

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Are customer records being maintained in line with government/NHS guidance? 			

5	Squash Activity	<ul style="list-style-type: none"> • Is sport specific guidance being followed? 			
6	Equipment	<ul style="list-style-type: none"> • Does all non-essential equipment remained stored away? • Is equipment being used by participants in line with equipment guidance? 			
7	Bookings and Payments	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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? 			