

Romford Snooker Club Covid-19 Operating Rules

Romford Snooker Club will:

- Comply with Covid secure government guidelines.
- Undertake and regularly review their Covid-19 risk assessment in conjunctions with staff, this can be found on our website.
- Put in place enhanced cleaning, hygiene and hand washing regimes including cleaning in between bookings and regular cleaning of communal areas and toilets.
- Enforce social distancing measures (1m plus) with some areas of the club not in use.
- Train staff to ensure no members of staff will work if displaying any Covid-19 symptoms and regarding new operating measures to control the transmission of Covid-19.
- Revise and regularly review our operating rules to ensure our customers and staff have a safe and enjoyable experience at Romford Snooker Club.

Customers are asked to:

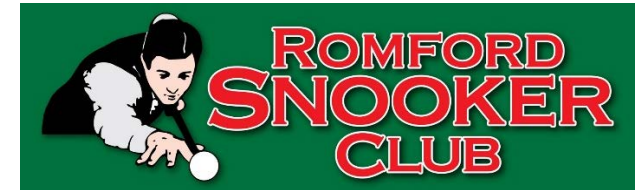
- Not enter the club if they are experiencing any Covid-19 symptoms including a new continuous cough, high temperature and loss or change of smell or taste. Or if they are self isolating due to others in their household.
- Sanitise their hand on entry and exit and before or after using the toilets. We will also supply you with a bottle to take to your table. If not returned at the end of your session you will be charged £1.
- Please respect others and follow social distancing rules and adhere to signage.
- By booking you are agreeing to the following operating rules, those not following these rules will be asked to leave.

Playing at Romford Snooker Club

- There is a booking system in place until further notice to ensure capacity is in line with our risk assessment, this will apply to snooker, pool and darts.
- The **booking number for reservations is 07719 424299** (calls only, text bookings will not be accepted)
- Bookings will initially be 1 per person no more than 1 week in advance.
- We will only be using the following tables this WILL be reviewed after 4 weeks:
Snooker – 2, 4, 6, 8, 10
Pool and darts – 31 or darts, 21 or 31, 24 or 25

- You must play at your allocated table only, no swapping tables.
- There will be a maximum of 4 persons per table. Please remember they must be from no more than 2 households including supporting bubbles.
- All names MUST be given when booking and any changes to be called in before arrival.
Guests are permitted but MUST provide full name, address and contact number on arrival. ID will be checked (play may be refused without it).
- Maximum booking time is 3 hours and you must vacate your table on the time given. This is to allow staff time to sanitise areas ready for the next booking.
- Please be punctual, if you arrive late the time will not be added to your session, you will still have to vacate the table at the time given.
- All previous agreements, vouchers and table allowances will be on hold until further notice. This WILL be reviewed after 6 weeks with a view to commence at the beginning of September. This includes all Vic Harris games and matches, Coaching League and any Team League matches. However, we will continue single person half rate after 7pm. Voucher dates will be changed by a member of staff, please provide your voucher for date changes.
- Fruit machines will be located in the pool room and we ask customers to sanitise the machine before and after use, wipes will be provided.
- Customers will be welcome to sit in designated seating areas or the smoking area when they finish.
- No standing or sitting at the bar, all service will be undertaken at reception.
- All club cues, club ball sets, customer ball sets (outer box only will be wiped), glasses and bottles and hand sanitisers are to be returned to table 12 for cleaning between use.
- Members ball sets will only be given to the member they belong to, no sharing permitted until further notice.
- It is the members responsibility to return their own cues into their lockers and return the key to a member of staff for cleaning.
- Soft drinks, bottled alcohol, spirits and snacks are available from the reception.
- Tea and coffee will be available.
- You can order drinks on arrival for table service immediately or later. You can order at the reception anytime and we will bring your order to your table.
- Food will be unavailable, this will be reviewed after 2 weeks.
- Please do not bring food or drink onto the premises, if you have any medical or dietary requirements please discuss with a member of staff.
- 1 person permitted in the toilets at a time, please request the key from the reception and ensure it is returned.

Thank you for your support, have a great game, it's good to have you back!



Romford Snooker Club Covid-19 Risk Assessment

Activity	Snooker club operation during Covid 19
Assessor(s)	Sarah Belchambers
Date	9 July 2020
Signature	<i>S L Belchambers</i>

Resultant Risk Rating	
Please tick	
High	<input type="checkbox"/>
Medium	<input type="checkbox"/>
Low (normal)	<input checked="" type="checkbox"/>

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
Covid -19 and Social Distancing	<p>Staff, customers, contractors</p> <p>Possible transmission of the virus.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc 	<p>Social distancing is employed in the club and measures have been taken to reduce the social interaction between staff and customers with limits on number of customers in the club with only the half tables available. This will help to reduce the transmission of Covid-19.</p> <p>Ensure the 1m-2m social distance is maintained when staff are working and meeting contractors or customers.</p> <p>The bar area will not be used for service which will all be made via the reception which has a screen in place.</p> <p>The toilets will be locked in between use and only 1 person in the toilets at once. Signage in place.</p> <p>Revised operating rules in place regarding social distancing and signage in place. Customers are aware of new rules and anyone not adhering to these will be asked to leave.</p>	Review if Government guidelines change	Manager and staff	Review monthly or as guidelines change	<p>9 July</p> <p>Ongoing</p>

	<ul style="list-style-type: none"> • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth <p>Exposure to the virus may result mild or moderate symptoms e.g. coughing, lack of taste or smell, fever or shortness of breath, more severe symptoms include pneumonia in both lungs which can lead to death.</p>					
Encountering someone displaying Covid-19 symptoms	<p>Staff, customers, contractors</p> <p>Risk as above</p>	<p>Avoid contact with someone who is displaying symptoms of Covid-19. These symptoms include high temperature and/or new and continuous cough and loss of taste and smell.</p> <p>Staff are reminded to follow Government guidelines and self-isolate for 7 days if they have any symptoms and arrange a test, members of their household should isolate for 14 days. If the test is negative the employee can return to work. If the test is positive they and their household should continue to self isolate and give information to the NHS Test and Trace Service.</p> <p>Operating rules state anyone displaying symptoms should not enter he club.</p>	<p>Be alert and follow guidelines and support anyone showing symptoms with timely and accurate advice encouraging them to be tested</p>	<p>Manager and staff</p>	<p>Review monthly or as guidelines change</p>	<p>9 July</p> <p>Ongoing</p>
Hygiene and Spread of Covid-19	<p>Staff, customers, contractors</p> <p>Risk as above</p>	<p>Handwashing and respiratory hygiene recommendations to be followed to help prevent the spread of respiratory viruses, including:</p> <ul style="list-style-type: none"> • washing hands more often - with soap and water for at least 20 seconds or using a hand sanitiser when you get home or get into work, when you blow your nose, sneeze or cough, eat or handle food. • avoid touching your eyes, nose, and mouth with unwashed hands 	<p>Following Government Covid-19 recommendations</p> <p>Hand sanitiser in entry/exit point and given to customers to take to tables</p>	<p>Manager and staff</p>	<p>Review monthly or as guidelines change</p>	<p>9 July</p> <p>Ongoing</p>

Risk assessment template based on the Health and Safety Executive Model

		<ul style="list-style-type: none"> • avoid close contact with people who have symptoms • cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. (catch it, bin it, kill it) <p>If a member of staff develops symptoms they should stay at home and contact the manager or if working leave the club as soon as possible. Any worries and concerns to be discussed with the manager.</p> <p>Frequent and enhanced cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as snooker/pool tables, door handles, light switches, reception area, bar area and tills and toilets using appropriate cleaning products and methods.</p> <p>Building cleaned by contract cleaner once a day.</p> <p>Frequent cleaning of tables/equipment shared between uses, using the usual cleaning products. Wipes provided for the fruit machine.</p> <p>All cues, balls, glasses, bottles and hand sanitiser (everyone on table) at the end of the sessions will be placed by customer on table 12. Staff will collect items from the table and all items will be washed/santised.</p> <p>Once tables are cleaned in between use, new cues, balls etc will be place on the table for the start of next session.</p> <p>The operating rules state no swapping of tables or sharing of cues and equipment during sessions.</p>	To help reduce the spread of Covid-19 remind everyone of the public health advice.			
Working arrangements	Staff and contractors Risk as above	<p>Minimal staff on shift at any one time.</p> <p>Staff should follow social distancing and hygiene measures. Staff are aware of any pinch points behind the bar and reception and jobs will be separated.</p> <p>If equipment/items need to be shared/passed regular</p>		Manager and staff	Review monthly or as guidelines change	9 July Ongoing

		<p>handwashing and cleaning to take place.</p> <p>Screen is in place at reception for when serving customers.</p> <p>Contractors must be inducted on arrival by staff on the new operating rules and relevant contract measures set out in the risk assessment.</p>				
Handling post	Staff Risk as above	Staff should take care when handling post and wash hands after post is handled.		Manager and staff	Review monthly or as guidelines change	9 July Ongoing
Bookings	Staff and customers Risk as above	<p>To ensure capacity in the club and social distancing bookings must be made in advance by phone, no walk ups, these will only be accepted if the club has capacity.</p> <p>The revised operating rules state a maximum of 4 per table which must be from 2 households including support bubbles.</p> <p>As this is a members club all contact details are held for members and guests must be signed in by a member with their contacts and ID. This is to aid the NHS Track and Trace Service as required.</p>		Manager and staff	Review monthly or as guidelines change	9 July Ongoing

Please note:

- This risk assessment has been issued to staff and is on our website for customers.
- Remember it is only effective if staff, customers and contractors act on it.
- You must follow through with any actions required and review on a regular basis.
- You should review your risk assessment if you think it may no longer be valid e.g. following an accident in the workplace, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities.
- The Covid-19 risk assessment should be reviewed on a monthly basis as well as if there are any changes.
- Any questions regarding the risk assessment should be