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RISK ASSESSMENT

DATE: 26/03/2021

SUBJECT:- Corona Virus COVID-19

Carried out by:- DAVID WOOD Chairman of H&S Committee

OUTLINE:-

COVID-19 was made public in January 2020 as an infection in China, since that time this virus has spread across the world. The UK implemented social distancing measures in March 2020. At this time Lee-on-The Solent Golf Club along with all other golf clubs had to close.

HAZARD

For the staff and Members at Lee-on-the-Solent Golf Club to continue to work and play safely the following hazards have been identified in accordance with the UK government regulations.

- 1 For the staff that are now back at work, Social Distancing of 2 metres must be maintained at all times.
- 2 Increase cleaning especially of shared surfaces, e.g. door handles
- 3 Use of shared areas such as Toilets and rest areas
- 4 Control of persons visiting the site
- 5 Control of goods being delivered to site
- 6 Self-isolating staff
- 7 Travel to and from work
- 8 Members playing Golf



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ANNEXES

- A.** Office staff safe working guidelines.
- B.** Gardener safe working guidelines.
- C.** Green Keepers safe working guidelines.
- D.** Professional staff safe working guidelines.
- E.** Food and Beverage staff safe working guidelines
- F.** Cleaning contractor safe working guidelines
- G.** Clubhouse guidelines for members and guests
- H.** Safe Golf guidelines for members and guests

Risk description	Area	Exposed Risk	Controls	Residual Risk
Gathering in groups before play	Car Park	Possible	Arrival no more than 20 mins before start time, compulsory tee time bookings in place and 10 minute intervals	Unlikely
Gathering in groups before play	Putting Green	Possible	Arrival no more than 20 mins before start time, compulsory tee time bookings in place and 10 minute intervals	Unlikely
Gathering inside pro shop	Pro Shop	Possible	One in one out policy	Unlikely
Gathering in groups around 1st tee	Course	Possible	Arrival no more than 20 mins before start time, compulsory tee time bookings in place and 10 minute intervals	Unlikely
Course Equipment contamination	Course	Possible	Safe Golf guidelines produced and updated periodically and published to all members and guests	Unlikely
Green staff contamination	Course	Possible	Safe working guidelines published to all staff	Unlikely
Pro shop staff contamination	Pro Shop	Possible	Safe working guidelines published to all staff	Unlikely



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Exchanging of scorecards for competitions		Possible	Local Rule in place to allow mobile scoring or pro shop staff enter scores	Unlikely
Office staff contamination	Office	Possible	Safe working guidelines published to all staff	Unlikely
Food and Beverage staff contamination	Clubhouse	Possible	Safe working guidelines published to all staff	Unlikely
Members and guests contamination in the Clubhouse	Clubhouse	Possible	Clubhouse guidelines published to members and guests	Unlikely
Cleaning contractor contamination	Clubhouse	Possible	Safe working guidelines published to all contractors	Unlikely
Delivery of goods	Clubhouse	Possible	Safe handling guidelines published	Unlikely



ASSESSMENT

1. For the staff who are now back at work, Social Distancing of 2 metres must be maintained at all times

All staff who have returned to work must ensure that the 2 metre Social Distancing is maintained at all times.

The Green Keepers have staggered start and finish times to ensure they don't accumulate in the same the place. They each have items of machinery which they use and are responsible for the cleaning of on completion.

Office staff must ensure that the 2 metre Social Distancing is maintained and that visitors to the office are also to maintain 2 metre Social Distancing. A tapeline on the floor by the office entrance over which visitors cannot go is in place.



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In the Pro-Shop there is a limit of only one person in the shop at a time and those waiting are kept at 2 metre Social Distancing. Nothing is to be touched in the Pro-Shop, if you wish to buy something then you ask the staff member and they will pass it to you.

Staff working have their own allocated work areas but if they need to share equipment this will be cleaned before and after use, a double clean to prevent contamination.

2. Increase cleaning especially of shared surfaces, e.g. door handles

The cleaners have been instructed to pay particular attention to shared surfaces such as door handles, bannisters and toilets to ensure these are thoroughly cleaned every day, all staff are cleaning their work surfaces and tools more frequently and shared surfaces and tools are cleaned after use and before use, with a double clean, to ensure thorough cleaning. Cleaning products have been distributed to discourage unnecessary travel around.

3. Use of shared areas such as Toilets and rest areas

Use of all shared areas have been reorganised to ensure social distancing is maintained.

Toilets – Office, Food and Beverage and Pro-shop Staff are to use the Staff toilets in the Club House and Green Keepers are to only use the toilets in the Green Keepers building. These rules apply to all. Only one person is permitted to enter the toilets at a time. Soaps, hand gels and disposable towels are available for use. Posters have been placed in the toilets to remind staff to wash hands for 20 seconds.

Rest areas – rest areas have been organized so that all staff can comply with social distancing.

4. Control of persons visiting the site

Visitors have been actively discouraged from visiting Lee-on-the-Solent Golf Club.

If contractors are required for the maintenance of any equipment, they must be made aware



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of the contents of this Risk Assessment especially the requirement to maintain the 2 metre Social Distancing.

Delivery drivers delivering or collecting goods from the club need to be made aware of the contents of this Risk Assessment.

5. Control of goods being delivered to the Club

Goods being delivered to the Club must be off loaded from the delivery vehicle by the delivery driver, left in a nominated place and then cleaned by a member of staff with sanitizer before being handled.

6. Self-isolating staff

All staff have been made aware that if they, or any person in their household, has symptoms of the COVID-19 that they must self-isolate in compliance with the government guidelines. They have been made aware that they can self-certificate on the NHS website and they are entitled to be paid SSP from the first day of self-isolation.

Since testing was made widely available, the staff have been made aware that they can apply for a test on the government website if they, or any member of their household, has symptoms of COVID-19.

7. Travel to and from work

All staff have been made aware that they must wash their hands-on arrival at work. This may be by using the hand sanitizer or more preferably by washing using soap and water, which is the better option.

8. Members playing Golf

Members playing golf must adhere to the on-course/golf guidance document that was published recently. Failure to do so will result in a member being banned from the course until the risk of Covid-19 has disappeared.



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ANNEX A.

Covid-19 Keeping safe at work guidelines for Office Staff

Please keep 2m apart at all times from fellow staff members and members of the golf club

When arriving at work please wash your hands or use hand sanitizer before you do anything. Please wear gloves and mask if you feel it necessary.

Before using any equipment, it **MUST** be disinfected. This **MUST** be done after the equipment is finished with as well.

If you use the kettle, please disinfect the handle after use.

Please disinfect the keyboard pad, telephone and essential items touched during shift.

For card payment do not allow members to touch the keypad, take the payment as if the member was not present by asking them to read out the card numbers.

If anyone would like to go through to the Managers office, please safely see them through and sanitise the handle of the door both sides after they have left.

Please leave both office doors open during opening times.

Wash your hands as regularly as possible, when you arrive, before lunch and at the end of the day.

If you feel unwell or show any symptoms of Covid-19 you must self-isolate and contact your line manager by phone as soon as possible.



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ANNEX B.

Covid-19 Keeping safe at work guidelines for Gardening Staff

Please keep 2m apart at all times from fellow staff members and members of the golf club

When arriving at work please wash your hands or use hand sanitizer before you do anything. Please wear gloves and mask if you feel it necessary.

Before using any equipment, it **MUST** be disinfected. This **MUST** be done after the equipment is finished with as well.

Wash your hands as regularly as possible, when you arrive, before lunch and at the end of the day.

If you feel unwell or show any symptoms of Covid-19 you must self-isolate and contact your line manager by phone as soon as possible.



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ANNEX C.

Covid-19 Keeping safe at work guidelines for Green Staff

Please keep 2m apart at all times from fellow staff members and members of the golf club

When arriving at work please wash your hands or use hand sanitizer before you do anything. Please wear gloves and mask if you feel it necessary.

Jobs will be assigned the day before if your supervisor is not attending work at the same time as you. Please come in, change into work attire and continue with the jobs assigned.

Before using any equipment, it **MUST** be disinfected on the steering wheel and any controls. This **MUST** be done after the equipment is finished with as well.

Only lunch with one other person keeping 2m apart at all times. Please feel free to eat in your car or outside in the compound if you wish.

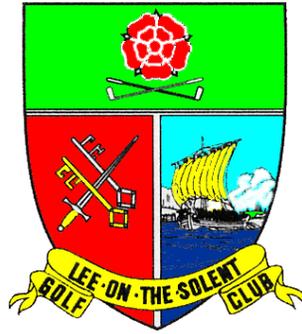
If you use the kettle, please disinfect the handle after use.

Use your own knife and fork, cup and plate and wash it up and keep it with you either where you sit or in your bag. **DO NOT SHARE.**

When on the course you **MUST** keep at least 2m from any members. Members have been asked not to approach the Green staff for any reason. All enquiries should be directed through the manager.

All tee markers have been brought in to reduce the risk of touch and spread from possible Covid-19

If you touch the flags or pins you **MUST** be wearing gloves. If this is not possible hand sanitiser **MUST** be applied.



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Wash your hands as regularly as possible, when you arrive, before lunch and at the end of the day.

If you feel unwell or show any symptoms of Covid-19 you must self-isolate and contact your line manager by phone as soon as possible.



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ANNEX D.

Covid-19 Keeping safe at work guidelines for Professional Staff

Please keep 2m apart at all times from fellow staff members and members of the golf club

When arriving at work please wash your hands or use hand sanitizer before you do anything. Please wear gloves and mask if you feel it necessary.

Jobs will be assigned the day before if your supervisor is not attending work at the same time as you. Please come in, change into work attire and continue with the jobs assigned.

Before using any equipment, it **MUST** be disinfected. This **MUST** be done after the equipment is finished with as well.

Only lunch with one other person keeping 2m apart at all times. Please feel free to eat in your car or outside in the compound if you wish.

If you use the kettle, please disinfect the handle after use.

Use your own knife and fork, cup and plate and wash it up and keep it with you either where you sit or in your bag. **DO NOT SHARE.**

Please disinfect the keyboard pad, telephone and essential items touched during shift.

If anyone would like to go through to the Managers office, please safely see them through and sanitise the handle of the door both sides after they have left.

Please leave both shop doors open and latched, if this is not possible due to weather regularly sanitise both the door handles.



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Wash your hands as regularly as possible, when you arrive, before lunch and at the end of the day.

For ALL lessons please adhere to our returning to coaching guidelines.

If you feel unwell or show any symptoms of Covid-19 you must self-isolate and contact your line manager by phone as soon as possible.

ANNEX E.

Covid-19 Keeping safe at work guidelines for Food and Beverage Staff

A level of service has been implemented to ensure a minimum number of staff are working at the same time. Initially, this has been set at one members of staff in the bar and one in the kitchen.

Please keep 2m apart at all times from fellow staff members and members of the golf club

When arriving at work please wash your hands or use hand sanitizer before you do anything. Please wear gloves and mask if you feel it necessary. These will be provided for all staff.

Please change into your work attire on arrival.

All glasses, plates, work surfaces, cutlery, cooking equipment, fridges and freezers have been thoroughly disinfected and will continue to be cleaned on a daily basis.

Before using any equipment, it MUST be disinfected. This MUST be done after the equipment is finished with as well. Equipment includes tills, keyboards, card machines, ClubV1 tablet and phones.

Wash your hands as regularly as possible, when you arrive, before lunch and at the end of the day.



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Where possible, doors will be wedged open to avoid contact points

A one-way route for members and guests to enter and leave the bar/dining area will be in place.

Members and guests will be instructed to take a seat at socially distanced tables and chairs and not congregate at the bar.

Orders for food and beverage are to be taken at the table via the ClubV1 tablet and then delivered to the table.

Members and guests will be encouraged to top up their card balances through ClubV1 or by contactless payment

Members and guests will be requested to leave empty glasses on a specified table for collection by staff.

Please make sure that tables and chairs are thoroughly sanitised after each group leaves the bar/dining area.

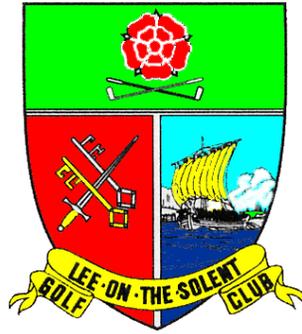
If you feel unwell or show any symptoms of Covid 19 please self-isolate and contact your line manager by phone as soon as possible.

Annex F.

Covid-19 Keeping safe at work guidelines for Cleaning Contractor

Please keep 2m apart at all times from fellow staff members and members of the golf club

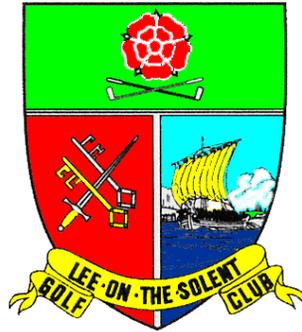
When arriving at work please wash your hands or use hand sanitizer before you do anything. Please wear gloves and mask if you feel it necessary.



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Before using any equipment, it **MUST** be disinfected. This **MUST** be done after the equipment is finished with as well.

If you feel unwell or show any symptoms of Covid 19 please self-isolate and contact your line manager by phone as soon as possible.

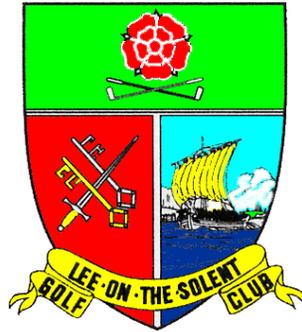


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LEE-ON-THE-SOLENT GOLF CLUB

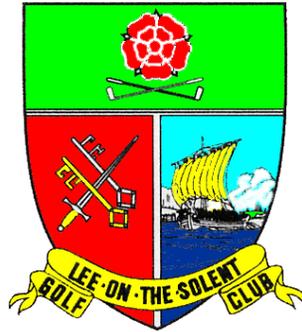
A PRACTICAL GUIDE TO GOLF **DURING COVID-19**



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This practical guide, prepared by our team in consultation with England Golf and the Government, outlines the robust, monitored measures that Lee-on-the Solent Golf Club is taking to help safeguard our staff, members and customers during the COVID-19 pandemic. For golfers, the measures



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cover each step of the journey from home to 1st tee and back home again. At the golf course, these measures are in place from dawn until dusk, seven days a week.

Our measures and procedures are under constant review, updated as advice from government, health authorities and governing bodies evolve in line with the gradual lifting of social restrictions.

Step Three - from 17th May to 21st June

Course Access

Access to the course is limited to our staff, members, guests, pre-booked visitors and pre-arranged golf societies.

To access the course, a player must:

- Be an active member, a members' guest or a pre booked visitor
- Not be required to self-isolate or quarantine in line with Government guidelines
- Not be displaying COVID-19 symptoms
- Have a pre-booked tee time



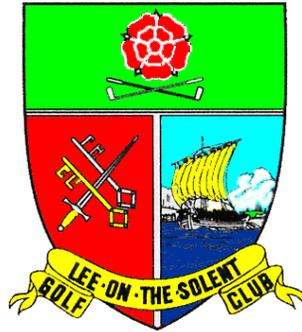
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Booking & Arrival

- There is a QR Code Poster on the front clubhouse door. You only need to scan this QR Code if you DO NOT have a tee time booked on the system.
- Booking a tee time in advance is compulsory – via website, app, or by phone to the pro shop
- Observe social distancing always and do not mingle in groups of larger than 6
- Locker rooms are open for access to lockers, showers and toilets.
- All players to please check-in at the Pro Shop prior to play
- The use of single seater buggies is permitted
- There are no guest restrictions

Check-in and Pro Shop Protocol

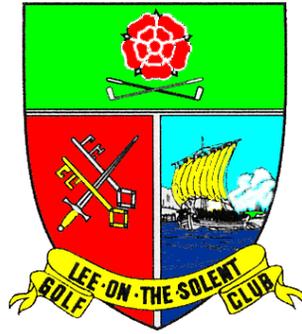
- Check in is at the Pro Shop for all golfers prior to play
- Wearing a face covering, unless medically exempt, is compulsory
- Observe social distancing inside the pro shop
- Card payment only, no cash accepted at the till.



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Clubhouse Facilities

- Both indoor and outdoor seating is now allowed
- Wearing a face covering indoors, unless medically exempt, is compulsory but may be removed once you are seated.
- If sitting indoors or outdoors, you may only sit in groups of up to 6 or two households (each household can include a support bubble, if eligible).
- Tables and chairs have been spread out to ensure social distancing is maintained. Please do NOT move tables and/or chairs in order to accommodate a larger group.
- Staff need to complete an accurate register for those, using the bar/dining area, who do not have a booked tee time for that day. This register must be kept for a minimum of 21 days, in support of track and trace procedures.
- Ordering indoors will be by table service only.
- Ordering outdoors will be by table service or by telephoning 02392 551170 and selecting option 4.
- Please sanitise your hands thoroughly before and after using the clubhouse facilities



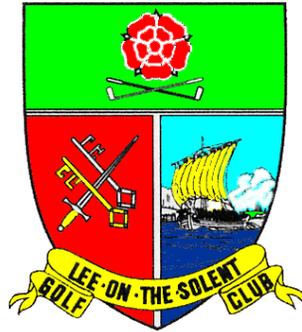
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To the First Tee

- Four ball play is allowed, and tee times are set at 8-minute intervals
- The putting green is open but all players practicing must observe social distancing
- Arrive at the 1st tee no more than 5 minutes prior to the reserved tee time

On the Course

- Social distancing must be observed throughout, particularly on tees and greens
- Ball washers have been removed or covered over
- Bunker rakes have been removed, players are requested to smooth sand with feet after their shot – preferred lies in bunkers is permissible
- Flagsticks must remain in the hole and must not be touched
- Hole cups have been raised for simple, contact free ball retrieval
- Once a hole is completed, the group in front must have exited the tee box before the players can progress to the next hole



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- Do not double back to play again if a ball is lost, unplayable or in a penalty area
- Equipment, food and drink must not be exchanged between players
- Players must not pick up another player's equipment or golf ball
- Players must refrain from handshakes and high fives



Getting Home Safely

- Clubhouse closing times are published on a separate notice and are also displayed around the clubhouse.



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- Players must call or email the golf club with any post-round health issues or COVID-19 related queries, at the earliest opportunity

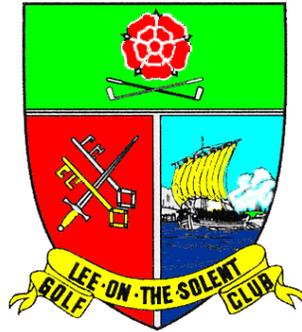
Ensuring the Safety of our Staff

Pro Shop Team

The front of house Pro Shop team manage all customer-facing aspects of the golf club. Our extensive measures ensure their safety along with club members.

- The Pro Shop is open to provide player check in, 1st tee management and its normal retail service
- Wearing a face covering, unless medically exempt, is compulsory
- A hand sanitiser is provided at the entrance to the shop.
- Service desk protection screens have been installed.
- All work areas and contact points are cleaned and sanitised regularly.
- Tee sheet management will be carried out throughout the day.

Maintenance Team



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Green keepers are isolated on the course for much of the time. The following precautions have been taken to minimise the risk of cross-contamination during their shift

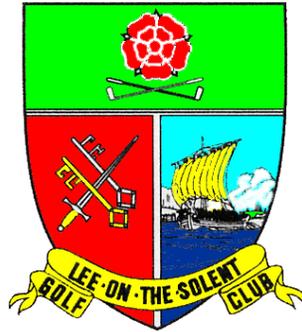
- Staggered start and break times to avoid social gathering
- Hand sanitisers are provided for regular use
- Disposable protective gloves are always worn
- Face masks are used as required, particularly during course set up
- Machinery is fully washed after use, including disinfecting of controls

Office Team

The office will be open Monday – Friday between 8.30am and 4.30pm carrying out its normal administration tasks. Please only visit the office if absolutely necessary. If you do have to visit the office, wearing a face covering, unless medically exempt, is compulsory.

Andrew Buck
General Manager
Lee-on-the Solent Golf Club

Brune Lane, Lee-on-the-Solent, Hampshire, PO13 9PB
023 92551170
www.leegolf.co.uk



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RISK ASSESSMENT

DATE: 02/07/2020

I HAVE READ AND AGREED THE STATEMENTS ABOVE:

CHAIRMAN OF THE MANAGEMENT COMMITTEE.

----- DATE:-

CHAIRMAN OF THE H&S COMMITTEE.

----- DATE:-

EMPLOYEE:

NAME.

SIGNATURE. DATE:-

NEXT REVIEW DATE OF THIS RISK ASSESSMENT DUE:-