|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COVID-19 MONITORING AND REVIEW TEMPLATE** | | | | | | | | | | |
| Name and Position: | |  | | Club: | |  | | Date: |  | |
|  | | | | | | | | | | |
| Item | Requirement | | Example Line(s) of Enquiry | | Finding(s) | | Remedial Action(s) Required | | | Actionee |
| 1 | **Club Management** | | * Are activities being carried out as per the controls in the risk assessment? * Are activities complying with government guidance? * Are any changes in government or sport specific guidance being incorporated into club activities? | |  | |  | | |  |
| 2 | **Club & Court Access** | | * Are social distancing measures in car parks, indoor facilities and throughout the building effective and being complied with? * Do social distancing markers remain in place? | |  | |  | | |  |
| 3 | **Health, Safety & Hygiene** | | * Are the cleaning regimes effective? * Are sanitisation stations in good order? * Are there opportunities to improve the cleaning regimes or learnings that suggest amendments to the regime would be beneficial? * Where personal protective equipment is being used, are stocks available and is it being used correctly? | |  | |  | | |  |
| 4 | **Test & Protect** | | * Are customer records being maintained in line with government/NHS guidance? | |  | |  | | |  |
| 5 | **Squash Activity** | | * Is sport specific guidance being followed? | |  | |  | | |  |
| 6 | **Equipment** | | * Does all non-essential equipment remained stored away? * Is equipment being used by participants in line with equipment guidance? | |  | |  | | |  |
| 7 | **Bookings and Payments** | | * Are booking protocols being adhered to? * Are gaps between courts allowing adequate changeover time? * Are all used courts being booked to aid contact tracing? * Are all payments contactless? | |  | |  | | |  |
| 8 | **Communication** | | * Do all communications posters / leaflets remain in place with good visibility? * Are regular communications being issued to members to reinforce / promote good behaviours? * Are any changes in government / sport specific messages being communicated to members? | |  | |  | | |  |