

COVID-19: Club reopening checklist

Is your Club COVID secure?

The following checklist will help you to assess and consider any relevant steps that need to be taken, in order to at some stage be able to reopen your Club, in accordance with UK Government guidance.

Please note: This document is intended purely as general guidance for Clubs and can't take into account specific local factors relevant to individual Clubs.

Reception and common areas	Yes	No	N/A
Is a temporary external reception area needed to help avoid any need for access inside main buildings?			
Are reception staff to wear a face covering or are plastic screens to be installed?			
Have cafes, changing rooms and showers been taken out of use?			
Have posters or information leaflets been provided to remind all visitors of the importance of good personal hygiene and basic COVID-19 precautions, including the 2m social distancing rule?			
Is it made clear to members and visitors which parts of the premises are out-of-use/unavailable and are these appropriately secured to prevent unauthorised access?			
Will there be adequate lidded waste bins for safe disposal of personal rubbish, such as tissues?			
Is signage needed in smoking areas to support the 2m social distance requirement?			
Is there any need to create a one-way pedestrian route through or around the premises?			
If there are passenger lifts in the building, has capacity been limited to ensure 2m social distancing?			
Toilets	Yes	No	N/A
Has a capacity for toilets (that enables a 2m distance to be maintained) been set and clearly communicated to users via signage in a prominent position?			
Have immediately adjacent urinals been taken out of use?			
Can paper towels be provided instead of electric hand dryers (as these aerosolise water droplets)?			
Is there an ample and consistent supply of soap and hot water at wash basins?			
Are surface cleaning wipes available inside toilet cubicles to enable flush handles/buttons, toilet seats and door handles to be wiped down after use – supplemented with lidded waste bins?			
Does regular cleaning and disinfecting of the toilets take place and will checks be made to ensure the standard of cleaning is maintained?			

Infection risk and hygiene	Yes	No	N/A
Will members and visitors be required to sign a declaration to confirm they do not have any symptoms of COVID-19 now or within the past 14 days, before being allowed onto the premises?			
Are members and visitors to be required to bring their own equipment (ie. no equipment available for hire)?			
Are members and visitors to be required to bring their own snacks and water/drinks (ie. vending machines to be taken out of use)?			
Will there be regular cleaning/wiping down of frequently touched surfaces (such as gates, door handles) and objects?			
Are any surface markings or signs needed within the playing area to facilitate the 2m social-distance rule while people are waiting to play?			
Will any member becoming unwell with COVID-19 symptoms to be asked to leave the court and return home immediately?			
Have staff been advised to inform senior management if at any time they feel unwell and show signs of COVID-19 (in which case they should be immediately sent home and self-isolate)?			
Has a short time break between games been enforced to ensure that one group has ample time to leave the playing area before another group arrives?			
Have floor markings been applied to surfaces to mark out a 2m distance in areas where queuing may be needed (such as outside toilets)?			
If indoor facilities are in use, can we (after consulting with our fire assessor) wedge open internal fire doors to facilitate touch-free passage?			
If internal facilities are in use, can we open windows to promote fresh air ventilation?			
If internal air-conditioning systems are installed, can these be turned off during summer in favour of opening windows, or at least set to fresh-air rather than 're-circulation' mode?			
What is the Personal Protective Equipment (PPE) Policy at the club? Are staff and/or members and visitors to wear face-coverings or gloves?			
Has alcohol-based hand sanitiser been provided for members and visitors around the playing area, and for staff in other "open" areas of the premises?			
Are payments taken on site to be limited to card-only (ie. no cash to be accepted)?			
First Aid	Yes	No	N/A
Has PPE been provided to all First Aiders?			
Have First Aiders been shown St John's Ambulance "COVID-19: Advice for First Aiders"? (Click here to read the advice)			
Premises checks prior to reopening	Yes	No	N/A
Have checks been undertaken on all fire safety equipment (fire alarms, fire extinguishers, emergency lighting, etc.)?			
Have water outlets (taps, showers, etc.) been flushed through to clear any standing water?			
Have any overdue statutory machinery inspections been completed (such as on boiler/pressure plant or lifting equipment) before use?			
Are all machinery safety devices (guards, emergency-stop buttons, etc.) in place and in effective working order?			

Supervision and consultation	Yes	No	N/A
Will there be an employee on-site at all times with sufficient authority to ensure consistent compliance with the Club's COVID-19 rules?			
Is there a forum for staff to feedback their experience of implementing COVID-19 rules, concerns and suggestions to management?			
Will the COVID-19 risk assessment be reviewed regularly in line with changing Government guidance and the club's experience with how effective existing risk controls have been?			

Declaration:

I can confirm that this checklist has been completed to the best of my knowledge.

Signed (enter your name):

Name of Club:

Date: