


**Tool: Covid-19 Secure Club Opening check-list**

<b>Action</b>	<b>Check</b>	<b>Date</b>	<b>Comment</b>
Are you aware of all relevant, current Government guidance, statutory requirements and checked with your insurers?	<b>Yes</b>	<b>19/07/2021</b>	<b>HM Government relaxation of legal controls</b>
Are you confident you can offer an appropriately 'Covid secure' environment for your members?	<b>Yes</b>	<b>19/07/2021</b>	
Have you carried out a satisfactory risk assessment for any proposed activities?	<b>Yes</b>	<b>19/07/2021</b>	
Have you taken appropriate steps to mitigate against the risk of infection amongst staff, volunteers and members?	<b>Yes</b>	<b>19/07/2021</b>	
Have you taken appropriate actions to mitigate against the risk of requiring the emergency services?	<b>Yes</b>	<b>19/07/2021</b>	
Have you effectively communicated any new operating procedures with your members, staff and volunteers?	<b>Yes</b>	<b>19/07/2021</b>	<b>Members to informed by Snipe email communication</b>
How will you manage a contact or suspected contact with Covid-19?	<b>Yes</b>	<b>19/07/2021</b>	<b>See Risk Assesment</b>
How will you handle situations where club rules and guidance in relation to Covid-19 are not followed?	<b>Yes</b>	<b>19/07/2021</b>	<b>Written warning to Member</b>
Do you have a plan to review all of the above regularly?	<b>Yes</b>	<b>19/07/2021</b>	<b>Monthly, or when new Government guidelines are issued</b>