


Tool: Covid-19 Secure Club Opening check-list

| Action | Check | Date | Comment |
|--|--------------|-------------------|---|
| Are you aware of all relevant, current Government guidance, statutory requirements and checked with your insurers? | Yes | 29/03/2021 | Revised Guidance from RYA dated 26/03/2021 |
| Are you confident you can offer an appropriately 'Covid secure' environment for your members? | Yes | 29/03/2021 | |
| Have you carried out a satisfactory risk assessment for any proposed activities? | Yes | 29/03/2021 | |
| Have you taken appropriate steps to mitigate against the risk of infection amongst staff, volunteers and members? | Yes | 29/03/2021 | |
| Have you taken appropriate actions to mitigate against the risk of requiring the emergency services? | Yes | 29/03/2021 | |
| Have you effectively communicated any new operating procedures with your members, staff and volunteers? | Yes | 29/03/2021 | Members to informed by Snipe email communication 30/03/21 |
| How will you manage a contact or suspected contact with Covid-19? | Yes | 29/03/2021 | See Risk Assesment |
| How will you handle situations where club rules and guidance in relation to Covid -19 are not followed? | Yes | 29/03/2021 | Removal of transgressing member from site for the day, and a written warning |
| Do you have a plan to review all of the above regularly? | Yes | 29/03/2021 | Monthly, or when new Government guidelines are issued |