

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. Completed 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 http://brsailingclub.co.uk/brsc-coronavirus-updates-info/	2. PA,	15.5.20	2. Completed Back to sailing framework for phase 1 agreed by General Committee and Posted on website Phase 2 in progress by Rear Commodore Sailing JE
3. Club opening	3. Phase 1 external area open for use, club buildings apart from toilet remain closed			
	3.1. Benches to be moved outside and positioned to allow for correct social distancing	3.1 PA, BU, TS	3.1 Date TBA	
	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, BU,		
	3.2. Toilet open from ----- weekends only.		3.2 Date TBA	3.2 Agreement to open to be agreed by General Committee
	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 Date Time TBA
	3.5. Someone to be available at the club Saturday and Sunday when rear door open,			
	3.6. Ladies closed, Gents toilet to be used for Ladies and Gents			
	3.7. Urinals closed off, one cubicle available	3.7 PA	3.7 12.06.20	
	3.8. Changing room and shower area blocked off	3.8 PA	3.8 12.06.20	
	3.9. Sanitary bin to be moved from Ladies to Gents	3.9 PA	3.9 12.06.20	
	3.10. Paper towels and dispenser installed	3.10 PA	3.10 12.06.20	
	3.11. Antiseptic wipes available in cubicle	3.11 PA	3.11 12.06.20	
	3.12. Two bins available for wipes and paper towels	3.12 PA, BU	3.12 12.06.20	
	3.13. Hand sanitiser to be purchased	3.13 PA	3.13 05.06.20	
	3.14. Notices and posters to be installed	3.14 PA, BU	3.14 10.06.20	3.13 Completed (Covexgels Ltd)

<p>4. Club buildings opened</p>	<p>3.14.1. Notice on inner glass door to show occupied or vacant 3.14.2. Notice no dogs – children to be supervised 3.14.3. Please use antiseptic wipes to clean surfaces you have touched after use 3.14.4. Social distancing 3.14.5. Hand washing 3.14.6. If unwell follow government guidelines, inform club process TBA 3.14.7. Wipes not to be flushed</p> <p>4. Phase 2 – Club buildings opened</p> <p>4.1. Opening times restricted to weekends 4.2. Members only 4.3. Dogs to be kept on short lead at all times 4.4. One-way system to be implemented 4.4.1. In through the main entrance, out through the patio doors 4.4.2. Main floor area to kept clear for social distancing 4.4.3. No exit from bar area through rear fire-door – entry to toilets only 4.4.4. Signage - entry and exit on doors 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 4.6.1. new cleaners to be appointed 4.6.2. Saturday / Sunday Mornings required subject to bar opening times being agreed 4.7. Ladies and Gents toilets in operation 4.7.1. New sinks to be installed in Ladies 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 4.7.3. Ladies cubicles – centre cubicle to be closed to allow for social distancing</p>	<p>4.4 PA 4.6 RA 4.7.1 PC 4.7.3 PA</p>	<p>30.06.20</p> <p>4.4 30.06.20 4.6 30.06.20 4.7.1.30.06.20 4.7.3 30.06.20</p>	<p>In preparation for possible date of opening in July</p> <p>4.1. Sat and Sun 2pm – 8pm</p> <p>4.6.1 PA CA To meet with cleaning company at the club prior to appointment 4.7 Notices in Ladies as 3.14.</p>
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<p>5. Bar operation</p>	<p>4.8. Hand sanitiser to be positioned at the following locations 4.8.1. At exit by patio doors – pool table moved slightly to accommodate 4.8.2. Front door – on shelf by kitchen 4.8.3. Corridor wall by back door 4.8.4. Staff to have personal bottles for locking up 4.9. Pool Table, Dart Board, Lotto Machine not to be used 4.9.1. Not in use signs to be placed 4.10. Positions for six tables have been identified which comply with 2 metre social distancing 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 4.12.1. 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 4.14. Additional bins to be purchased 4.15. Beer mats not to be used</p> <p>5. Phase 2 continued - Bar operation</p> <p>5.1. Bar opening times restricted to weekends 5.2. Staff Training on new procedures, processes and expectations to be completed 5.2.1. Course in L2 food hygiene completed by bar staff 5.3. Serving to be from wet bar only 5.3.1. Screen to be installed on wet bar – see link: cost £79.99 5.3.2. Payment and drink collection from RH side of screen 5.3.3. Payment by card only</p>	<p>4.8 PA BU 4.9 PA BU 4.10 PA BU 4.12 PA, BU 4.13 PA BU 4.14 PA BU 5.2 RA, PA 5.2.1 PA 5.3.1 PA</p>	<p>4.7 30.06.20 4.8 30.06.20 4.9 30.06.20 4.10 30.06.20 4.10 30.06.20 4.13 30.06.20 4.14 30.06.20 5.2 30.06.20 5.2.1 30.06.20 5.3.1 30.06.20</p>	<p>5 NE, SE, RA (PA CA BU to support)</p> <p>5.1. Sat and Sun 2pm – 8pm x 2 3 hour shifts BU Malcolm 5.2.1 on-line course identified 5.3.1 Screen ordered, awaiting delivery</p>
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<p>6. Policies Procedures Communication</p>	<p>5.3.4. Figurehead to be moved from wet bar</p>	<p>5.3.4 PA, BU, TS</p>	<p>5.3.4 30.06.20</p>	<p>Once screen fitted will decide whether this is required</p> <p>5.8 - 5.9 crate then taken to the glass washer without bar staff handling used glasses</p>
	<p>5.4. De clutter bar by removing rarely used items and bottles.</p>	<p>5.4 BU</p>	<p>5.4 30.06.20</p>	
	<p>5.5. Tongs to be purchased for small items, ice creams straws etc</p>	<p>5.5 PA</p>	<p>5.5 30.06.20</p>	
	<p>5.6. Glasses only used once</p>			
	<p>5.7. Glasses to be handled from the base only</p>			
	<p>5.8. Glass washer crate located to the left of the screen on wet bar for customers to place used glasses</p>			
	<p>5.9. 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</p>			
	<p>5.10. Two additional glass washer crates to be purchased</p>	<p>5.10 PA, BU</p>	<p>5.10 30.06.20</p>	
	<p>5.11. Trays to be made available to enable a round of drinks to be purchased minimising payments and the number of people in the queue.</p>			
	<p>5.12. Five additional trays to be purchased</p>	<p>5.12 PA, BU</p>	<p>5.11 30.06.20</p>	
	<p>5.13. Paper cups to be used for tea and coffee</p>			
	<p>5.14. Paper cups for coffee machine to be purchased</p>	<p>5.14 PA, BU</p>	<p>5.14 30.06.20</p>	
<p>5.15. Cans not to be de-ringed</p>	<p>5.15 PA, BU</p>	<p>5.15 30.06.20</p>		
<p>5.16. 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</p>	<p>5.16 PA BU</p>	<p>5.16 30.06.20</p>		
<p>5.17. Bins to be located in front of the bar area - one for used cans, one for bottles, one for general rubbish</p>				
<p>5.18. PPE to be made available for dealing with situations which do not allow for social distancing</p>	<p>5.18 PA.BU</p>	<p>5.18 30.06.20</p>		
	<p>6. Phase 2 continued – Policies procedures and communication</p>			
	<p>6.1. Policies and procedures to be written covering all changes implemented above to comply with government guidance</p>			
	<p>6.2. All new policies and procedures to be communicated to staff and club members</p>			
<p>7. Kitchen open Social events arranged</p>	<p>7. Phase 3 – Kitchen open social events organised</p>			
	<p>7.1. Kitchen to remain closed until further notice</p>			
	<p>7.2. Social events not to be arranged until further notice</p>			

RA Racheal Atfield
PC Pete Crosby

SE Sandra Etheridge
JE Joe Elwin

NE Nigel Etheridge

PA Paul Adams

CA Carol Adams

BU Ben Uren

TS Tony Satturley