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| **COVID-19 MONITORING AND REVIEW TEMPLATE** |
| Name and Position: |  | Club: |  | Date: |  |
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| 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?
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| 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?
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| 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?
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| 4 | **Test & Protect** | * Are customer records being maintained in line with government/NHS guidance?
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| 5 | **Squash Activity** | * Is sport specific guidance being followed?
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| 6 | **Equipment** | * Does all non-essential equipment remained stored away?
* Is equipment being used by participants in line with equipment guidance?
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| 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?
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| 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?
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