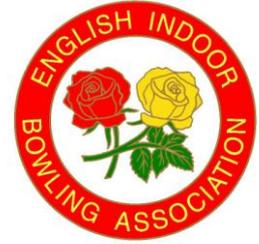


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RETURNING TO INDOOR BOWLS

GUIDANCE

Issue 2

2nd July 2020

This replaces version 1 which was issued on 29th May 2020

CONTENTS PAGE

Introduction.....	3
The Aim	3
The Club.....	4
Playing the Sport	7
The Players	8
The future	9
Key References	9
Appendix One - Entrance & Exit from the rinks	10
Appendix Two - Social Distanced Rink Markings	11
Appendix Three - "T" Moved	12
Appendix Four - Bar/Restaurant Check list	13

Guidance Document for Indoor Clubs To Prepare for Opening As COVID-19 Restrictions Allow

Introduction

The English Indoor Bowling Association are aware that its affiliated clubs would want to be able to return to provide Indoor Bowls for their members as soon as possible once the Government has announced that it is safe for them to do so.

Currently the Government directive as it has started its strategy for the easing of national lockdown, is that Indoor Bowls is still not permitted. **Based on the roadmap there is unfortunately no stated timescale for when indoor sport will be considered to be allowed.**

Also, it is unclear what conditions will be required to fulfilled by Clubs and their members when Indoor Bowls will be permitted to return. **Currently the Government state that indoor gatherings should only be occurring in groups of up to two households.**

Any return to playing will be subjected to social-distancing and Clubs must be confident that that they can implement appropriate practices to ensure that they can comply and protect their staff, volunteers and members.

As such clubs will have to change how they operate and the facilities they provide. This will take time, so it is essential that steps are being taken now in order to be ready to return, once the green light has been given.

The Aim

The EIBA in producing this guidance document wants to provide clubs with areas which need to be focused on and how they can be implemented. Not all clubs are the same so the implementation will be specific to them, but the requirement is key.

These areas are based upon the Government's directives as of **June 2020** but allow for planning if the directives are further eased.

For ease of planning the Guidance has been split into 3 sections: -

- The Club
- Playing the sport
- The players

It is important that Clubs critically assess the requirements and, whilst it may be reluctantly, decide that under the conditions they are unable to open due to not being able to protect people and or is not financially viable to operate.

Finally, as the COVID-19 situation is going to fluctuate over the next number of weeks / months the EIBA will continue to assess this document and if appropriate re-issue with updated sections.

The Club

Club management need to critically review **and risk assess** how they can set the facility up so that they have social-distancing (2 metres) and hygiene measures in place.

a) Premises

Entrance & Exit

Identify how members are able to enter the club for the start of their game and exit the club afterwards, **keeping 2 metres apart or if not feasible 1 metre plus, with mitigating risk procedures:** -

Use one door for entry and another for exit. This would allow people for the next session to enter the building safely.

If only one door place 2m distance markings outside and inside to aid the members keeping apart. Also allow sufficient time between sessions so to avoid people entering and exiting at the same time.

Inform all members that can only enter the building at specific times for their session eg 15 minutes before the start and leave immediately afterwards.

Place a sign at the entrance informing members that if they have any of the symptoms listed e.g. persistent dry cough, temperature, loss of taste & smell that they should not enter the building.

Access to and from the rinks (see appendix Two)

Identify and appropriately mark how the players can get on and off the green safely.

Limit **or remove** the number of Chairs and tables at the end of the rink in order to give social distancing space.

Changing rooms / Lockers

These are out of bounds and should be appropriately signed.

Players should come dressed to play with their bowls and shoes in a bag which they change into at the rink side.

Consider relaxing dress code so that all players need to bring are bowls shoes.

Toilets

These need to be available but consideration to how many people can enter at one time, due to space.

May need to operate a one in one out system with appropriate signage to be used to indicate vacant / occupied.

If access via Changing rooms then block changing area and have route to the toilet clearly marked.

Ideally provide paper towels in a dispenser, although hand driers are now permitted as being safe to use.

Display posters about appropriate hand hygiene as a reminder for members to follow.

Toilets should be cleaned regularly, and a schedule of cleaning is prominently displayed.

Bar / Restaurant / Lounge area

From 4th July 2020 any licensed bar and or restaurant will be permitted to open for members to use, but not the bowls rink, as long as they are COVID-19 safe and follow the appropriate **Government Guidance (this can be viewed by using the appropriate link listed in the Key Reference Section).**

To help you consider if you wish to open the bar and or restaurant please use the sample Checklist, **appendix Four.**

Additionally, the law only permits up to 30 people in an indoor space at present.

Hygiene

Place hand sanitisers at the entrance, exit and in or outside the toilets.

Signage to remind people to wash their hands.

Keep all internal doors open to limit the number of people touching the handles / push panels. Fire doors will need to remain closed, unless they have a specific fire safety retainer fitted.

Implement a cleaning / disinfectant schedule pre, during and post opening.

In preparation of a member / visitor having coronavirus you should add to your plans what needs to occur as a result: -

Keep a list of names & contacts (GDPR compliant) for 21 days which can be provided to NHS Track and Trace.

Closure of the facility until a 'deep clean', preferably by a specialist contractor, has been completed. **Please refer to the specific link in the Key Reference Section.**

Ventilation

The guidance from the Government is that indoor spaces should be well ventilated so to allow fresh air to circulate. Therefore, wherever possible look to have windows open when the building is in use.

The HSE advise that the risk of air conditioning spreading the coronavirus is very low. They do add that if you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use fresh air supply.

You do not need to adjust other types of air conditioning systems.

If you are unsure check with your heating / air conditioning engineers or advisers.

The EIBA are continuing investigations in this area, especially around heating, and will update as soon as more detailed information is received.

b) Operations

Rink Bookings

Based on the advised number of people who are allowed to play sport at one time the Club need to implement a pre booking system – no casual walk ups permitted.

Use of on-line booking systems

Via email

Via phone

Or combination of.

This needs to be agreed and communicated to all members along with the timings of sessions, specified arrival time, how many times they can play in a week and timeframe for booking sessions e.g. one week in advance, 4 days in advance.

Payment

All rink fees should ideally be paid by debit / credit cards. If this facility is not available, then investigate how it can be implemented. This could assist payments in the future.

Offer block booking option so the member pays in advance by card or cheque and does not have to deal with payment on the day. Helps social-distancing and removes the handling of cash issue.

E.g. purchase a book of hour session tickets, which are redeemed when playing, which lessens the number of transactions and can alleviate minimum card payment levels.

If not feasible then for cash payments, consider rounding up or down the rink fee to limit number of coins required and have a box at reception which the player can show the steward correct amount and deposit. This can be dealt with later by the staff / volunteer wearing disposable gloves.

There are a number of card payment options listed in **the Key Reference Section**, which you may wish to investigate, along with speaking to your bank.

Staff / Volunteers

The club has a duty of care to its staff and volunteers who will be in the building at the time. As such a risk assessment should be carried out **on the people being asked to work and where they will be working:** -

Distance between each working station – remove furniture to achieve and or have people working side by side or back to back but not face to face.

Provide appropriate hand sanitiser in the office / reception space.

Ensure the office space is well ventilated with fresh air.

Ask the personnel to wear a face mask when in the building and provide the appropriate PPE.

Make a decision whether you expect the members to also wear a facemask when in the building.

Investigate placing a Perspex shield at the reception desk, if no glass windows are in situ already.

When bar and catering staff are required, they are provided with face mask and disposable gloves.

Clearly define / allocate roles, what you are asking staff / volunteers to do and monitor effectiveness.

Document when staff / volunteer has taken place along with who attended.

Playing the sport

Equipment

- Mats - They are disinfected before use – club official or player
In multiple player games 1 person from each side eg lead nominated to use the mat
Policy of the mat having to be on the 'T'
- Jacks - They are disinfected before use – club official or player
In multiple player games 1 person, eg skip from each side nominated to touch the jack.
If sufficient have 1 jack per side

Policy of no jack cast but placed by foot on the nominated length.
Implement re-spotting if jack is displaced towards the ditch / side rinks
- Scoring - Decide if rink scoreboards are to be used
If yes 1 player is nominated to operate and hand sanitiser provided.

If no use of scorecards only and players need to use own pen and place card in a bin at the end of the game.

Format

This will be dictated by the Government's policy on how many people can participate in the activity outside of the immediate household, with the appropriate social distancing.

Once this is established the club will then need to identify how you can manage this on and across all of the rinks and whether it is financially viable for you to do so. **(See appendix Two)**

Single Play

With the dimensions of the rink and how the game is played this is the safest format to be played as distance between players can be easily maintained, across all rinks

Pairs Rink Play

Again, the dimensions of the rink will allow 2 players at each end to have ample space between each other and those players on adjoining rinks.

Clubs may wish to place a suitable mark(s) on the green 2m distance from the 'T' to ensure the players can comply to the social distancing.

Consider a policy that all 'Ts' are moved up a further 1 or 2 metres to create more space for players behind the mat. **(See appendix Three)**

Triples Rink Play

The four people on or behind the tee can be within the 2m distance, either with 2 off the rink and 2 on the rink.

For those clubs who have a wall immediately at the end of the rink they should consider the moving of the 'T' to 4m from the ditch. **(see appendix Three)**

To help allow adjoining rinks to be used, if the club is unsure of the distance between the non-bowlers then operate alternate start end.

Non-playing officials

The club to make a policy on whether umpires and or markers will be allowed.

If yes, they should be asked to wear an appropriate facemask and disposable gloves.

With regards to measuring again the club makes a policy on whether this takes place during games and by whom.

Alternate rink use

If the club deems it more appropriate or as a starting point to have bowls played by their members' then this option is of course the one which provides no issues with social distancing when the game is underway.

Walking up and down the rink

The club to advise members that they should maintain the social distancing when they are changing ends.

Monitor how players manage this and may need to consider having an identifying mark(s) on each side of the 'T' to guide players.

The Players

Even though the Club will have assessed and implemented plans to ensure the safety / wellbeing of everyone the successful outcome will be influenced by the members who want to start bowling again.

The Club needs to: -

- Communicate its plans to all members, staff, committees etc.
- Get the members acceptance to the plans when they book, if no then no bowls allowed.
- Advise / publicise that members who display symptoms self-isolate as per Govt guidance.
- Display prominently within the club key messages / statements on actions expected
- Continually monitor / review how the plans are working
- Advise members who aren't complying that they need to or if not will not be allowed access
- Listen to feedback / concerns from staff, volunteers and members.

The future

The EIBA again would stress that Indoor Bowls is not permitted to start at this moment in time but hope that the content will help all clubs prepare for when the time does come.

By considering the current restrictions in place now and how a club could deal with these, if they were to remain, when it could open would allow for a quicker response.

This document will be amended / added to if and when the Government issue new directives in the return to normality so that clubs can adapt accordingly.

We all want to see indoor bowls return as soon as it can but only on terms which protects the health and wellbeing of everyone. But ultimately the final decision on whether the club remains closed or operates under these conditions, when restrictions are eased to include indoor sport, remains a CLUB decision.

Key reference documents

Department of Culture, Media & Leisure -

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

Guidance for Bars & Restaurants -

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

Health & Safety Executive - <https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.gov.uk/work/health-safety-at-work>

www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm

Risk Assessment

https://learn.sportenglandclubmatters.com/pluginfile.php/31273/mod_resource/content/2/Club%20Matters%20-%20Creating%20a%20Risk%20Assessment%20SO.pdf

<https://www.hse.gov.uk/risk/assessment.htm>

Cleaning

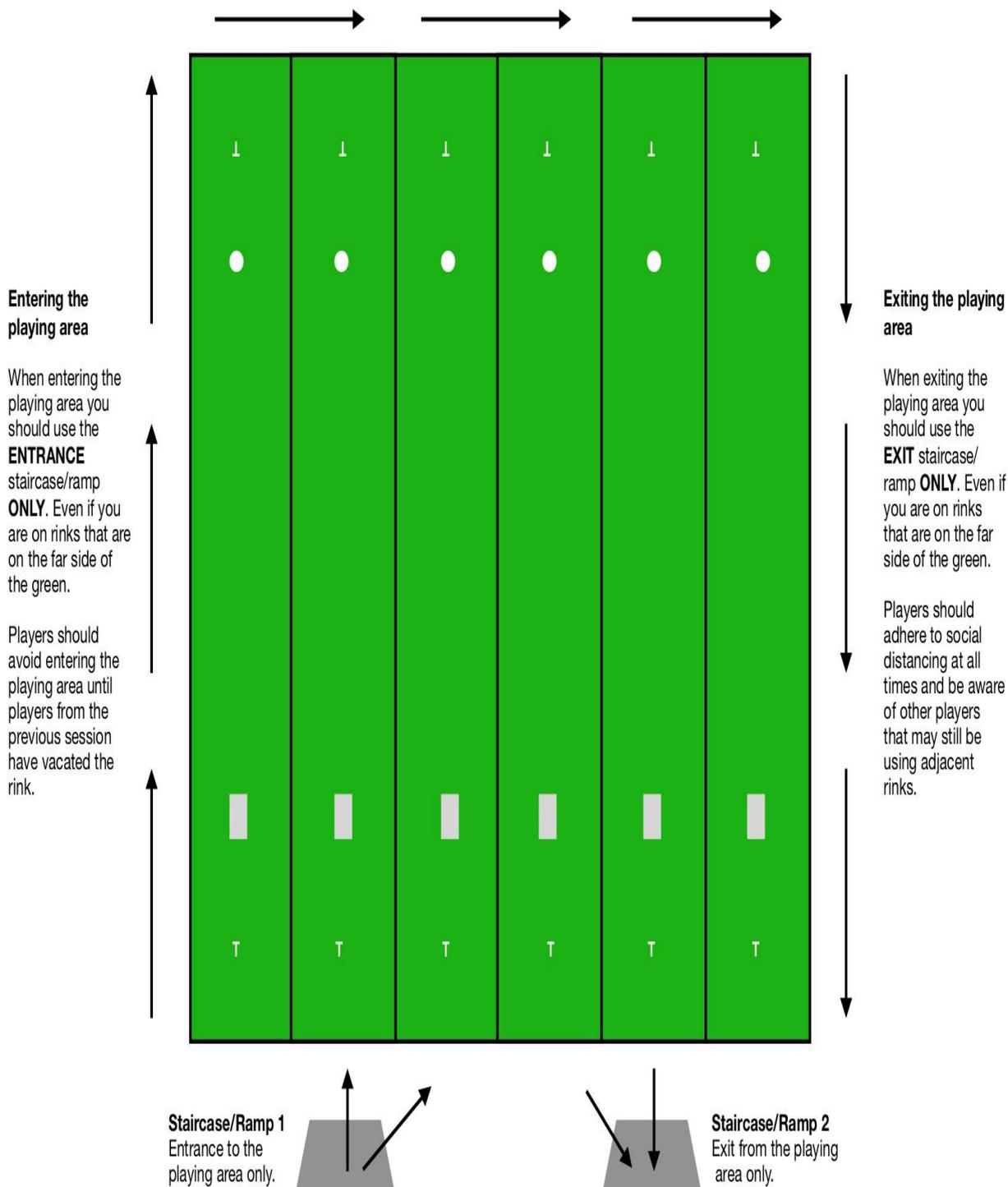
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Card machine options - <https://www.mobiletransaction.org/card-machine-small-business-uk/>

**ISSUED BY
ENGLISH INDOOR BOWLING ASSOCIATION LTD
2nd July 2020**

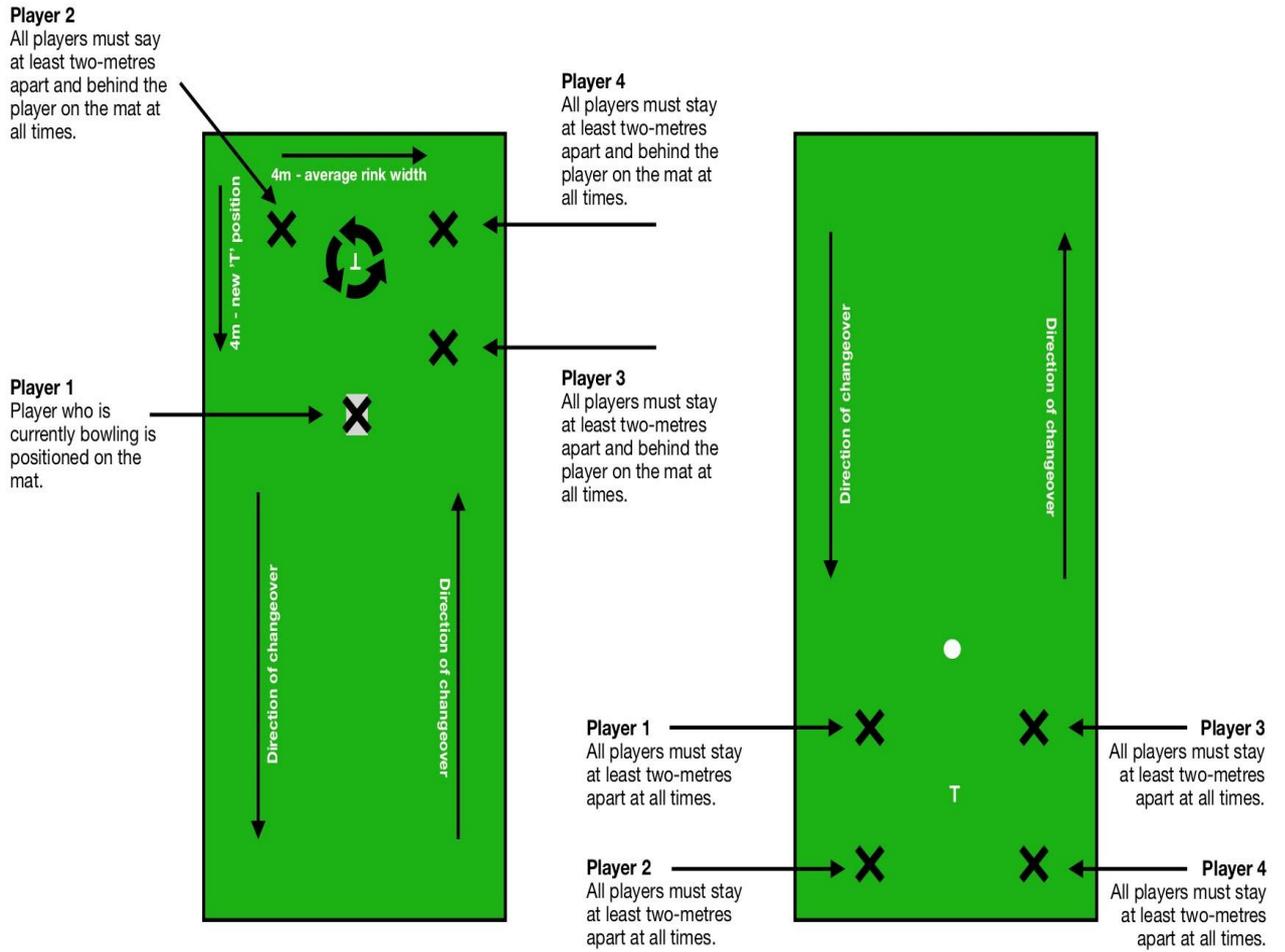
Appendix One

Entrance & Exit from the rinks



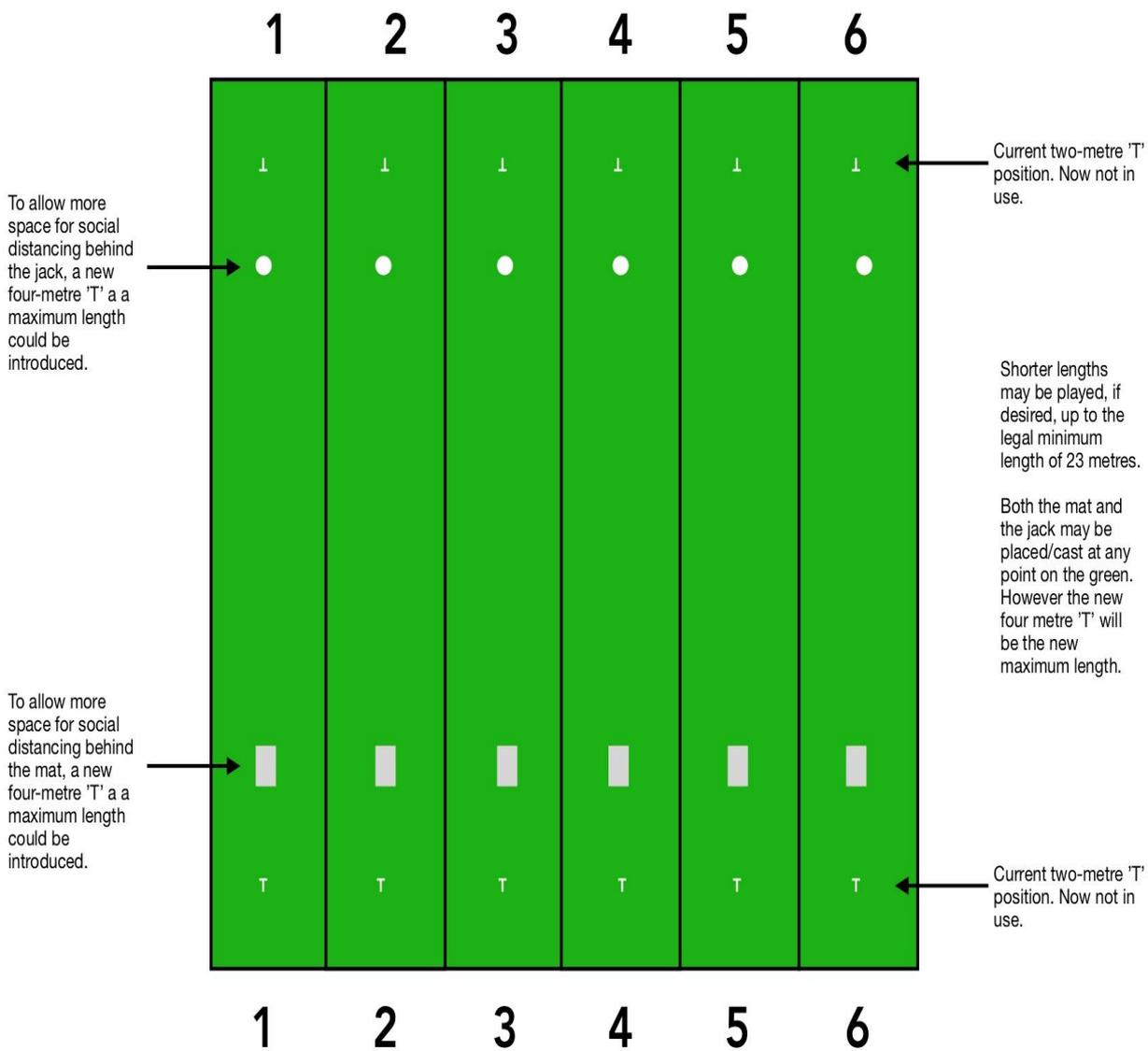
Appendix Two

Social Distanced Rink Markings



Appendix Three

'T' moved



Appendix Four
Bar / Restaurant Check

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.

1. Capacity, signage, spacing and movement

	Relevant	Completed
Consider maximum capacity for all areas based upon social distancing requirements and means of managing capacity (e.g. time limits for length of stay)		
Establish a mechanism to collect contact details for all entering the clubhouse and to store the data for 21 days. Ensure compliance with GDPR in collection and storage of details		
Ensure all seating areas (indoor and outdoor) are sufficiently spaced and enable movement of people whilst maintaining appropriate social distancing		
Consider the safe movement of people and queueing mechanism for access and service – including implementing one-way systems and bar areas		
Provide clear signage throughout the facility to guide and inform members and visitors, including any mandatory signage according to government regulations		
Enable cashless payment for any services you are able to provide within government guidelines		
Consider whether to have a member of staff or volunteer at the entrance to manage the number of people in the clubhouse at one time		

2. Food and beverages

	Relevant	Completed
Introduce a limited menu with items quick to produce to limit service time and queueing		
Consider how social distancing can be maintained for staff and/or volunteers		
Remove any non-essential objects that users may touch		
Provide only single-use condiments		
Ensure cleaning and sanitisation of glasses and crockery are appropriate		
Provide training for staff and/or volunteers to ensure knowledge and understanding of their responsibilities for maintaining cleanliness and sanitisation		
Ensure compliance with food standards by checking use by dates on all produce		
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)		
Clean beer lines		
Check for signs of rodent or insect infestation		

3. Hygiene and Sanitation

	Relevant	Completed
Ensure hand-sanitiser is available at appropriate points and that stock levels are sufficient to regularly replenish		
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		
Regularly clean and sanitise all hard surfaces		
Wedge doors open to avoid the need to touch door handles, where possible		
Provide ventilation to the building by opening windows and doors, where possible		

4. Fire-related

	Relevant	Completed
Check the emergency lighting and fire alarm are operational and that the fire panel is not flagging up any problems		
Review and, if necessary, update building evacuation plans to support appropriate social distancing		
Check all evacuation routes are clear, unlocked and operational		
Visually check fire extinguishers - look for leaks and ensure gauges are pointing to full		

5. Plant-related

	Relevant	Completed
Check kitchen gas auto-safe valve is operational		
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		
Ensure ladies feminine hygiene bins are empty		

6. Water system-related

	Relevant	Completed
Follow and implement your locally agreed L8 (control of Legionella bacteria in water systems) safety measures to flush though and disinfect all water outlets		
Regularly clean and disinfect sinks, toilets etc.		
Flush and clean all toilets		
Check building for signs of water leaks - especially older clubhouse buildings		