



BOWLS CYMRU
BOWLS WALES

Welsh Bowling Association



Welsh Women's
Bowling Association



COVID-19: SUPPLEMENTARY GUIDANCE FOR BOWLS CLUBS CLUBHOUSE & PAVILIONS

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INTRODUCTION

Following the latest Welsh Government announcement, licensed premises for outdoor hospitality (including Bowls Clubs) are permitted to reopen from **Monday 26th April** in the capacity of bars and restaurants and from **Monday 17th May**, indoor hospitality can reopen. We appreciate, the bar facilities are essential to clubs not only for generating much needed income but also providing a social element for all members. However, any easing of the restrictions still depends upon clubs following the relevant Welsh Government guidance for bars and restaurants.

Outdoor and indoor hospitality can reopen with a maximum of 6 people being seated together.

<https://gov.wales/guidance-for-tourism-and-hospitality-businesses-coronavirus>

BowlsWales and the National Governing Bodies has produced this additional guidance document to support clubs who wish to consider reopening additional outdoor areas within their club's facilities.

This guidance is not a 'one size fits all' approach, and any guidance or recommendations made in this document will vary dependent on each club and therefore it is the responsibility of the club to apply the current Welsh Government guidelines accordingly. Clubs must also ensure that they check their bar licence and catering regulations.



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OPENING YOUR CLUB BAR AND/OR RESTAURANT

It is important that each club can provide a safe and well sanitised environment for all.

With the variance in clubs' circumstances and approach, it is for each club to interpret the Welsh Government's guidelines and act accordingly. The advisory guidelines we have are to support clubs to plan for the re-opening of clubhouses and/or catering facilities.

Clubs should refer to this in advance of opening and ensure compliance. You can find the guidance on the Government's coronavirus website link here –

<https://gov.wales/current-restrictions-frequently-asked-questions#section-67359>

We advised that all clubs update their risk assessment accordingly if they wish to reopen their bar or restaurant facilities to ensure that all safety measures are considered. You can find our template risk assessment document here -

<https://bowlswales.com/covid-19/>

You will also be able to find guidance on UKH Cymru in conjunction with other sector-specific reference resources. Industry bodies may also be able to provide examples or templates to enable you to carry out an appropriate risk assessment here- <https://www.ukhospitality.org.uk/>

The protocol of social distancing still remains and should be followed at all times.



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OPENING YOUR CLUB BAR AND/OR RESTAURANT

This checklist is designed to assist clubs who do wish to reopen their bar and restaurant area – it is not an exhaustive list and some of the items highlighted within may not be relevant to your club. We recommend that you tailor this checklist to meet your club's individual requirements.

Working within public health regulations and guidelines	
Check the relevant restrictions and regulations and ensure you can re-open.	
Consider any notice periods or other arrangements required for furloughed or redeployed staff to return to work	
Review the latest government guidance regarding health, physical and social distancing and hand washing and respiratory hygiene.	
Carry out an appropriate COVID-19 risk assessment in accordance with current Welsh Government legislation and guidance. Use the guidance to inform your decisions and control measures.	
Use the UKH Cymru guidance in conjunction with other sector-specific reference resources. Industry bodies may also be able to provide examples or templates to enable you to carry out an appropriate risk assessment.	
For self-catering, refer to the Wales Tourism Alliance guidance.	
Contact your Local Authority for advice to support your risk assessment. Council officers can provide templates, guidance notes and checklists.	
Planning and preparing workplaces/venues/buildings for reopening	
Carry out statutory health and safety buildings checks prior to reopening for staff or visitors e.g. legionella, water temperature, gas and electrical testing.	
Implement revised and enhanced cleaning regimes.	
Security and emergency preparedness	
Ensure any COVID-19 adaptations support your emergency preparedness e.g. your fire alarm muster stations, access for emergency response teams, dealing with violent or aggressive people and other life threatening situations.	
Check that trained first -aiders are still willing to undertake these roles. Update any first aid training to include COVID-19 protocols.	
Test, Trace, Protect – Health	
Refer to the Welsh Government guidance on employers' responsibilities to help with COVID-19 testing and contact tracing. The Test, Trace, Protect strategy exists to enhance health surveillance in the community, undertake effective and extensive contact tracing, and support people to self-isolate where required to do so. Contact tracing is an important part of Test, Trace, Protect strategy which will help us live and work alongside the virus while research continues to find more effective treatments and a vaccine. There is a Contact Tracing question and answer document published by Welsh Government to refer to alongside the guidance above	
Communications	
Review your communications, considering public perceptions and your local community	



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Plan ongoing communication and links with local communities and members to increase confidence that preparations to minimise the spread of COVID-19 have been implemented.	
Review	
Undertake a weekly review of all policies in light of changes to legislation, government guidance, lessons learned and examples of best practice elsewhere	
Who should go to work	
Plan for the minimum number of people needed on site to operate safely and effectively.	
Keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security	
Protecting People at High Risk	
See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.	
Clinically extremely vulnerable individuals have been strongly advised not to work outside the home	
Clinically vulnerable (but not extremely clinically vulnerable) individuals who cannot work from home: <ul style="list-style-type: none"> • Offer the option of the safest available on-site roles, ensuring that they maintain the required distance away from others. • If they have to spend time within this distance of others, carefully assess whether this activity should continue. If so, take further mitigating actions to reduce the risk of transmission between staff 	
Physical Distancing at Work	
Comply with the physical distancing regulations set out by the government.	
Where physical distancing cannot be fully followed, in relation to a particular activity, consider whether that activity needs to continue. Take all the mitigating actions possible to reduce the risk of transmission between your staff and all those who may be on the premises.	
Increase the frequency of hand washing and surface cleaning including disinfection of high footfall areas or common touchpoints.	
Use screens or barriers to separate people from each other.	
Assess all areas to maintain physical distancing e.g. entrances and exits, break rooms, staging sites and store rooms, canteens and similar settings.	
Coming to work and leaving work	
If possible, stagger starting and finishing times for staff to reduce congestion at entrances and exits	
Use markings and introduce one-way flow at entry and exit points which are back of house or employee only and where appropriate. Take account of premises' structure, style of operation and customer profile.	
Provide handwashing facilities (or hand sanitiser where not possible) for workers at entry and exit points.	
Moving around buildings	
Reduce movement by discouraging non-essential trips within buildings and sites e.g. restricting access to some areas, encouraging use of radios or telephones, where permitted (remember these items require cleaning between users).	



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Introduce more one-way flow through buildings. Provide floor markings and signage to remind workers and customers to follow physical distancing.	
Regulate use of high traffic areas including stairs, corridors, lifts, turnstiles and walkways to maintain social distancing. Increase the frequency of cleaning and disinfection of these areas.	
Workplaces and workstations	
Review layouts to allow workers to work further apart from each other	
Use floor tape or paint to mark areas, where appropriate, to help people keep their distance. Use signage or other communication measures e.g. public announcements, taking into account building characteristics, trading style and customer profile.	
Use screens to create a physical barrier between people.	
Minimise contacts around transactions, for example, considering using contactless payments and encourage online booking and pre-payment where appropriate.	
If using cash, encourage increased handwashing and introduce more handwashing facilities for workers and customers or provide hand sanitiser where this is not practical.	
Accidents, security and other incidents	
Review your incident and emergency procedures to ensure they reflect the physical distancing principles as far as possible (note in an emergency – e.g. an accident, provision of first-aid, fire or breaking – people should not social distance if it would be unsafe)	
Managing your customers, visitors and contractors	
Assess the number of customers/crowd density that can reasonably enable physical distancing within any space. Take into account the total floor space as well as pinch points e.g. doorways and busy areas	
Create clear signage for customers explaining the provisions in place, reminding of physical distancing (including distancing from employees).	
Promote the use of contactless payment.	
Review how customers move through and around the venue (indoors and outdoors)	
Consider how you could adjust the flow of customers and employees to reduce congestion and contact e.g. queue management or one-way flow, where possible.	
Use barriers and staff to direct customers. Use outside premises for queuing where available and safe e.g. car parks. Have contingency plans in place for periods of poor weather. Manage queues to ensure they do not cause a risk to individuals or other businesses	
Ensure any changes to entry, exit and queue management take into account reasonable adjustments for those who need them, including disabled customers	
Encourage customers to use hand sanitiser or handwashing facilities as they enter the premises to reduce the risk of transmission by touching products or surfaces	
Queues and physical distancing	



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Organise queuing within existing protected areas. If queuing is only possible outside of protected areas then consider and mitigate the vulnerabilities, such as by: <ul style="list-style-type: none"> • by routing queues behind permanent physical structures (e.g. street furniture, bollards, trolley parks and bike racks) to provide a visual deterrent and delay; • closing off vehicle access to shared spaces; • adjusting servicing and delivery times; • reducing the opportunities for vehicles (including potentially hostile vehicles) to interact with pedestrians; • erecting robust barriers; • introducing a reduced speed limit or traffic calming measures 	
Cleaning the workplace	
Before reopening	
Assess all sites, or parts of sites, which have been closed. Initiate cleaning procedures and provide hand sanitiser, before restarting work	
Keeping the workplace clean	
Frequently clean work areas and equipment between uses, using your usual cleaning products.	
Frequently clean objects and surfaces that are touched regularly e.g. coffee machines, staff handheld devices. Make sure there are adequate disposal arrangements for cleaning products.	
Clear workspaces and remove waste and belongings from the work area at the end of a shift.	
Hygiene – handwashing, sanitation facilities and toilets	
Provide regular reminders and signage to maintain hygiene standards	
Provide hand sanitiser in multiple locations in addition to washrooms.	
Ensure toilets are kept clean and physical distancing is achieved as much as possible.	
Enhance cleaning for busy areas and common touch points e.g. stair handrails.	
Use physical distance marking for common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form	
Provide more waste facilities and more frequent rubbish collection	
Provide hand drying facilities –either paper towels or electrical dryers	
Handling goods, merchandise and other materials	
Encourage increased handwashing and introduce more handwashing facilities for workers/customers or provide hand sanitiser where this is not practical.	
Communications and training – Returning to work	
Provide clear, consistent and regular communication to improve understanding and consistency of ways of working.	
Engage with workers/worker representatives through existing communication routes to explain and agree any changes in working arrangements.	



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Additional Information

Further guidance is available as below:

Sport Wales

<https://www.sport.wales/>

Welsh Government

<https://gov.wales/guidance-for-tourism-and-hospitality-businesses-coronavirus>

<https://gov.wales/hospital-visiting-during-coronavirus-outbreak-guidance>

<https://gov.wales/sport-recreation-and-leisure-guidance-phased-return>

Guidance:

Guidance published <https://gov.wales/current-restrictions-frequently-asked-questions#section-67359>

<https://www.ukhospitality.org.uk/>

Thank you