

THE
PHYSICAL
RETURN

OUTSIDE IS OPEN

Reopening Checklist




THE PHYSICAL RETURN

It's been a while, but it's time for the Physical Return! Some of you have already begun and many of you are tentatively putting plans in place.

Things are changing rapidly and it will take a while to adjust to a new way of doing things.

There is lots of in-depth **guidance available** but here's a very quick checklist of things to be thinking about.

01.



TICK ONCE COMPLETED ☐

STAFF AND VOLUNTEERS

- Re-engage with a meeting/fresh induction
- Discuss any safety considerations and identify any training needs
- Make sure that everyone understands their roles and responsibilities

02.



TICK ONCE COMPLETED ☐

COMMUNICATION


- Make sure you have up-to-date contacts for your participants, staff, volunteers and partners
- Have a communications plan ready to welcome people back (email, text, whatsapp, social media)
- Update your website and social media profiles to share your plans for reopening



SAFEGUARDING


- Update your risk assessment to account for Covid-19
- Check with your insurance company for anything they expect you to be doing to make sure you're covered
- Consider any safeguarding risks and issues associated with new ways of working (i.e. online activities, changes in coaching ratios, one to one training, etc.)
- Share your safeguarding policies accordingly
- Ensure you are aware of Covid-19 track and trace guidance and that you are adhering to GDPR legislation

04.



TICK ONCE COMPLETED ☐

03.



TICK ONCE COMPLETED ☐

HEALTH AND SAFETY

- Allocate a person in charge of Covid-19 safety and make sure all staff/volunteers are trained in new H&S procedures
- Consider social distancing in all areas of your activity
- What personal protective equipment do you need?
- Consider how you will deliver first aid in this environment

FACILITY AND EQUIPMENT

- Ensure you clean the facility and equipment and check everything is working – especially if the building has been closed or equipment hasn't been used for a while
- Consider what signage or barriers you will need to ensure social distancing
- How will you sanitise entrances and exits?
- What will your new cleaning regime be? Will you need extra money for cleaning supplies?
- Stock up on the essentials
- Do you need to buy any additional equipment?



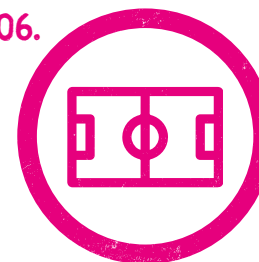
MANAGEMENT

- Create an action plan which demonstrates the considerations made and the decisions taken in the run up to re-opening
- Do you need to update your Governance documents to reflect the changes you're making? New activities you are running?
- Keep abreast of government guidance – things are changing rapidly!

FINANCES

- Think about the financial implications of your new way of working. What will be the impact of needing to run fewer sessions or sessions for fewer people?
- Do a budget forecast to identify any gaps between income and expenditure as you re-open
- Identify funding that may be required

06.



TICK ONCE COMPLETED ☐

WELCOME YOUR COMMUNITY BACK

- Get people excited about coming back – use social media to build anticipation
- Be transparent about what protection measures you're taking so that people feel safe and know what to expect
- Start back slowly and have your Covid-19 safety officer take everyone through a safety induction – try and make it fun and interactive
- Manage expectations that not everyone may be able to return straight away due to restrictions on numbers

07.



TICK ONCE COMPLETED ☐

05.



TICK ONCE COMPLETED ☐

08.



TICK ONCE COMPLETED ☐



**THERES A LOT TO THINK ABOUT BUT WE KNOW
YOU CANT WAIT TO GET BACK TO ACTIVITY.**

We're always here to support you and over the next few months will be offering a range of capacity building support around the "new normal".

If there's anything we can do, contact us membership@sported.org.uk