




# Frensham Royal British Legion Club

## Frensham Royal British Legion (FRBL)


### Operational Method Statement

Reference Covid-19 FRBL Club operation

Revision	Description/Details of Change	Date	Author	Technical Check	Quality Check
0.1	First Draft	29.06.2020	JPS	AP	SN
0.2	Final Draft	01.07.2020	JPS	AP	SN

 The logo for The Royal British Legion, featuring a blue square with the text "THE ROYAL BRITISH LEGION" and two red poppies below it.	Frensham Royal British Legion Operational Method Statement	<b>Doc No: 01</b>
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**Document Approvals**

**Frensham RBL No: 01**

**Document Description: Frensham Royal British Legion Operational Method statement**


**Please complete the table below.**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Produced By</b>	James Stevens		29.06.2020
<b>Technical Check</b>	Adam Page		
<b>Quality Check</b>	Sarah Nash		01.07.2020

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# 1 Scope

## 1.1 FRBL Status

### Reference Government recommendations and Guidelines.

- The Frensham Royal British Legion Club (Club) will be shut down from 23<sup>rd</sup> of March until further notice.
- The Staff will use the Furlough system until opening is allowed.
- The Club will use all available systems and allowances during the lockdown period.
- Committee meetings to be online if possible until further notice.
- This document covers the proposed Club method of operation under the Covid-19 restrictions.
- This Operational Method Statement details the procedure that the Club will adhere to when the Club can welcome Members back to use its facilities.
- This Method Statement has been produced in accordance with the Government Guidance: Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services, published on 23<sup>rd</sup> June 2020.
- A survey of the existing BAU systems of operation will be done to help with the new Risk Assessment.
- Risk assessment to be produced after survey Doc FRBL RA01.


## 1.2 Club Survey

The Club operational procedures should be looked at and addressed in RA01. The new RA should consider the following points:

- General operation/use of Club facilities
- General Staff operation whilst on lock down.
- Remote working reference to deliveries, post, correspondence.
- Bar operations.
- Staff and Members protection following Government Guidelines.
- Cleaning of the Club Facilities.
- Internal operation / use of Facilities.
- Use of leisure Facilities.
- External clubs use of Club Facilities (Hall Hire).
- Communication.
- Deliveries during lockdown and eventual reopening.
- Car parking.

# 2 Anticipated Date and Duration

- Club to close 23<sup>rd</sup> March.
- The Club will be reopened on the 4<sup>th</sup> of July, reference Government Guidelines.
- New Method of Operation will be in place until Government Guidelines change.
- The operational system will be reviewed monthly and changed/enhanced if required by the Committee or in line with changes in Government Guidelines.

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### 3 Personnel

**Note:** This statement affects all Members and staff using the FRBL Club's Facilities. Staff and Committee Members have the power to evict any Member if these rules are breached.

**Club Staff and Committee Personnel:**

James Stevens	Club Chairman
Adam Page	Vice Chairman
Barry Byng	Committee Member
Sam Chuter	Committee Member
Val Gubby	Committee Member
Mark Greenwood	Committee Member
Sue Hopper	Committee Member
Les Tonks	Committee Member
Mick Jones	Bar Manager / Committee Member
Bob Rawlinson	Treasurer
Sarah Nash	Secretary

**FRBL Club contact Telephone Numbers:**

James Stevens:	01252 219467
Adam Page:	07496 028176
Sarah Nash:	07801 584098
FRBL Club:	01252 793014

**Club Address:**

Shortfield Common Road  
Frensham  
Surrey  
GU10 3BJ

### 4 Health and Safety

The law requires all employees, including sub-contractors, to be aware of their duties and obligations and take reasonable care of the health and safety of themselves and of other persons who may be affected by their actions or the work they are undertaking. All Club personnel, including sub-contractors, will operate in accordance with the RBL Health & Safety policy, and the relevant Government Guidelines.

### 5 Personal Protection Equipment

The following items of PPE should be worn at all times during hours of operation:


**Staff**

- Face covering (if not behind the screen)
- Eye Protection (if not behind the screen)
- Gloves whilst collecting glasses from collection points
- Use of sanitizer station for staff located behind bar

**Members using the Club**

FRBL recommend the following items of PPE should be worn while inside the Club:

- Face covering (while seated in the lounge)
- Eye Protection (If contact is not possible at two metres)
- Gloves (If contact is not possible at two metres)

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## 6 FRBL Club Facilities: Method of use

### 6.1 Entering & Exiting Club

- **Entrance**  
The main entrance to the Club is by the side door and straight down the corridor to bottom hall door. (Follow the arrows on the floor)
- **Exit**  
The exit is via the bar double door to the front car park. (Follow the arrows on the floor)
- **Disabled Access**  
Disabled access will be via the side door and straight through into the lounge area. The same approach should be taken when exiting from the Club. Staff will ensure there is nobody trying to gain access when somebody is leaving via the disabled exit.

### 6.2 Visitors' Book

A record of every Member visiting the premises will be kept by Club staff and will be retained for 21 days. This is in line with Government Guidelines to support the test and trace system.

### 6.3 Internal Entrances and Exits

- **Ventilation**  
All doors are to be held in the open position during the summer months. During the winter months the door may be closed but it is recommended that face coverings are worn, and sanitizer use increased.

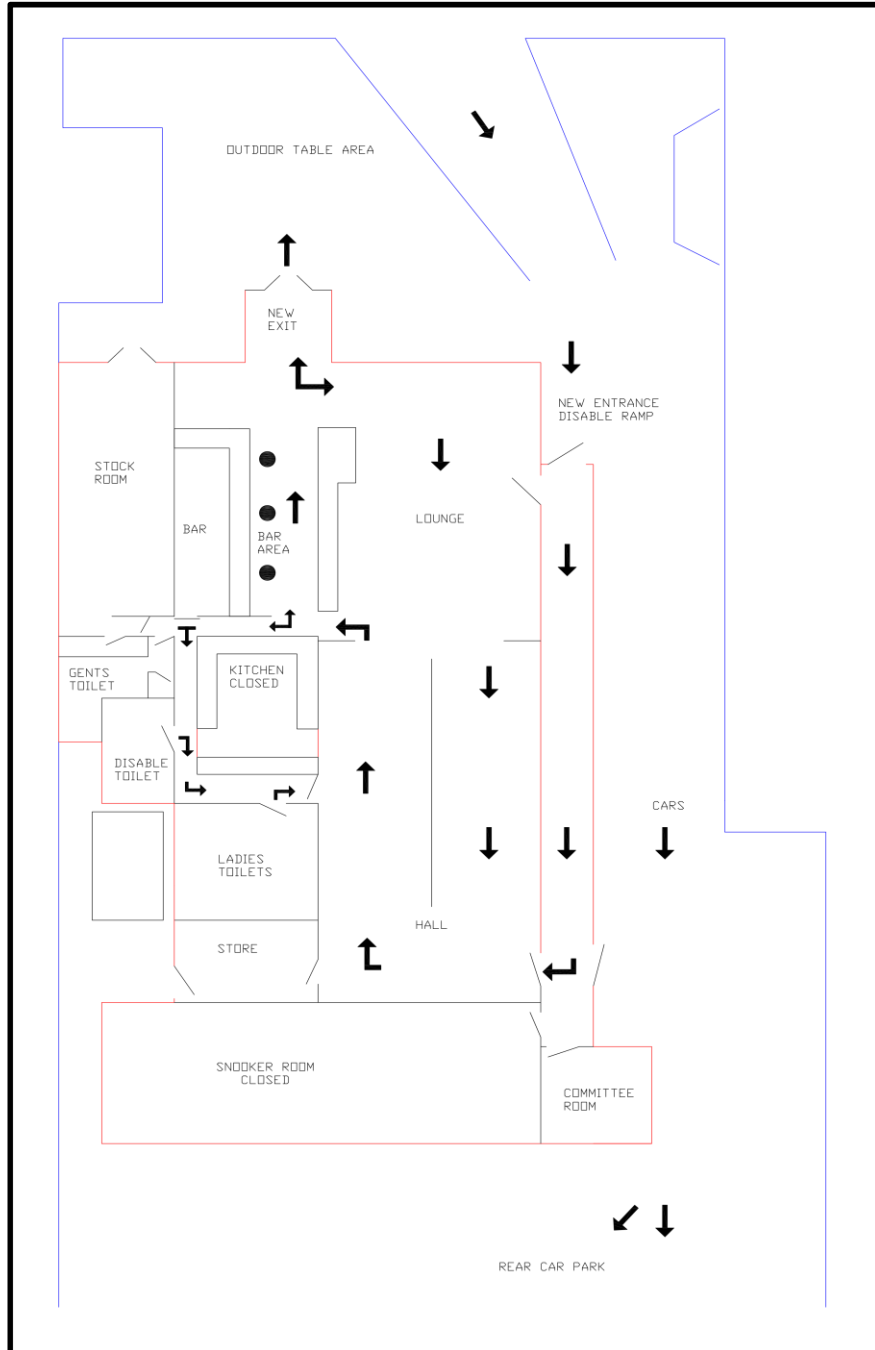
### 6.4 Club Facilities usage

- **Hall hire**  
Hall hire for private functions will not be available until further notice. *This arrangement will be reviewed monthly during each Committee meeting, consideration will be given to the function size and a decision will be made using the latest Government Guidelines.*
- **Hall/Lounge layout**  
Tables and chairs to be arranged so that there is a two-metre space between them, single household +bubble use for each table and chair set. *This arrangement will be reviewed monthly during each Committee meeting, decisions will be made using the latest Government Guidelines.*
- **Celebration parties**  
As previous bullet points.
- **Game Facilities**  
Bingo: Not available  
Snooker: Not available  
Indoor Bowls: Not available  
Darts: This facility will be available, but players are to keep two metres apart and should only use his or her own darts, scoring boards / key pads are to be wiped (antibac wipes) down after each individual use/game.
- **Leisure Machines:** This facility will be available for use, however only one player is permitted to stand by the machine at all times. The player must wipe down the machine selection and play buttons after each use. It is recommended that each player wipes down the machine before use as well. Wipes to be provided by the Club and a pedal bin for the disposal of used wipes.
- **Kitchen:** Not available


**Note to Members:** The unavailable areas will be reviewed monthly during each Committee meeting; decisions will be made considering the safety aspect and the latest Government Guidelines.

### 6.5 Walkways

- Hall one-way system
- Bar one-way system
- Lounge one-way system
- Toilets one-way system





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## 6.6 Bar Area

- **Bar facilities**  
Members may only purchase beverages from the three serving positions marked on the bar floor. Members must queue in the hall at the recommended two metre social distancing marks on the floor. When a drink has been ordered and paid for (contactless card payment preferred) the bar person will deliver the beverages to the end of the bar nearest the fruit machines, these can be collected by the Member who should move to the lounge or go outside. ONE WAY SYSTEM to be adhered to at all times.
- **Screens**  
Bar staff are protected by a Perspex screen running the full length of the serving points.
- **Glass use**  
A 'one glass per drink' policy is in place; Members should deposit their empty glass at the collection point before another drink is ordered.
- **Glass collection**  
Glasses will be collected by the staff or a Committee Member from the collection points and deposited into the glass washer. Gloves are to be worn during this operation and disposed of in the bar pedal bin.
- **Bar cleaning**  
Regular cleaning of the bar with antibac wipes/spray and paper towels during opening hours. Wipe down before and after each session.
- **Payment Method**  
Payment for purchases will be via contactless card machine wherever possible, only in exceptional cases will cash be taken or at the Bar Manager's discretion.

## 6.7 Seating & Tables

- Members will be encouraged to sit outside when seating is available.
- All seating and tables will be positioned to enable safe social distancing to be observed. Signage will be erected advising that only one household / household bubble can be seated at each table.
- Signage will be erected advising that tables must not be moved from their allocated positions.
- In the event of bad weather, Members can sit at tables inside, however once all allocated seats have been filled no other Members will be allowed to enter the Club.


## 6.8 Toilets

### Male Toilets

- **Limitation of users**  
No more than one Member at a time.
- **Bins**  
Pedal bins will be used with an internal plastic removable bag inserted; the bins will have an automatic close top when pedal released.
- **Towels**  
Paper towels to be provided for drying hands.
- **Hand washing**  
Antibac Soap dispenser is provided in each toilet.

### Female Toilets

- **Limitation of users**  
No more than one Member at a time.
- **Bins**  
Pedal bins will be used with internal plastic removable bag inserted; the bins will have an automatic close top when pedal released.
- **Towels**  
Paper towels to be provided for drying hands.
- **Wipes**

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Antibac wipes will be provided, wipe down vanity cabinet after use.

- **Hand washing**  
Antibac Soap dispenser is provided in each toilet.
- **Spray**  
Antibac spray provided in each cubical, wipe down after use.

**Disabled Toilet**

The disabled toilet may be used when vacant, and the female/male toilet is occupied. This will reduce the need to queue.

- **Bins**  
A pedal bin will be used with internal plastic removable bag inserted; the bin will have an automatic close top when pedal released.
- **Towels**  
Paper towels to be provided for drying hands.
- **Hand washing**  
Antibac Soap dispenser is provided.
- **Spray**  
Antibac spray provided, wipe down after use.

**6.9 Cleaning**

- **Contract Deep clean**  
A deep clean of the Club facilities will be completed before the Club reopens on the 4<sup>th</sup> July, to include carpets, all toilets, and services.
- **Contract Sanitize clean**  
A regular once a month sanitize of all facilities.
- **BAU cleaning**  
During and after opening hours cleaning of services with antibac wipes/spray and paper towels.

**6.10 Delivery**

- **Postal delivery**  
Post to be wiped down before passing on to the relevant person.
- **Beverage delivery**  
Casks to be wiped down before storing in the cellar/shelving.

**6.11 Communication**

- **Club Committee meetings**  
During lockdown, meetings will be held online (Zoom). If a meeting needs to be held in person, two metre social distancing must be observed.

**7 Risk Assessment**

The following lists all risk assessments applicable to each section of operation.

See document: **FRBL RA01**

**8 Emergency Procedures**

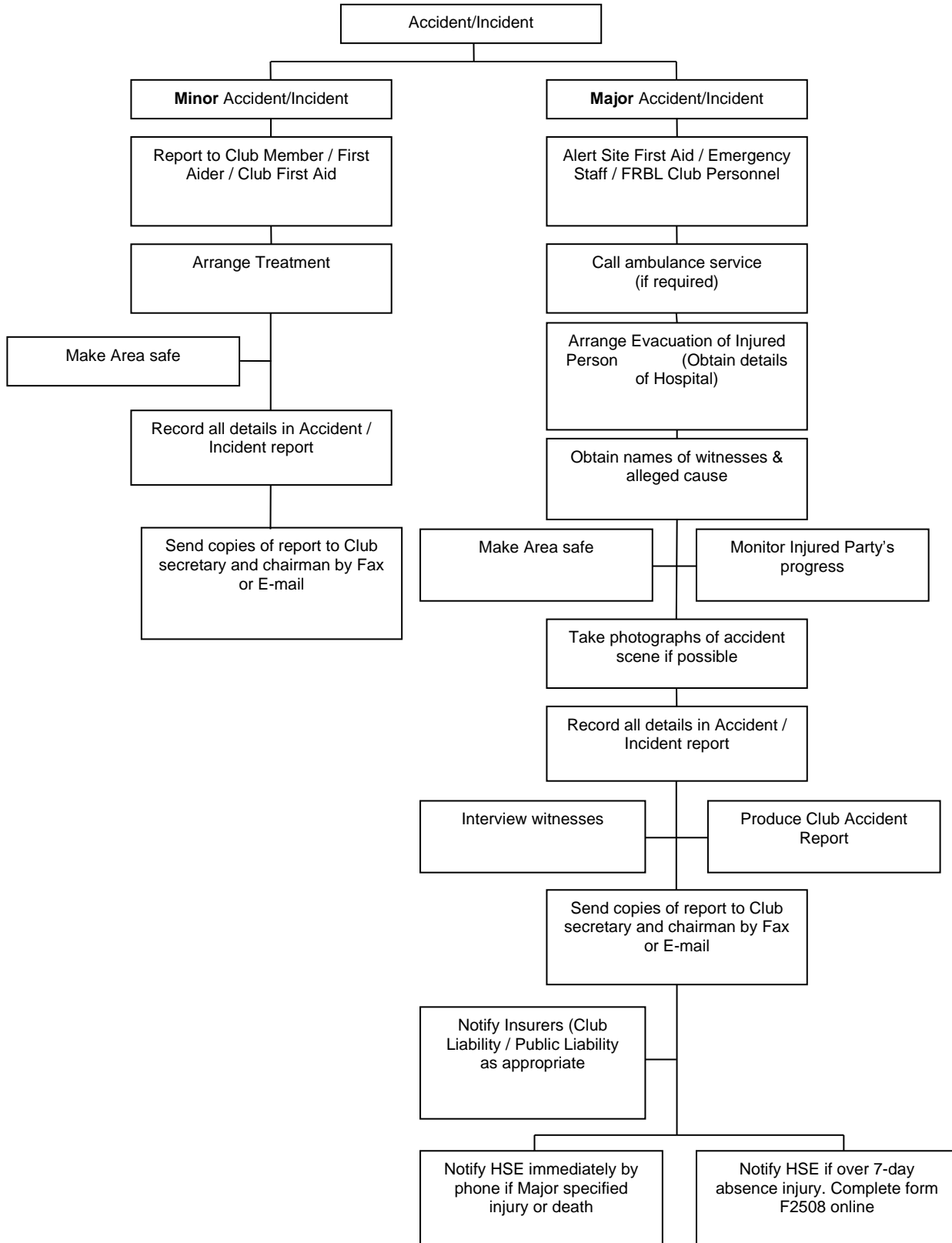
All injuries or damage resulting from incidents in the Club or outside, however minor, will be reported by Club Members to the Club Staff. This applies to injuries received by subcontractors working for the Club in the Club, members of the public, visitors to the Club, etc.


In the event of a fatal or major injury to any person or dangerous occurrence as defined by the reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Health and Safety Executive



must be notified by telephone immediately by the Club representative. An investigation should be completed as soon as possible and confirmation of the details of the accident should be given in writing to the Health and Safety Executive within 15 days on form 2508.

The following chart shows Accident / Incident procedure:



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## 9 Operational Method Statement Briefing Sheet


<b>Issued By:</b>		<b>Reviewed By:</b>	
<b>Date:</b>		<b>Reference:</b>	
<b>Distribution:</b>			

### Guidance Notes:

- All Operatives affected by the method statement to attend a briefing meeting before Club can open its doors to the Members.
- All PPE (where applicable) to be inspected prior to Club operation ensure it is correct, suitable and in good working order


**I understand the details of the method statement, risk assessment and safety matters associated with the task. I will advise any deviations or changes to the working environment as necessary**

Name	Position	Signature	Date
James Stevens	Club Chairman		29/06/2020
Adam Page	Club Vice Chairman		
Barry Byng	Committee Member		
Sam Chuter	Committee Member		
Val Gubby	Committee Member		
Mark Greenwood	Committee Member		
Sue Hopper	Committee Member		
Mick Jones	Committee Member		
Les Tonks	Committee Member		

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**Matters arising following the method statement briefing:**

<b>Notes</b>


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I have read and agree with the Method Statement /Risk Assessment submitted by Frensham Royal British Legion. Any observations are noted in the relevant section and counter signed by Author.

Name:

Signature:

<b>Observations:</b>	<b>Signature:</b>

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## 10 Change to Operational Method Statement

**Amendment to Operational Method Statement** (monthly review by FRBL Committee)

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	<b>Name:</b>	<b>Signature</b>	<b>Date</b>
<i>Originator</i>			
<b>Approved</b>			
<b>Review (Carried Out By)</b>			