

## Brampton Park Golf Club

### Event Space: Covid-19 Risk Assessment (after May 17<sup>th</sup> 2021)

**Only applies to those functions which can run with 30 guests maximum (wedding reception, wake, christening & bar mitzvahs)**

Risk	Level of Risk (1 – low, 5 – high)	Response	
<b>Condiment bottles (ketchup, brown sauce, mayo, mustard, salt &amp; pepper)</b>	4	Introducing single use sachets, handed out only as requested (customers are not to help themselves).	4 – fairly high because if customers share the same bottle, then consume food with their hands into their mouth, the risk of the virus spreading from person to person is high.
<b>Staff going out into the event space amongst guests and collecting contaminated crockery/cutlery/glasses.</b>	3	Supply staff with PPE (gloves and face masks) when moving around the event space area. Visors are also an option. Staff to dispose of gloves when moving on to a different task Staff to wash hands with soap after loading the dishwasher/glass washer.	3 – although the risk would be very high if the staff were not wearing PPE to protect them as they collected contaminated crockery, the risk is reduced as we are able to control this through PPE.
<b>Customers coming into contact with staff (less than the 1 meter plus guidelines).</b>	5	Due to the large size of the event room and the limited number of guests (30 including children – under 5s) the tables will be set up with plenty of space for staff to move freely with no risk of bumping into guests.	5 – government guidance says 1 meter plus, and so the risk of them spreading the virus by not doing so is high.
<b>Customer contact with menus.</b>	4	Menus are laminated so are to be disinfected and wiped down regularly throughout service. Use of a blackboard can be made to reduce the number of menus available i.e gin menu.	4 – fairly high because if customers share the same menu but are from different households, and then consumer food with their hands into their mouth, the risk of the virus spreading from person to person is higher.
<b>Customer contact with coffee station crockery/cutlery, and glasses</b>	4	A member of staff will pour the drinks to stop repeated touching of handles. Coffee orders will be taken by members of staff, who will serve coffees. Glasses will be laid out on tables ready filled where applicable.	3 – although the risk could be high, the coffee station removal and removal of water jugs will reduce the risk of cross contamination.
<b>Risk of customers contaminating tables/chairs where sitting.</b>	4	Our trained staff will clean the tables and chairs after each use, using our sanitising spray in accordance with effective directions. Sanitising stations are set up at the entrance to the event space, and on the bar. Guidance has been posted on our website to request that customers sanitise when entering the bar.	4 – when arriving at the table, the customer is likely to touch the chair to sit down and again once seated. If talking/eating etc the customer could spray droplets from their mouth onto the table. Customers will be directed to one of the sanitising stations either at the bar, by the touch screen at the

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			entrance, or by the coffee machine when entering the premises.
<b>Staff contaminating food whilst preparing or delivering it.</b>	5	Staff will wear face masks when preparing food/pouring & serving drinks/serving food in the bar. Staff will ensure that they wash their hands when coming into the premises. They will wash their hands with soap regularly throughout their shift. They will hold plates/pizza boards with napkins when serving and then dispose of the napkins. They will wear gloves if they need to collect cash or wash/sanitise their hands afterwards (though we have asked customers to not pay in cash). There will be a staff sanitising station near the till.	5 – without face masks the likelihood of droplets landing in the drink or on food is high (especially if they are speaking), ASSUMING THAT WE ALL HAVE THE VIRUS. Staff are aware that they can take advantage of the free home testing kits available.
<b>Staff coming into close contact with each other in the workplace.</b>	5	Limit the amount of staff on at any one time. Each member of staff to have a particular task on busy days.	5 – government guidance dictates a 1 meter plus distance, although it is allowed to be less than this, if not possible, in the workplace. Therefore, the risk of spreading the virus is high.
<b>Customers ignoring social distancing rules (1 meter plus rule), and general government guidelines.</b>	5	Regular checks will be made by staff with strict enforcement and zero tolerance of rule breakers. Staff will be given a list of phone numbers to call if they are concerned and there is no management on site at the time.	5 – government guidance dictates a 1 meter plus limit for those from different households, and currently limits those from different households to a maximum of 6 (though guidance is regularly changing so please check the most up to date at the time), therefore the risk of spreading the virus is high.
<b>Toilets leading to close contact between staff, due to size.</b>	5	There will be signs up asking customers to wait for a clear entry to both the ladies and the gentlemen's toilet in the changing room. Customer guidance has been put up by the sinks on effective hand washing.	5 – government guidance dictates a 1 meter plus limit for those from different households, and currently limits those from different households to a maximum of 6 (though guidance is regularly changing so please check the most up to date at the time), therefore the risk of spreading the virus is high.
<b>Use of club facilities, handles, doors, toilet flushes, locks, etc.</b>	5	Doors where possible are held open, signage is up by the sinks reminding customers how to wash hands.	5 – when using the facilities, there are crucial 'touch-points' which have been identified on the cleaning rota, where multiple customers are likely to touch

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		Cleaning/sanitising rota is in the bar, for staff to sign off against. This is to be done 3 times a day: at the start of a shift; mid-afternoon (or before a shift-swap) and mid-evening.	the same item. They could leave droplets of the virus on these 'touch-points', and therefore spread the virus.
<b>Temporarily removing face masks if a customer is hard of hearing or for another reason.</b>	2	Ask staff where possible to not touch their face masks. These can be replaced if needed. Clear visors are also in use, instead of a face mask.	2 – medium risk, staff have been trained, and will be washing hands regularly, risk of contaminating their face mask is low.
<b>Large numbers of people queuing at any one time in the bar area.</b>	2	Table service is offered to reduce the risk of queues developing. Staff will take orders at the table. There is limited numbers of indoor functions during this time, which reduces the risk of congregating. Guidance will be on display in the downstairs bar for customers to ensure that risks are reduced.	2 – we do not have a lot of customers arriving at once, due to the nature of golf, and with tee times in place. There is strict limits on the number of guests at certain functions after 17 <sup>th</sup> May (30 for a wedding or wake, bar mitzvahs & christenings) We have increased staff numbers to speed up service and will be monitoring this closely.
<b>Large numbers of people moving up and down the stairs</b>	2	Customer numbers reduced to a MAXIMUM of 30 in the Event Space. Customers using the event space will be encouraged to use the one way system, up through the internal stairs and out through the balcony down the external stairs. Heavy rain may make the outside stairs a risk though, we will monitor this and review the greater risk. The stair railings will be included on the sanitising rota and doors will be kept open where possible (bearing in mind fire safety). We will ask customers to wait on landings for 3 <sup>rd</sup> floor guests to make their way up and down stairs so as to not cross over mid-way.	4 – when going up and down stairs customers are likely to hold on to the hand rail. There is a sanitising station at the entrance to the building and another at the entrance to the event space and customers will be encouraged to use these. Touching the stairs and door handles could lead to cross contamination and spread the virus.