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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

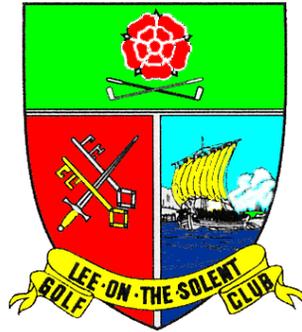
OUTLINE:-

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

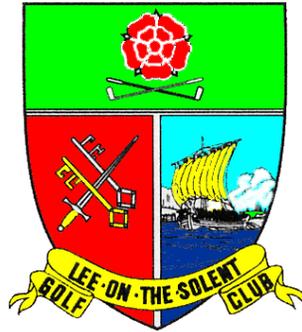


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ANNEXES

- 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.

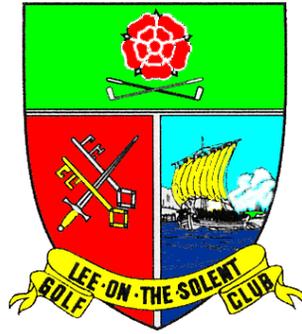
For card payment do not allow members to touch the keypad, take the payment as if the member was not present by asking them to read out the card numbers.

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.

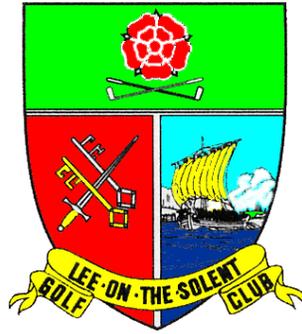
If you use the kettle, please disinfect the handle after use.

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.

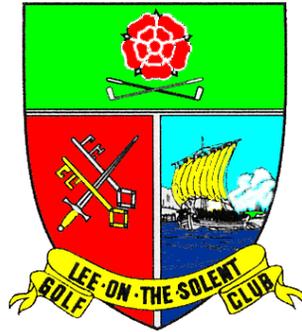
If you feel unwell or show any symptoms of Covid 19 please self-isolate and contact your line manager by phone as soon as possible.

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.

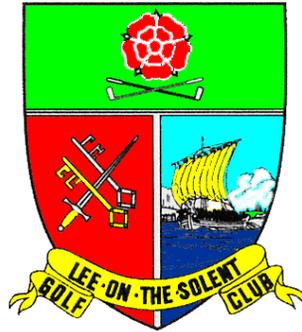
Annex G.



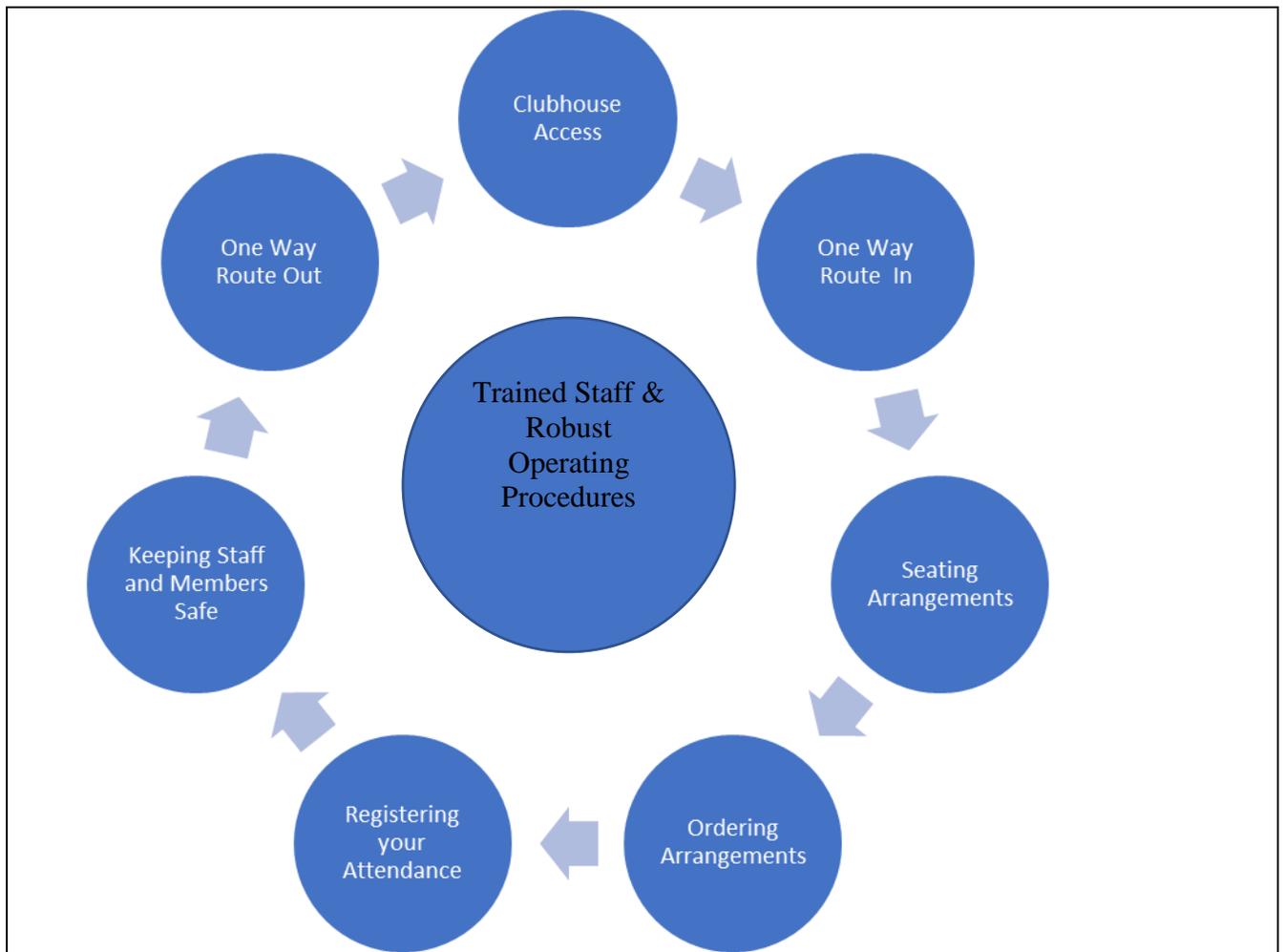
LEE-ON-THE-SOLENT GOLF CLUB

Use of the Clubhouse guide to members and guests

4th July 2020

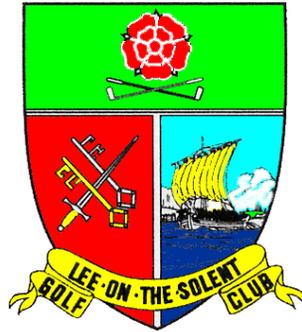


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A warm welcome back to all members and guests to the use of the clubhouse facilities.

This practical guide, prepared by our Committees, in consultation



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with Golf's governing bodies 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. These measures cover each step of the way from entering the building, enjoying your refreshment and leaving. They are in place all of the time our facilities are open, seven days a week.

The measures and procedures are under constant review and will be updated as advice from government, health authorities and governing bodies evolve in line with the gradual lifting of social distance restrictions. Therefore, this document will be updated as restrictions are eased.

Please be aware, that we will be operating with limited numbers of staff in the first instance, in order that we can gauge the level of use. Your co-operation with these guidelines is essential if we are to operate within allowable guidelines.

Members must abide by these measures at all times, they are designed to ensure the safety of everyone, including yourself, other members and staff. They are effective from Saturday 4th July and until further notice.



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We are allowing for both indoor and outdoor seating with different rules applying to each area. These areas will only be open for seating from 11.30am each day.

1 Clubhouse Access

To enter the clubhouse, members and guests must:

- Have not been out of the country in the previous 14 days. If you have been out of the country, you are required to isolate for 14 days to ensure you are clear of infection.
- Not be required to self-isolate in line with Government guidelines
- Not be displaying COVID-19 symptoms

Access to the upstairs clubhouse is through the main front entrance or from the locker rooms and then up the stairs.

A touch free hand sanitiser is located at the bottom of the stairs, please use it before heading upstairs.

Members may use their lockers, but the Locker Rooms must not be used as communal changing areas, as this is still prohibited under government guidelines. The showers are also out of use.

Upstairs, there is a one-way system in use to direct you to the bar/dining



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area.

2 Indoor Seating arrangements

If sitting indoors, you may only gather in groups of two households or less (your support bubble counts as one household). This means that a three or four ball cannot all sit at the same table if they are from different households. A four ball will need to split up and sit at two tables with two people at each table. You are reminded that social distancing applies at all times.

Tables and chairs have been spread out in both the bar and dining areas, and we will only be able to seat a maximum of xx people, to ensure social distancing is maintained. Please do NOT move tables and/or chairs in order to accommodate a larger group.

Tables and chairs will be sanitised between occupants so please either wait until you are directed to a table or choose a table with a sign indicating this has been completed.

Staff will need to complete an accurate register of those using the bar/dining area, in line with Government guidelines. This register must be kept for a minimum of 21 days, in support of track and trace procedures, should some test positive for Covid-19.



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3 Indoor Ordering Arrangements

There is to be no congregating at the bar, staff will take orders at your table and deliver your order to you. Payment will be by use of your Club card.

Food will be offered on a limited basis, at least in the first instance. After the kitchen has closed some filled rolls will be available from the bar. There is to be no sharing of food unless this is between members of the same household.

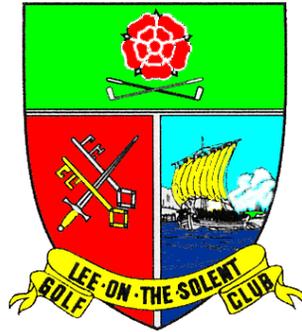
The coffee machine is in use, but orders must be placed with staff and your drink will be delivered to your table.

In order to minimise risk, we will be using disposable plates and where appropriate, cups and cutlery.

Please place all empty glasses on the designated table in the bar area and all used paper cups and plates in the bin provided, as you exit.

4 Leaving the Clubhouse

Please leave the clubhouse via the fire exit in the far corner of the dining room, sanitising yourself on the way out. This will help ensure a one way in and one way out procedure is followed



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5 Outdoor Seating and Ordering Arrangements

Limited outside seating has been arranged to the left of the main entrance with some tables under cover and others not. If you choose to sit outside you may gather in groups of up to six people from different households. You are reminded that social distancing applies at all times.

Please choose a table and then telephone your order to the bar by calling 02392 551170 and selecting option 5.

On leaving please make sure all glasses, plates and napkins are placed in the bins provided.

6 Hours of opening

The bar will be open from 11.30am each day and last orders will be at 6.30pm, locking up at 7.00pm.

The kitchen will open at 11.30 each day and will close at 3.00pm on Mondays, Tuesdays, and Thursdays and at 5.00pm on Wednesdays, Fridays and Saturdays. On Sundays the kitchen will close at 4.00pm.

The above hours will be subject to constant review and may be adjusted due to demand.



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7 Use of toilets

The upstairs toilets are open, please make sure you use the touch free hand sanitiser located in the corridor before entering the toilets.

**PLAY SAFE/STAY SAFE, ENJOY YOUR GOLF
AND YOUR REFRESHMENT**

ACTIONS

Chairman of the Management Committee and the Chairman of the Health and Safety Committee will continue to access the HSE and gov.uk websites to ensure Lee-on-the-Solent Golf Club complies with all current recommendations.

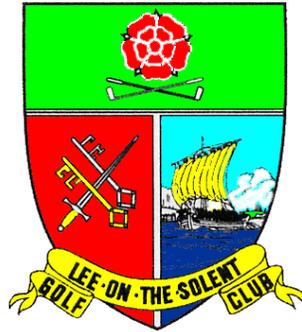
They along with the Manager will continue to remind staff of existing arrangements and update all staff of any changes.

Keep records of all staff that have or will be self-isolating and any virus testing carried out.

Continue to encourage staff to share their ideas and concerns while COVID-19 endangers health in all settings.

Review all areas of Lee-on-the-Solent Golf Club, and update where appropriate.

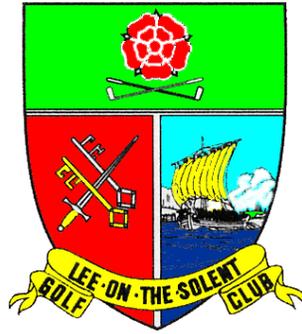
When those staff who are furloughed are requested to return to work, to ensure continued safety of all staff.



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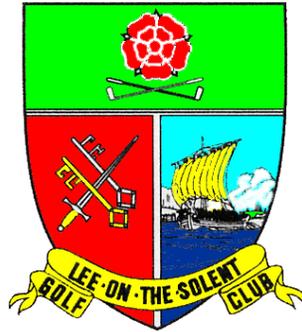
A Practical Guide to Golf during COVID-19



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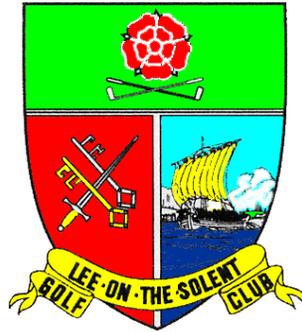
LEE-ON-THE-SOLENT GOLF CLUB



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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 One - from 29th March 2021 to 11th April

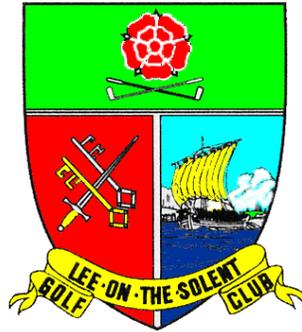
Course Access

In the initial period following the club's re-opening, access to the course is limited to our staff, members and, at certain published times, members' guests.

Non-members will be welcomed to the course in due time, in line with the easing of government restrictions.

To access the course, a player must:

- Be an active member

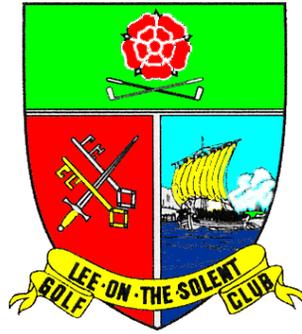


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- Not be required to self-isolate or quarantine in line with Government guidelines
- Not be displaying COVID-19 symptoms
- Have a pre-booked tee time

Booking & Arrival

- Booking a tee time in advance is compulsory – via website, app, or by phone to the pro shop
- Golfers should travel to the club alone or only with a member of the same household
- Arrival at the course no more than **20** minutes prior to reserved tee time
- Observe social distancing always and resist the temptation to mingle in groups
- Locker rooms are open for access to the toilets only, but members are asked to strictly observe social distancing measures. Members should change footwear at the car
- Report straight to the Pro Shop upon arrival to check-in

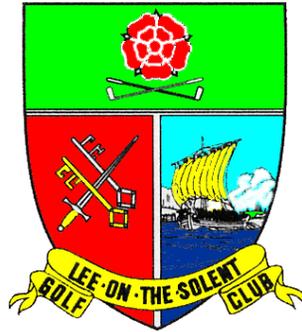


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Check-in and Pro Shop Protocol

- Mandatory check in at the Pro Shop for all golfers
- Wearing a face covering, unless medically exempt, is compulsory
- Only one person at a time permitted inside the Pro-Shop
- A two-metre exclusion zone at the service desk
- Essential golfing items will be available to purchase, gathered by staff on request
- Food and beverage items limited to chocolate bars, snacks and drinks
- Card payment only, no cash accepted at the till.



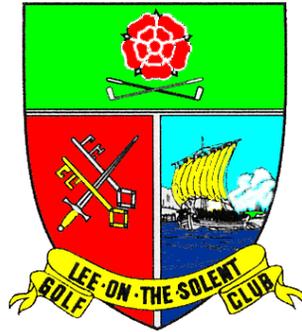
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Clubhouse Facilities

- Clubhouse access is limited to the Pro Shop and Locker rooms
- Wearing a face covering, unless medically exempt, is compulsory
- Locker rooms are open for access to toilet facilities only. If you need to use the toilet facilities sanitising your hands thoroughly before and after use is compulsory.
- Shower facilities are not available
- The restaurant, function rooms and bar are closed
- Sanitised trollies are available to hire, single person use only
- Players must provide their own golf clubs, hire sets will not be available.
- Players to arrive in golf attire and change shoes at the car
- The use of single seater buggies is permitted

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 physical distancing

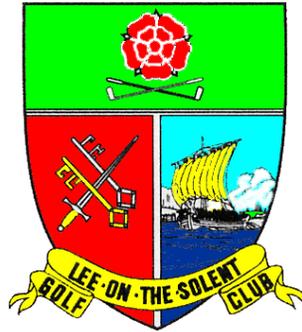


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- Arrive at the 1st tee no more than 5 minutes prior to the reserved tee time

On the Course

- Physical distancing observed throughout, particularly on tees and greens
- Ball washers removed or covered over
- Bunker rakes removed, players to smooth sand with feet after their shot – preferred lies in bunkers is permissible
- Flagsticks to remain in the hole and must not be touched
- Hole cups 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
- 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



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Getting Home Safely

- Unless having to visit the locker rooms members are asked to go straight to their cars
- Locker rooms for toilet access will remain open until 6pm
- 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](#)



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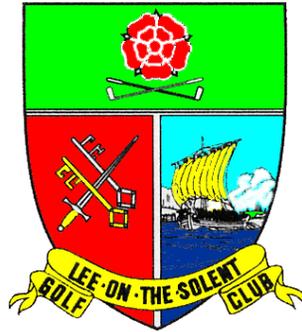
The front of house Pro Shop team manage all customer-facing aspects of the golf club. Our extensive measures ensure their safety along with club members.

- The Pro Shop is open to provide player check in, 1st tee management and click and collect retail only
- Only one customer allowed in the Pro Shop at any one time
- Staff comprehensively trained in the importance of hand hygiene and cough etiquette
- Hand sanitiser provided at the entrance to the shop
- Staff to always remain at least two metres from customers
- 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

Green keepers are isolated on the course for much of the time, with steps taken to minimise the risk of cross-contamination during their shift

- Staggered start and break times to avoid social gathering
- Hand sanitisers provided for regular use
- Disposable protective gloves are always worn



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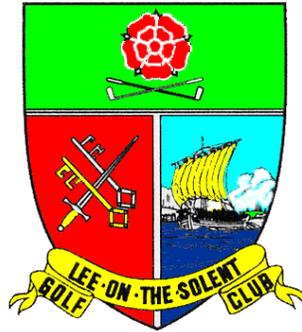
- Face masks used as required, particularly during course set up
- Machinery fully washed after use, including disinfecting of controls

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



FOUNDED 1905

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:-