



Ref/Item	Action Required	Action by who	Action by when	Notes/completed
1. Coronavirus Risk Assessment	1. The BRSC coronavirus risk assessment remains the overarching document that must be complied with in addition to this action plan	1. PA, BU, RA, PC	15.05.20	1. <b>Completed</b> Coronavirus Risk Assessment agreed by General Committee and Posted on website
2. Sailing/water-based activities	2. For sailing, see back to sailing club framework <a href="http://brsailingclub.co.uk/brsc-coronavirus-updates-info/">http://brsailingclub.co.uk/brsc-coronavirus-updates-info/</a>	2. RA, PA, JE	15.5.20	2. <b>Completed</b> Back to sailing framework for Phase 1 and 2 agreed by General Committee and Posted on website. Phase 3 to General Committee 06.07.20
3. Club opening	3. Phase 1 external area open for use, club buildings remain closed. Toilets open during summer season where possible. Toilets remain closed during the winter season			
	3.1. Benches to be moved outside and positioned to allow for correct social distancing	3.1 PA, CA, BU, TS	3.1 Date TBA	3.1 <b>Completed 16.06.20</b>
	3.1.1. Family groups to stay on their own table			
	3.1.2. Notice – Benches not to be moved, benches placed 2m apart, one household per bench – on each table	3.1.2 PA, CA, BU		3.1.2 <b>Completed 16.06.20</b>
	3.2. Toilet open from 4 <sup>th</sup> July weekends only.		3.2 Date TBA	3.2 <b>Completed Agreed at GCM 11.06.20</b>
	3.3. Access from rear door only			
	3.4. Cleaning of toilets to be arranged	3.4 RA, PA	3.4 12.06.20	3.4 <b>Completed Toilets cleaned CA. Cleaners appointed RA</b>
	3.5. Someone to be available at the club Saturday and Sunday when rear door open during the summer season			3.5 <b>PA, CA 4<sup>th</sup> 5<sup>th</sup> July PA, CA 11<sup>th</sup> 12<sup>th</sup> July</b>
	3.6. Ladies closed, Gents toilet to be used for Ladies and Gents			3.6 <b>Completed 16.06.20</b>
	3.7. Urinals closed off, one cubicle available	3.7 PA,CA,BU	3.7 12.06.20	3.7 <b>Completed 16.06.20</b>
	3.8. Changing room and shower area blocked off	3.8 PA,CA,BU	3.8 12.06.20	3.8 <b>Completed 16.06.20</b>
	3.9. Sanitary bin to be moved from Ladies to Gents	3.9 PA,CA,BU	3.9 12.06.20	3.9 <b>Completed 16.06.20</b>
	3.10. Paper towels and dispenser installed	3.10 PA,CA,BU	3.10 12.06.20	3.10 <b>Completed 16.06.20</b>
	3.11. Antiseptic wipes available in cubicle	3.11 PA,CA,BU	3.11 12.06.20	3.11 <b>Completed 16.06.20</b>
	3.12. Two bins available for wipes and paper towels	3.12 PA,CA,BU	3.12 12.06.20	3.12 <b>Completed 16.06.20</b>



4. Club buildings opened	3.13. Hand sanitiser to be purchased	3.13 PA	3.13 05.06.20	3.13	Completed 05.06.20
	3.14. Notices and posters to be installed	3.14 PA,CA,BU	3.14 10.06.20	3.14	Completed 03.07.20
	3.14.1. Notice on inner glass door to show occupied or vacant			3.14.1	Completed 16.06.20
	3.14.2. Notice no dogs – children to be supervised			3.14.2	Completed 04.07.20
	3.14.3. Please use antiseptic wipes to clean surfaces you have touched after use			3.14.3	Completed 16.06.20
	3.14.4. Social distancing			3.14.4	Completed 04.07.20
	3.14.5. Hand washing			3.14.5	Completed 16.06.20
	3.14.6. If unwell follow Government guidelines, inform club, process TBA			3.14.6	TBC
	3.14.7. Wipes not to be flushed			3.14.7	Completed 16.06.20
	4. Phase 2 – Club buildings opened		30.06.20	4	Completed 04.07.2020
	4.1. Opening times restricted to weekends			4.1	Sat and Sun 2pm – 8pm
	4.2. Members only				
	4.3. Dogs to be kept on short lead at all times				
4.4. One-way system to be implemented	4.4 PA, BU	4.4 30.06.20	4.4	Completed 16.06.20	
4.4.1. In through the main entrance, out through the patio doors			4.4.1	Completed 16.06.20	
4.4.2. Main floor area to be kept clear for social distancing			4.4.2	Completed 16.06.20	
4.4.3. No exit from bar area through rear fire-door – entry to toilets only			4.4.3	Completed 16.06.20	
4.4.4. Signage - entry and exit on doors			4.4.4	Completed 16.06.20	
4.5. In order to maintain social distancing all entrances and exits to be kept clear					
4.6. Cleaning schedule to be agreed and organised	4.6 RA	4.6 30.06.20	4.6	Completed 16.06.20	
4.6.1. New cleaners to be appointed	4.6.1 RA		4.6.1	Agreed	
4.6.2. Saturday / Sunday Mornings required subject to bar opening times being agreed					
4.7. Ladies and Gents toilets in operation		4.7 30.06.20	4.7	In progress	
4.7.1. New sinks to be installed in Ladies	4.7.1 PC		4.7.1	Ongoing	



	4.7.2. Gents urinals still closed off to allow for social distancing additional Cubicle in Gents opened changing room and showers not in use			<b>4.7.2</b>	<b>Ongoing</b>
	4.7.3. Ladies cubicles – centre cubicle to be closed to allow for social distancing	4.7.3 PA, BU		<b>4.7.3</b>	<b>Ongoing</b>
	4.8. Hand sanitiser to be positioned at the following locations	4.8 PA,CA,BU	4.8 30.06.20	<b>4.8</b>	<b>Completed 16.06.20</b>
	4.8.1. At exit by patio doors – pool table moved slightly to accommodate			<b>4.8.1</b>	<b>Completed 16.06.20</b>
	4.8.2. Front door – on shelf by kitchen			<b>4.8.2</b>	<b>Completed 16.06.20</b>
	4.8.3. Corridor wall by back door			<b>4.8.3</b>	<b>Completed 16.06.20</b>
	4.8.4. Staff to have personal bottles for locking up			<b>4.8.4</b>	<b>Completed 03.07.20</b>
	4.8.5. Door from Lounge area to toilets			<b>4.8.5</b>	<b>No longer required.</b>
	4.8.6.				<b>Door to remain closed</b>
	4.9. Pool Table, Dart Board, Lotto Machine not to be used	4.9 PA,CA,BU	4.9 30.06.20	<b>4.9</b>	
	4.9.1. Not in use signs to be placed			<b>4.9.1</b>	<b>Completed 16.06.20</b>
	4.10. Positions for six tables have been identified which comply with 2 metre social distancing	4.10 PA,CA,BU	4.10 30.06.20	<b>4.10</b>	<b>Completed 16.06.20</b>
	4.10.1. Two in the lounge area -left and right of the fireplace				
	4.10.2. One in front of the stage on the left				
	4.10.3. One in front of the stage on the right				
	4.10.4. Two on the stage				
	4.11. Groups to stay on their own table				
	4.12. Signage on each table as follows	4.12 PA,CA,BU	4.12	<b>4.12</b>	<b>Completed 16.06.20</b>
	4.12.1. Occupied				
	4.12.2. Flip sign: Red – do not use: to be cleaned. Green – cleaned and available				
	4.13. Antiseptic wipes to be available on each table	4.13 PA, BU	4.13 30.06.20	<b>4.13</b>	<b>Completed 03.07.20</b>
	4.14. Additional bins to be purchased	4.14 PA, BU	4.14 30.06.20	<b>4.14</b>	<b>Completed 03.07.20</b>
	4.15. Beer mats not to be used				



<b>5. Bar operation</b>	<b>5. Phase 2 continued - Bar operation</b>  5.1. Bar opening times restricted to weekends  5.2. Brewery to be contacted for delivery times, availability and prices for wines and cans. 5.3. Gas to be checked and Four Seasons contacted for gas bottle supply, delivery times and availability 5.4. Staff Training on new procedures, processes and expectations to be completed 5.4.1. Course in L2 food hygiene completed by bar staff  5.5. Service from wet bar only 5.5.1. Screen to be installed on wet bar – see link: cost £79.99 5.5.2. Payment and drink collection from RH side of screen 5.5.3. Payment by card only 5.5.4. Figurehead to be moved from wet bar  5.6. De clutter bar by removing rarely used items and bottles 5.7. Tongs to be purchased for small items, ice creams straws etc 5.8. Glasses only used once 5.9. Glasses to be handled from the base only 5.10. Glass washer crate located to the left of the screen on wet bar for customers to place used glasses 5.11. Glass washer crate located by the hatch entrance to the bar in the lounge area to allow customers to place used glasses on leaving to avoid the queue in the wet bar 5.12. Two additional glass washer crates to be purchased 5.13. Trays to be made available to enable a round of drinks to be purchased minimising payments and the number of people in the queue. 5.14. Five additional trays to be purchased 5.15. Paper cups to be used for tea and coffee 5.16. Paper cups for coffee machine to be purchased 5.17. Check date and quantity of tea & coffee 5.18. Cans not to be de-ringed			<b>5 NE, SE, RA with BU (PA, CA to support)</b> <b>5.1 Sat and Sun 2pm – 8pm x 2 3 hour shifts BU MV</b> <b>5.2 5.2 BU has contacted brewery and will action</b> <b>5.3</b> <b>5.4 Completed 29.06.20</b> <b>5.4.1 BU, PA, MV Completed</b>  <b>5.5 Completed 04.07.20</b> <b>5.5.1 Completed 17.06.20</b> <b>5.5.2 Completed 04.07.20</b> <b>5.5.3 Completed 04.07.20</b> <b>5.5.4 Completed 17.06.20</b>  <b>5.6 Completed 03.07.20</b> <b>5.7 Completed 03.07.20</b> <b>5.8 Completed 04.07.20</b> <b>5.9 Completed 04.07.20</b> <b>5.10 Completed 04.07.20</b>  <b>5.11 Completed 16.06.20</b>  <b>5.12 Completed 29.06.20</b> <b>5.13 Completed 29.06.20</b>  <b>5.14 Completed 16.06.20</b> <b>5.15 Completed 04.07.20</b> <b>5.16 Completed 03.07.20</b> <b>5.17 Completed 03.07.20</b>
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6. Policies Procedures Communication	5.19. Area in front of bar in lounge to be sectioned off to allow visibility of the lounge area and rear entrance by the bar staff	5.19 PA,CA,BU	5.19 30.06.20	<b>5.19 Completed 16.06.20</b>
	5.20. Bins to be located in front of the bar area - one for used cans, one for bottles, one for general rubbish	5.20 PA,CA,BU	5.20 30.06.20	<b>5.20 Completed 16.06.20</b>
	5.21. PPE to be made available for dealing with situations which do not allow for social distancing (plus two kits for the rescue boats)	5.21 RA, PA, BU	5.21 30.06.20	<b>5.21 Completed 03.07.20 – container/bag to be purchased</b>
7. Kitchen open Social events arranged	<b>6. Phase 2 continued – Policies procedures and communication</b>			
	6.1. Policies and procedures to be written covering all changes implemented above to comply with government guidance			
	6.2. All new policies and procedures to be communicated to staff and club members			
	<b>7. Phase 3 – Kitchen open, social events organised</b>			
	7.1. Kitchen to remain closed until further notice			
	7.2. Social events not to be arranged until further notice			

RA Rachael Atfield

SE Sandra Etheridge

NE Nigel Etheridge

BU Ben Uren

PC Pete Crosby

JE Joe Elwin

PA Paul Adams

CA Carol Adams

TS Tony Satturley

MV Malcolm Vincent