

# FRASERBURGH GOLF CLUB PANDEMIC PLAN AND RISK ASSESSMENT MATRIX

Version 5  
Updated January 6th

1. This document details the steps taken to date by the Committee on behalf of members in response to the current National Emergency and the steps that may be necessary in coming weeks and months. The Committee asks that Members continue to support the Club through one of the most difficult periods in its long history.
2. The document also contains a Business Impact Analysis (BIA) which sets out those financial factors which are likely to affect the club during the course of the next seven months before our Annual General Meeting at the end of this year. At the outset, it is worth noting that the Club entered this crisis in a healthy financial position and with a financial operating model that is stronger than some other clubs in the region.
3. Fraserburgh Golf Club's response to the COVID 19 Pandemic will now be led by Seamus Logan (07813985724) our Club Captain and Covid Officer and, in his absence, by the current Committee members who are as follows;
  - Alison Souter (Ladies Representative)
  - Stephen Thomson (Greens Convenor)
  - Paul Dixon (Treasurer)
  - Ross Cardno (Match Secretary)
  - Eddie McDonald
  - James Stephens
  - Paul Birnie
  - Neil Taylor
  - Suzanne Robertson
  - Gerry Chalmers
  - George Thom
4. The Captain and the Committee together with Debbie Reid, Office Manager (07956768416) and James Peace, Head Greenkeeper will

operate as the Pandemic Response Team throughout the current emergency. They will meet (online) as required to plan and implement any steps that may be necessary to protect the club and its assets and ensure our continuing viability into the future.

Key holders to the Clubhouse are; Seamus Logan, Stephen Thompson, Eddie McDonald, Paul Dixon and Debbie Reid.

5. Key decisions made to date are as follows;

- Closure and controlled reopening of the Bar and Restaurant facilities
- Closure and controlled reopening of the Clubhouse and the Course
- Cancellation of all competitions until permitted to compete again
- Communication of key decisions and actions to all members via email and Facebook
- Maintenance of Office Manager and Head Green-keeper positions and key duties until further notice throughout
- Furloughing of staff as required in line with Government Scheme

6. The following key tasks will be carried out on a regular basis by the Committee members during the current National Emergency

TASK	By whom
Online and face to face meetings to plan and implement key actions on an ad-hoc basis but at least monthly	All committee members in consultation with Office Manager and Head Greenkeeper
Weekly Walkabout checks on outside and inside of the Clubhouse and key facilities including all sheds, Locker Rooms, Toilet and Shower areas, Gas Boiler, Bar and Kitchen areas; cleaning and flushing out of bar piping	Club Captain and designated Committee members  Stephen, Debbie, Seamus, Eddie, Gerry

Testing of the fire Alarm system on a weekly basis	Seamus, Debbie
Course inspections including manual operation of the sprinkler system and other duties as required	Match Committee - Stephen, Ross, Eddie, Neil
Maintenance of the Office computer systems	Debbie Reid, Eddie McDonald and Box Portable, Fraserburgh
Communications with membership	Seamus and Committee members
Attendance at online advisory webinars or conference Zoom calls provided by various bodies	Seamus Logan and Committee members

7. The Committee will liaise on a regular basis with our key suppliers and partners including our Insurers. The Captain will allocate partner liaison tasks as required and the Treasurer will act as lead contact with the Insurers.

8. The Club Committee have planned the following steps to mitigate the impact of the National Emergency;

- Rescheduling of the membership year to January to December (currently October to September)
- An enhanced programme of fundraising events and schemes including the promotion of donations

The Committee will communicate these ideas with the membership together with their emerging thinking in a spirit of partnership and engagement and will constantly seek the support of the membership in protecting and developing the Golf Club.

9. The Committee will continue to identify the key steps necessary to prepare the Clubhouse and its facilities and the Course for any changes

in the regulations and rules regarding the current National Emergency, including the lead times necessary for each element, specifically the Course, the Lockers Rooms and the Bar and Restaurant.

10. Key points from this plan and the Committee's evolving thinking will be communicated to the Membership in a timely fashion and consideration will be given to communication with the local community and media outlets.
11. The National Emergency is an evolving situation and so the Committee will keep this Plan under constant review and will amend as necessary in light of emerging events.
12. This Risk Assessment is now Version 5 representing the changes introduced on January 4<sup>th</sup>, 2021. Previous versions responded to changes introduced at various points during 2020. This is the most recent version and previous editions can now be disregarded. Revised versions will be produced as and when required.

<b>PHASE 1 ACTIVITY or ISSUE</b>	<b>RISK OR HAZARD</b>	<b>WHO MIGHT BE HARMED</b>	<b>H- M -L</b>	<b>MITIGATION AND CONTROL MEASURES</b>	<b>NOTES</b>
Advance planning and communication prior to opening with staff, members and the community	Inadequate preparation and communication leading to increased risk of COVID 19 transmission	Staff, Contractors, members and the wider community	H	The Committee have produced a Pandemic Plan in March, 2020 (attached) and use the Club website, Facebook, Twitter and Instagram on a regular basis to communicate guidance and restrictions. Non essential staff have been furloughed and essential staff are in daily communication with the Club Captain and various committee members to ensure they adhere to Government and SGU regulations, rules and guidance. Committee members participate in regular online meetings with Scottish Golf and review SGU guidance. If external contractors are required for essential maintenance, they will be asked to maintain social distancing and to wear a face mask.	The Committee meet monthly and on an ad-hoc basis as required and communicate daily via WhatsApp. The Club Secretary has been working throughout the Pandemic in a socially isolated office and has been answering phone queries from members, visitors and the local community.
Return of Essential Staff	Poor understanding of the new working environment	Greenkeeping staff	H	The Head Greenskeeper will discuss this risk assessment with all staff and will ensure they are fully aware of and compliant with Government and SGU regulations, rules and guidance. Social Distancing measures are in place and supported by signage. Equipment such as grass-cutters, rollers, vehicles etc will be deep cleaned at the end of each working day and prior to handing over to another colleague – records will be maintained regarding cleaning of such equipment. Separate toilet and hand washing facilities are available for the outdoor staff and the Club Secretary. Individual Health Risk Assessments have been conducted with all employees and with Philorth Catering Sub Contractors.	The Head Greenskeeper is a member of the Pandemic Planning Team
Prior to travelling to the Course	Members have a poor understanding of the new environment and Government/SGU regulations, rules and guidance	Members	H	Members who are 'shielding' or who have cold symptoms or who have any of the symptoms of COVID 19 should not travel to the course. Only members who have a confirmed booking on the Scottish Golf App/Club Computer booking system will be allowed to play. Tee time bookings will be staggered and strictly observed in line with Government and SGU rules, regulations and guidance and will be at least ten minutes apart. The booking system will apply to the Corbie Hill AND Rosehill courses. The Club Captain has been sending regular emails to members keeping them informed about Government/SGU regulations, rules and guidance. Signage is in place at the Clubhouse and teeing areas. Members will be advised to use bathroom facilities prior to travelling, to bring their own means of hydration, a small towel, some food and hand sanitiser.	The Club Secretary is available by phone to answer Member and Visitor queries. Prior to the opening of the Club, the Captain will communicate detailed instructions to all Members via email and the social media platforms.
Arrival at the Golf Course	Social Distancing is not maintained in the car park and members make improper use of club facilities leading to risk of infection	Members and staff	H	The Clubhouse including the bar, restaurant, locker rooms, toilets and associated facilities (including the air pressure hose) will be fully closed during Phase 1 and now, during the January 4 <sup>th</sup> Lockdown. Members can access their lockers by appointment for a limited and specified time through telephone to the Club Secretary. Members may only use Buggies if they would otherwise be unable to play and these must be booked in advance with the Club.. The putting green and the practice area can only be used with strict adherence to social distancing. Members using the Club Car Park will be asked to ensure social distancing and members will NOT be allowed use the toilet	As a result of the January lockdown, the Captain will communicate detailed instructions to all Members via email and the social media platforms. Signage at the Clubhouse will support this. The Committee have arranged (through a volunteer) a booking system for access to buggies.

				facilities during the current lockdown. Members should change at their cars and should remain in the car park area until the group ahead of them have teed off. Members must not exchange equipment prior to or during play.	
Preparation of the courses and golf play	Inadequate control measures leading to viral infections	Members and staff	H	Players will at all times maintain social distancing on tee boxes, on the course generally and especially through the green. Players will play in two balls only during the January lockdown until further notice. Caddies are not permitted unless from the same household. Cards should not be exchanged and players can mark their own with a verbal confirmation to confirm. Ball washers and bunker rakes will be removed and drinking fountains will be closed off. Players should not enter a tee area until the group ahead have cleared that tee area. On-course toilets will be closed. Members will be asked to bring litter home in their bags. Flagsticks will be in place but must not be touched. Hole cups will be altered to ensure easy retrieval of the player's balls. Players should only search for their own ball if lost. They should either play a provisional or drop at the nearest point of relief without searching or with little searching and without returning to the tee if no competitions are taking place. 'Finds' should not be touched. The traditional handshake at the end of play should not take place but can be replaced an elbow bump.	The Captain will issue detailed guidance to all members by email prior to the course opening and this will also be shared via social media.
After the game	Players may be tempted to remain in the car park area or around the 18 <sup>th</sup> greens and surrounding areas.	Members	H	At the end of play all golfers should return to the car park and leave the Clubhouse grounds without unreasonable delay. Buggies will be deep cleaned by a volunteer nominated by the Committee and returned to storage.	The Captain will issue detailed guidance to all members by email prior to the course opening and this will also be shared via social media.
Golf Club Reputation in the wider community	Damage to Clubs reputation and image within the wider community	Fraserburgh Golf Club	L	Adherence to the above steps will prevent reputational damage and provide leadership to other clubs and organisations within the wider community	The Club will continue to use all available mediums to communicate with the membership and the wider community.

PHASE 2 ACTIVITY OR ISSUE	RISK OR HAZARD	WHO MIGHT BE HARMED	H- M -L	MITIGATION AND CONTROL MEASURES	NOTES
Potential resumption of visitor play	Visitors may not be as well informed of restrictions and prevention measures as members and could breach regulations and guidance	Visitors, members and staff	H	All visitors will be provided with written guidance.. All other control measures will remain in force.	The Committee will publish this Risk Assessment on the Club Website and will direct members to it.
Potential resumption of competition play	Handling of paper and money could create opportunity for infection	Members, staff and visitors	L	The Club has in place an App which is used for competitions and prizes and which avoids the use of cash.	
Potential use of bar or restaurant for outdoor service in a temporary beer garden	Could create opportunity for infection	Members, staff and visitors	H	If the Club creates a temporary beer garden, food and drink will only be served outside and through table service. All tables and seating will maintain appropriate social distancing. Hand sanitisers will be provided and training offered to staff on safe procedures.	The Committee will review the Liquor Licence Operating Plan and ensure all relevant g
PHASE 3 ACTIVITY OR ISSUE	RISK OR HAZARD	WHO MIGHT BE HARMED	H- M -L	MITIGATION AND CONTROL MEASURES	NOTES
Reopening of the Clubhouse, Bar and Restaurant area	Potential for infection by entering the premises	Members, visitors and staff	H	<p>Anyone who has symptoms or has been in contact with someone who is suspected of having COVID 19 should not enter the Clubhouse.</p> <p>Staff members who have symptoms or who have been in contact with someone who is suspected of having COVID 19 should not report for duty but should quarantine in line with Scottish Government guidance.</p> <p>The locker rooms, toilets and bar/restaurant area will have extensive signage advising on social distancing and hand washing. <b>All members and guests are requested to comply with this guidance.</b></p> <p>Not all cubicles and urinals in the toilets will be available for use. The showers will not be available. These areas will be thoroughly cleaned on a daily basis and cleaning staff issued with appropriate PPE. Nevertheless, members and their guests are advised to continue changing in the car park if possible. If accessing the locker room, members are advised that a face covering must be worn while moving around at all times.</p>	The Committee have relied on detailed Scottish Government and Scottish Golf guidance in reopening the Clubhouse and will continue to do so.

				<p>Further signage will be posted on the staircase indicating that you are entering a one metre social distancing area.</p> <p>Access to the bar and restaurant area will be limited to 40 persons maximum at any one time. Everyone entering this area will be required to provide their name, address and telephone number on a sheet or sign in book. This data will be retained for 21 days before being disposed of consistent with Data Protection regulations.</p> <p>Everyone using the lounge and dining area must wear a face covering when moving around at all times. This can be removed once seated.</p> <p>The bar will be organised in such a way that orders are made at one end and drinks collected at the other. Cashless payments are preferred. Only one customer should be ordering at the bar at any one time. Standing at the bar is not permitted unless ordering. Hazard taping will be positioned to provide guidance.</p> <p>Many of the windows will be opened and the entrance doors wedged open during opening hours to create a draft and enhance ventilation. <b>Members and guests should not change this arrangement.</b></p> <p>All tables will be spaced one metre apart with only two chairs per table in line with Scot Gov guidance that no more than two households should be seated together. <b>Members and guests are asked not to alter the table layout.</b> Family groups may of course sit together. Table top games including the playing of cards will not be permitted.</p> <p>Hand sanitisers will be provided on the tables and when a table becomes vacant the table and chair handles will be cleaned.</p> <p><b>Bar staff and Committee members will request compliance with the above approach but any persistent breaches will be recorded.</b></p> <p>The upstairs toilets will be available for single use only ie two people should not be in this confined space together. <b>If in doubt about occupancy, please knock the external door!</b></p> <p><b>**These arrangements will be subject to review on the cessation of the January 2021 lockdown pending guidance issued at that time. In the interim the entire Clubhouse building has been closed. **</b></p>	
Catering	Potential for infection associated with dining	Catering staff and/or members and guests using the dining area.	H	<p>A separate risk assessment will be completed by the Catering franchise holder and made available to staff.</p> <p>Only a limited menu will be available and opening times for catering may vary from previous schedules.</p> <p>Members or guests should not enter the dining area unless they are dining.</p> <p>The coffee facilities will be table service only.</p>	The Committee have relied on detailed Scottish Government and Scottish Golf guidance in reopening the catering facilities and will continue to do so.

			<p>Members and Guests wishing to have a meal should pre book before they commence play. Snacks will be available to members without booking but all food must be consumed in the dining area.</p> <p>Staff will serve meals and/or snacks to the table. They will be issued with appropriate PPE which will be worn at all times.</p> <p>Disposable condiment containers will be provided</p> <p>Cashless payments are preferred.</p> <p>When a table is vacated, it will be fully cleaned together with chair handles and condiment containers. Signage will be placed on all tables once they have been cleaned.</p> <p><b>**These arrangements will be subject to review on the cessation of the January 2021 lockdown pending guidance issued at that time. In the interim the entire Clubhouse building has been closed.**</b></p>	
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Staff Care	Lack of support and/ or help for staff who have concerns about their working conditions or who are experiencing stress or who are forced to self isolate	Any member of staff	M	<p>Staff should raise any concerns or issues with their manager, the Club Secretary (Debbie Reid) any Committee <u>Member</u> or the Club Captain (Seamus Logan ).</p> <p>If this does not resolve matters, staff can raise any outstanding concerns about working safely with the Health and Safety Executive (<a href="https://www.hse.gov.uk/contact/index.htm">https://www.hse.gov.uk/contact/index.htm</a>) or with Aberdeenshire Council Environmental Health Officers (Phone 01467 539039 or email <a href="mailto:environmental@aberdeenshire.gov.uk">environmental@aberdeenshire.gov.uk</a>).</p> <p>If you need support, and can't get this from friends or family, the National Assistance Helpline is there to help and can be reached on 0800 111 4000. You can pass this number on to someone you are supporting or call on their behalf Monday-Friday, from 9am-5pm.</p> <p>Local counselling support is available through a range of voluntary and community agencies, for example Buchan Counselling (<a href="mailto:info@buchancounselling.com">info@buchancounselling.com</a>).</p> <p>Anyone who has symptoms must self-isolate straight away, and use NHS Inform or call 0800 028 2816 to arrange a test.</p> <p>Staff who are forced to self isolate can access advice about financial support from the Scottish Government website (<a href="https://www.gov.uk/coronavirus/worker-support">https://www.gov.uk/coronavirus/worker-support</a>)</p>	
November 2 <sup>nd</sup> Tier introduction	Failure to implement new guidance on applicable Tier 2 rules regarding sale of alcohol	Members, visitors and staff	H	<p>Scot Gov Rules and Guidance including relevant Q and A notes will be prominently posted in the Clubhouse lounge area. Members and visitors who wish to have an alcoholic drink must first order a meal. Philorth Catering will maintain a list of all members and visitors who order food. An email will be sent to all members advising them of the Club's approach to Tier 2 Rules.</p> <p><b>**These arrangements will be subject to review on the cessation of the January 2021 lockdown pending guidance issued at that time. In the interim the entire Clubhouse building has been closed.**</b></p>	The operation of this approach will be carefully monitored and adjusted if required.