



Full details of all completed actions to ensure full compliance of the Coronavirus (COVID-19) guidance and regulations are detailed in the <a href="#">Phased Return of Opening Action Plan 2020-2021</a>						
Ref / ID	Action Required		Action By Who	Action By When	Status	Notes
<b>01 Coronavirus Risk Assessment</b>	01	The BRSC Coronavirus Risk Assessment remains the overarching document that must be complied with in addition to this action plan.	PA, BU, RA, SE		Completed	Previous Coronavirus Risk Assessment agreed by the General Committee and Posted on website.
	01.01	Current Risk Assessments to be reviewed in line with Government updates.	PA, BU, RA, SE		Ongoing	Current Risk Assessments to be reviewed in line with Government updates.
<b>02 Sailing and Water-Based Activities</b>	02	For sailing, see <a href="#">Back to Sailing Club Framework</a> .			Completed	Back to Sailing Framework for Phase 1, 2 and 3 agreed by the General Committee and posted on website 06/07/20.
	02.01	Back to Sailing Framework to be reviewed in line with Government Steps and BRSC Phases.	RA, SE, BU, JE, PA	29/03/21	Completed	
<b>03 Club Opening Step 1.1 From 11/03/21</b>	03.01	Road Map posted on Facebook and <a href="#">Website</a> .	RA, BU		Completed 11/03/21	

**RA:** Rachael Atfield **SE:** Sandra Etheridge **BU:** Ben Uren **PA:** Paul Adams

*BRSC Phased Return To Opening Framework – Action Plan 2021-2022*

*Updated August 21*



<b>04 Club Opening Step 1.2</b>  <b>From 29/03/21</b>  <b>(Date subject to change pending Gov decision)</b>	04	Toilet open weekends only subject to availability of volunteers to open and clean.		02/04/21	TBC	No longer required as of 19/7/21
	04.01	Cleaning and maintenance of toilets to be organised.			Ongoing	No longer required as of 19/7/21
	04.01.01	Volunteers to be confirmed for cleaning the toilets.	RA, BU	29/03/21	Ongoing	No longer required as of 19/7/21
	04.01.02	2 sets of cleaning products and 2 buckets to be bought.	RA, SE, BU	29/03/21	Completed	Anti bac spray / disposable cloths / gloves / toilet cleaner / floor cleaner mop & bucket.
	04.01.03	Cleaning schedule sheet to go on Ladies and Men's changing room doors.	RA, BU,	29/03/21	Completed	
	04.01.04	Toilets cleaned in preparation for use.	RA, SE	02/04/21	Completed	Cleaned 01/04/21
	04.01.05	Changing and shower areas blocked off.		2020	Completed	No longer required as of 19/7/21
	04.01.06	Sanitary bin to be removed from Men's emptied and bin to be placed in cubicle.	TBC	02/04/21	Completed	Emptied on 01/04/21 and left in Men's while only using the Men's toilet
	04.01.07	Sign to be made: 'Only 3 at a time' for the Ladies and Men's.	RA, BU	02/04/21	Completed	No longer required as of 19/7/21
	04.02	All water systems flushed.	PA	02/04/21	Completed	
	04.03	Corridor cleaned.	RA, SE	02/04/21	Completed	

**RA:** Rachael Atfield **SE:** Sandra Etheridge **BU:** Ben Uren **PA:** Paul Adams

*BRSC Phased Return To Opening Framework – Action Plan 2021-2022*

*Updated August 21*



	04.04	All signage / hand gel / wipes checked or replaced (Toilets / Corridor).	RA	02/04/21	Completed	
<b>05 Club Opening Step 2</b>  <b>From 12/04/21</b>  <b>(Date subject to change pending Gov decision)</b>	05	Club open for outside customers for table service only.		18/04/21		
	05.01	Outside area to be organised.		16/04/21	Completed	
	05.01.01	Tables positioned / rigging area identified for social distancing / rule of 6.	RA, SE, BU	16/04/21	Completed	
	05.01.02	Tables to be numbered.	BU	16/04/21	Completed	
	05.01.03	All signage / hand gel / wipes / checked or replaced (tables outside).	RA, BU, PA, CA	12/04/21	Completed	2 sets available for Members / Staff to clean outside tables. Located on table inside door.
	05.02	Bar preparation.		16/04/21		
	05.02.01	Ullage and stock check to be done.	BU	05/04/21	Completed	
	05.02.02	Ice machine and dishwasher to be turned on / run through.	BU	16/04/21	Completed	
	05.02.03	Card machine to be checked for outside use (card only, no cash).	BU	16/04/21	Completed	
	05.02.04	Staff informed tabs allowed, Debit Card given to staff with first order.	RA, SE, BU	12/04/21	Completed	

**RA:** Rachael Atfield **SE:** Sandra Etheridge **BU:** Ben Uren **PA:** Paul Adams



	05.02.05	Staff to be informed that temperatures should be recorded at start of shifts.	RA, SE, BU	12/04/21	Completed	
	05.02.06	Thermometer to be bought and record sheet made.	RA	16/04/21	Completed 01/04/21	
	05.02.07	PPE to be checked.	RA, SE, BU	16/04/21	Completed	
	05.02.08	Signing in sheets and QR code printed.	RA, BU	16/04/21	Completed 01/04/21	
	05.03	Toilets / changing rooms open.	BU	17/04/21		
	05.03.01	Volunteers to be confirmed for cleaning the toilets on Saturdays.	TBA	11/04/21	Ongoing	No longer needed as of 19/7/21
	05.03.02	Cleaners organised for cleaning of Ladies and Mens changing room (Sun morning).	RA	16/04/21	Completed	
	05.04	Opening statement to be written and published to Members.	RA, SE, BU	11/04/21	Completed	Highlight: rigging area / rule of 6 / dates are subject to change / dogs short leads / tabs / sanitiser / toilets.
<b>06 Club Opening Step 3</b> <b>From 17/05/21</b>	06	Club open for inside and outside customers for table service only. Times TBC.		TBC		
	06.01	Tables to be organised.	BU, SE, RA	17/05/21	Completed	

**RA:** Rachael Atfield **SE:** Sandra Etheridge **BU:** Ben Uren **PA:** Paul Adams



<b>(Date subject to change pending Gov decision)</b>	06.01.01	Tables positioned for social distancing / rule of 6.	RA, SE, BU	17/05/21	Completed	
	06.01.02	All signage / hand gel / checked or replaced as required (tables inside).	RA, BU, PA	17/05/21	Completed	
	06.02	All areas cleaned - Cleaning schedule to be agreed and organised (possible need for volunteers).	RA, SE, BU	17/05/21	Completed	
<b>07 Club Opening Step 4</b> <b>From 19/07/21</b> <b>(Subject to change as per Gov updates)</b>	07	Restrictions eased - Club preparation		19/07/21		
	07.01	Update to be published to Members	RA / BU	23/7/21	Completed 23/7/21	
	07.02	Tables to be repositioned	RA / BU	23/7/21	Completed 23/7/21	
	07.03	Bar stools can be used whilst screens are up	RA / BU	23/7/21		

**RA:** Rachael Atfield **SE:** Sandra Etheridge **BU:** Ben Uren **PA:** Paul Adams



07.04	Signage to be changed - 'Masks encouraged' and changing room capacity	RA / BU	23/7/21	Completed 23/7/21	
07.05	Social distancing signage to remain	N/A	23/7/21		
07.06	Sanitising Stations to remain	N/A	23/7/21		
07.07	Customer details still to be requested, to help with tracing of the spread of Covid	N/A	23/7/21		
07.08	Social events can proceed - no capacity limit	N/A	23/7/21		Be mindful of low numbers attending - cost accordingly
07.09	Service at the Wet Bar, screens to remain	BU	23/7/21	Completed 23/7/21	
07.10	Card payment preferred, but cash can be used	N/A			Notify Members when starting - completed
07.11	Bar staff to order own Lateral Flow Test Kits and test on a Fri and Mon each week	BU / MV	23/7/21	Ongoing	In place until further notice
07.12	Covid case Contingency Plan to be written	RA / BU	10/8/21	Completed	Circulated and printed
07.13	Pool table and Scratch Card machine can be used	BU	TBC	Completed	In use and Members notified

**RA:** Rachael Atfield **SE:** Sandra Etheridge **BU:** Ben Uren **PA:** Paul Adams