

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? 			