

OPENING CHECKLIST FOR SPORTS & GOLF CLUBS



CLUB INSURE
INSURANCE SPECIALISTS



INTRODUCTION

Following a period of dormancy, there are a number of things you should check before recommissioning your premises. You should carry out the checks included in this document where relevant, to ensure your premises can reopen safely, avoiding damage and minimising risk.

BUILDINGS

- Check all escape routes are reinstated, fire doors operable, communal escapes accessible and back to normal with all security/lockdown measures removed.
- Ensure fire safety equipment (e.g. extinguishers, fire alarms, sprinklers) are in place, operable, in service date and tested where necessary.
- Check Intruder Alarm is operable, in service date and tested where necessary.
- Check any fuel supplies required are checked to be in good order, and safely turned back on.
- Make sure emergency arrangements with third parties (e.g. landlords, adjacent tenants, etc.) are back in place with any changes agreed and documented.
- Ensure first aid stocks are available and in date, with any AED's operable.
- Put heating and cooling equipment settings and controls back into normal operation.
- Check any other building service controls are set back to normal operation with service and maintenance in date.
- Check electrical and/or plant rooms are clear of any combustibles / flammables / etc.
- Consider the recommissioning of water systems. Ensure you are not at risk of legionella ([read more here](#)).
- Check for any damage, water ingress, damaged pipes, and ensure fences and gates secure (no signs of break in/damage), with no fly tipping or waste build up.

EQUIPMENT & OUTBUILDINGS

- Start up and check all groundskeeping machinery to ensure proper operation.
- Source groundskeeping machinery start-up checklists from manufacturer/engineers (where relevant) and undertake all recommended checks before putting into use.
- Have all machinery manufacturer/service engineer contact numbers and equipment manuals to hand to assist with any start-up problems.
- Equipment moved as part of dormancy measures inspected for damage or defects.
- Any battery equipment checked, charged up ready to be used.
- Resume waste removal contracts to prevent build ups of waste.
- Take inventory of all tools and small equipment to ensure all present and in good working order.
- Check grounds and perimeters for any damage, intrusion or hazards which may have developed during dormancy.

OPERATIONAL

- Re-order any hazardous/valuable stock with reduced levels as part of dormancy measures, ensuring storage and security facilities are in a good state of repair.
- If any catering facilities are to be provided, ensure catering equipment / extraction ductwork / etc. are properly cleaned and recommissioned.
- Check Hot Work Permits/Risk Assessments etc. are all updated and in place for return to work
- Check suitable coverage of trained staff where there is a phased return to work.
- Ensure adequate number of Fire Marshalls / First Aiders / etc. are back in the business
- Ensure procedures and property is in compliance with your insurance cover and notify brokers on details of any business changes.
- Ensure a stock of PPE relevant for the control of COVID-19 (e.g. face masks / gloves) where necessary.
- Put in place a comprehensive social distancing plan to ensure employee safety.
- Undertake a full [COVID-19 site risk assessment](#) to control any potential exposure to employees or public.
- Implement COVID-19 awareness procedures to identify symptoms and isolate potential incidents to avoid spread.
- Review cleaning procedures and adapt as necessary to increase efficacy against the spread of COVID-19.
- Inform contractors / suppliers / customers that you intend to reopen your premises.

FOR GOLF COURSES

- Implement and test pre-booking system to allow players to secure a tee-time in advance.
- Label flagsticks to prevent removal.
- Line golf holes to ensure balls don't fall to the bottom.
- Bins, ball-washers and water fountains should be removed or covered to prevent use.
- Put up signage informing players of social distances rules and measures in place.

**IF YOU HAVE ANY QUESTIONS REGARDING THIS OR YOUR INSURANCE COVER,
PLEASE DO NOT HESITATE TO SPEAK TO YOUR DEDICATED ACCOUNT EXECUTIVE**

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