

KITCHEN & CELLAR CHECKLIST



Work through the good practice checklists below and consider ways in which the club could; 1. make changes to facilities to help prevent the spread of Covid-19; and 2. open facilities safely & efficiently

PREPARE THE BUILDING



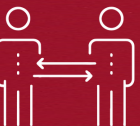
- Check to ensure all safety systems and alarms are fully functioning eg fire alarms, CO2 alarms, warning systems in accessible toilets
- Check the emergency lighting and fire alarm are operational and that the fire panel is not flagging up any problems
- Check all evacuation routes are clear, unlocked and operational
- Visually check fire extinguishers - look for leaks, ensure gauges are pointing to full and certification dates
- Check mains fuse board for tripped RCDs, both before and after turning on bulk of electrical appliances
- Check door locks and windows for signs of forced entry
- Check heating is fully operational
- Check building for signs of water leaks - especially older clubhouse buildings
- Use the legionella guidance within this checklist document
- Check your license permits you to serve take away food for consumption off the premises
- Check kitchen gas auto-safe valve is operational
- Check cellar for CO2 leaks and open cellar door and delivery hatches to change the atmospheric air in the cellar (in case of CO2 leaks)
- Ensure compliance with food standards by checking use by dates and frozen produce
- Clean beer lines
- Check for signs of rodent or insect infestation
- Clear cellar and any other stock for out of date products
- Follow government [guidance](#) if you are planning to operating as a takeaway
- Check the Food Standards Agency guidance on [‘How to manage a food business if you sell products online, for takeaway or for delivery.’](#)
- Ensure any combustible materials that may have been moved near the equipment during shut-down are removed
- Consider how and where you can safely provide take-out food externally to the clubhouse
- Review existing licences to ensure any amendments to the club operation are covered

HYGIENE



- Ensure hand-sanitiser is available at appropriate points and that stock levels are sufficient to regularly replenish
- Implement more frequent cleaning regimes for high throughput areas
- Wedge doors open to avoid the need to touch door handles unless it compromises fire or other safety regulations/policies
- Increase ventilation where possible
- Provide additional waste facilities and if possible arrange more frequent rubbish collection
- Remove any non-essential items that may be difficult to clean
- Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into your arm
- Ensure all soap dispensers are full and that stock levels are sufficient to regularly replenish
- Ensure paper towels are available and that stock levels are sufficient to regularly replenish
- Use appropriate PPE for staff and helpers
- Follow government advice for [cleaning contaminated surfaces](#) and [food preparation surfaces](#)

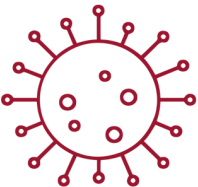
SOCIAL DISTANCE



- Inform kitchen staff and helpers of access restrictions and distance regulations by appropriate signage
- Ensure external contractors are fully briefed and they agree to observe the club's and their own company guidelines
- Offer individually wrapped condiments and sauces that can be offered on request and brought to the table together with customer's food order, rather than table being pre-laid or customers helping themselves.
- Utilise serving hatches, where they exist, to minimise customers entering the building

ADVICE, REGULATIONS, AND INSURANCE

[Club Support Centre](#)
[England Rugby Coronavirus Hub](#)
[Guidance on the Phased Return of Sport](#)
[Sport England Guidance](#)
[HSE Making Your Workplace Secure](#)



LEGIONELLA

Europe-wide scientific group ESGLI (ECSCMID Study Group for Legionella Infections) has released advice on how to prevent legionella in buildings which have been closed. This includes:

1. All water outlets in hot and cold systems should be used or flushed at least once a week to maintain a degree of water flow and minimise stagnation. Taps should be turned on for a gentle water flow, not at full force to avoid excess splashing, for 2 or 3 minutes. Toilets can be flushed with the lid down or covered for those without a lid. Showers could be flushed using a plastic freezer-type bag, secured with an elastic band above the shower head and with a cut from the bottom of the bag.
2. To manage risks during non-occupancy, consideration should be given to implementing a suitable flushing regime, or other measures, such as draining the system. Especially if it is to remain vacant and unused for a long period (particularly important for leisure, sports, swimming and spa pool facilities). However, it should be considered that moisture may remain in the system, enabling a biofilm to develop where there are pockets of water or high humidity.
3. Avoid debris getting into the system (ensure that any cold-water tanks have a tight-fitting lid).
4. Where hot water must be stored, set control parameters (set the temperature of the hot water cylinder to ensure water is stored at 60 °C). This water must then be distributed so that it reaches a temperature of 50 °C (55 °C in health-care premises) within one metre at outlets (scalding risks to be considered by using thermostatic valves).
5. Dismantle, clean, and disinfect shower heads frequently, preferably monthly, if regular weekly flushing is maintained.
6. Some businesses may have a specialist contractor to undertake aspects of the operation, maintenance and control measures required for their water systems. While these contractors have legal responsibilities, the ultimate responsibility for the safe operation of the system rests with the employer. If you have such a contract, it should be maintained during the period of lock-down.
7. Before return to use, the system must be thoroughly flushed, and cleaned and disinfected, where possible, especially if weekly flushing has not been maintained. Where drained, the system should be refilled and disinfected and all hot water storage tanks to be heated to 60 °C2.