be asked to check in to the venue using the NHS Covid-19 app. A 2 <sup>nd</sup> mechanism must be established to collect contact details for any customers that can't/don't want to use, the app. Store the data for 21 days. Ensure compliance with GDPR in collection and storage of details	NHS COVID 19 APP and forms	YES
Ensure all seating areas (indoor and outdoor) are sufficiently spaced and enable movement of people whilst maintaining appropriate social distancing	YES	YES
Consider the safe movement of people and queuing mechanism for access and service – including implementing one-way systems and bar areas	YES	YES
Provide clear signage throughout the facility to guide and inform members and visitors, including any mandatory signage according to government regulations	YES	YES
Enable cashless payment for any services you can provide within government guidelines	YES	IF CASH IS USED, HAND SANITISER IN PLACE
Consider whether to have a member of staff or volunteer	YES	YES

at the entrance to manage the number of people in the clubhouse at one time		
Consider partial opening of the clubhouse to better manage social distancing and cleaning measures (esp where number of rooms F&B served)		
Provide a system of table service with a designated server, where possible for all indoor and outdoor areas	YES	YES

## 2. Food and beverages

	Relevant	Completed
Introduce a limited menu with items quick to produce to limit service time and queueing	YES	YES
Consider how social distancing can be maintained for staff and/or volunteers	YES	YES
Remove any non-essential objects that users may touch	YES	YES
Provide only single-use condiments	YES	YES
Ensure cleaning and sanitisation of glasses and crockery are appropriate	YES	YES
Provide training for staff and/or volunteers to ensure knowledge and understanding of their responsibilities for maintaining cleanliness and sanitisation	YES	YES
Ensure compliance with food standards by checking use by dates on all produce	YES	YES
Check cellar for CO2 leaks and open cellar door and delivery hatches to change the atmospheric air in the cellar (in case of CO2 leaks)	NO	N/A
Clean beer lines	NO	AUTOMATIC
Check for signs of rodent or insect infestation	YES	BAIT TRAPS
If not being used currently, load up and test point-of-sale software, checking for updates and any changes from the software provider		
Consider how and where you might be able to safely provide take-out food externally to the clubhouse	YES	YES

## 3. Hygiene and Sanitation

	Relevant	Completed
Ensure hand-sanitiser is available at appropriate points and that stock levels are sufficient to regularly replenish	YES	YES
Ensure all soap dispensers are full and that stock levels are sufficient to regularly replenish	YES	YES
Ensure paper towels are available and that stock levels are sufficient to regularly replenish	YES	YES
Regularly clean and sanitise all hard surfaces	YES	YES
Wedge doors open to avoid the need to touch door handles, where possible, provide hand sanitizer where not possible	YES	YES
Provide ventilation to the building by opening windows and doors, where possible	YES	YES
Consider perspex screens for all serving points		
Provide appropriate PPE for all staff and volunteers	YES	YES

#### 4. Fire-related

	Relevant	Completed
Check the emergency lighting and fire alarm are operational and that the fire panel is not flagging up any problems	YES	YES
Review and, if necessary, update building evacuation plans to support appropriate social distancing	YES	YES
Check all evacuation routes are clear, unlocked and operational	YES	YES
Visually check fire extinguishers - look for leaks and ensure gauges are pointing to full	YES	YES

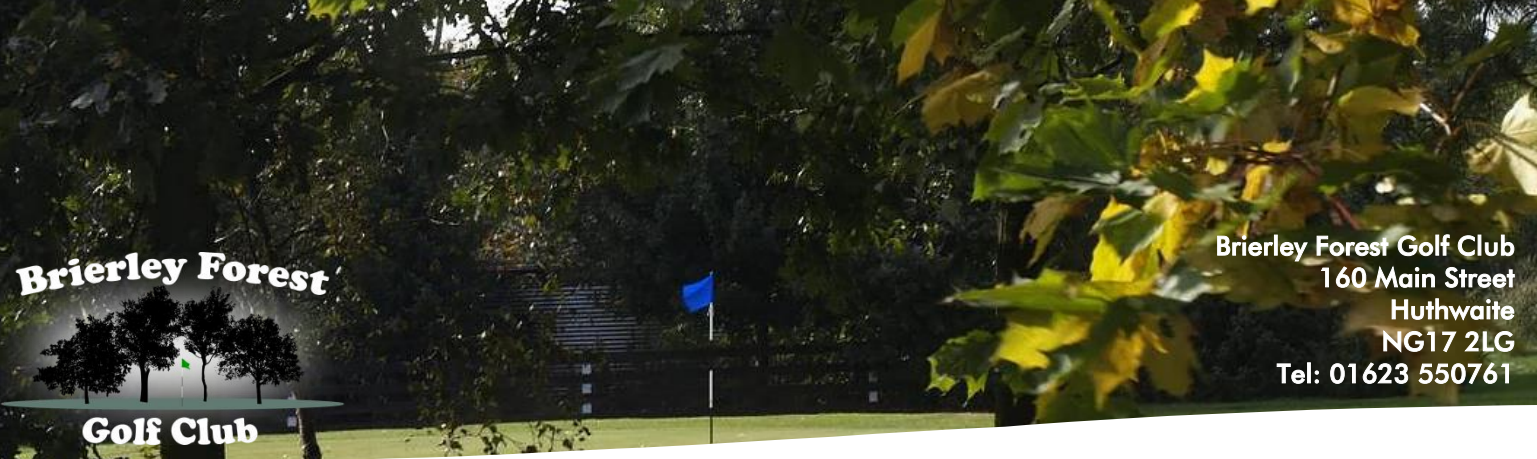
#### 5. Plant-related

	Relevant	Completed
Check kitchen gas auto-safe valve is operational	NO	N/A
Check mains fuse board for tripped RCDs, both before and after turning on bulk of electrical appliances	YES	YES
Check door locks and windows for signs of forced entry	YES	YES
Check heating is fully operational	YES	YES
Ensure ladies feminine hygiene bins are empty	YES	YES
Check for any missed external inspections – lifting equipment (lifts, tractor hydraulics etc) and air compressors will need to be assessed after lock down		

#### 6. Water system-related

	Relevant	Completed
Follow and implement your locally agreed L8 (control of Legionella bacteria in water systems) safety measures to flush through and disinfect all water outlets	YES	YES
Regularly clean and disinfect sinks, toilets etc.	YES	YES
Flush and clean all toilets	YES	YES
Check building for signs of water leaks - especially older clubhouse buildings	YES	YES





## Appendix Two: BFGC COVID-19 Risk Assessment

### COVID-19 RISK ASSESSMENT

# Brierley Forest Leisure

Date.26/03/2021

Areas of risks	Risk Identified	Actions taken	Notes	Risk level
Cleanliness of Clubhouse.	Other users or staff	Staff to clean all surfaces regularly		L
Managing social distancing	People do not comply with guidelines	All players to be informed that they must comply with the latest guidance.  Notices displayed in the clubhouse and handouts be available. Guidance published on all social media channels, website and email communications.		L
Respiratory hygiene	Transmission to members, visitors and staff	Catch it, Bin it, kill it, signage to be in place. Provide hand sensitisation products suitable waste bins with disposable bin liners. Bins to be emptied regularly.		L
Hand cleanliness	Transmission to members, visitors and staff	Provide hand sanitisation stations. Provide signage for regular hand washing.		L
Someone falls ill with symptoms	Transmission to members, visitors and staff and to other groups and premises.	Advise players to inform staff if something is suspected and comply with NHS Track and Trace via BFGC QR posters/sign in. Close club and conduct a thorough clean using appropriate protective equipment.		L

