

JUNE 2020

**GETTING
YOUR
FACILITIES
FIT FOR
SPORT**

CONTENTS

3 INTRODUCTION

4 PLAN

Considerations to ensure you are prepared for the opening of your facility

- Responsibilities of management
-

6 PREPARE

Actions to prepare your facility prior to any sport or physical activity

- Facility essentials
 - Cleaning
 - Hygiene, health & safety
 - Social distancing
 - Inform
-

13 PROTECT

Actions to protect the safety of participants while the facility is open

- Protect
-

14 REVIEW

Review and update your plans regularly once your facility is open and operating

- Review
-

INTRODUCTION

Coronavirus (COVID-19) is having a significant impact on the sporting sector in Scotland. We find ourselves living in difficult times where uncertainty is the new normal. We therefore need to think differently about how we plan for sport.

On 21 May 2020, the Scottish Government published [Scotland's route map through and out of the crisis](#), which sets out the order in which it plans to relax restrictions. The sport sector must plan for the future with this route map in mind.

As individual sports plan to restart, we recognise the significant contribution sport and physical activity makes to people's health and wellbeing and the important role facilities play in making sport happen. It is however critical that the re-opening of sports facilities is well planned and carefully managed to make sure sport is not responsible for any future outbreaks of Coronavirus (COVID-19).

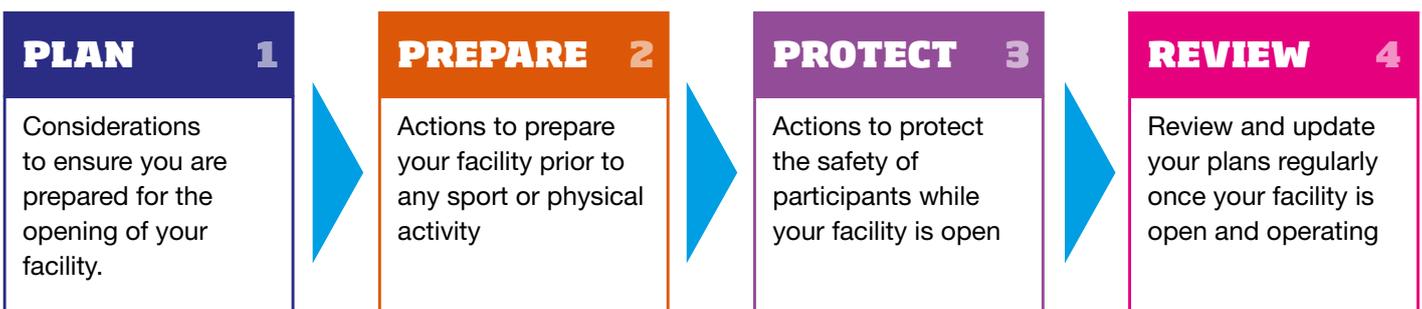
We know that any easing of restrictions will be incremental, which will likely result in a phased or partial reopening of facilities rather than all being able to fully open at one time. We expect that, when it is considered safe to do so, sport and physical activity will resume in the outdoors prior to indoor sport.

We want to provide support to owners and operators of sports facilities to help them plan and prepare for when sport can resume. We have therefore developed this guidance document, which includes a four-stage best practice plan (Fig 1) that we recommend owners and operators follow to ensure the health and safety of participants is protected.

Who is this guidance for?

Our guidance is primarily intended for owners and operators of sports facilities, but it can be adapted to support other planning-based work being undertaken by sports, clubs and community organisations as they plan and prepare for when sport can resume. It is applicable to indoor and outdoor sport and can be either used in whole or in part depending on individual circumstances.

Four-stage plan



We recommend that you develop a robust plan for your facility that protects the health and safety of all participants. The plan must be developed in line with current Scottish Government guidance and should be reviewed and updated in line with any changes to the restrictions.

RESPONSIBILITIES OF MANAGEMENT

Checklist of considerations

- | | |
|--|--|
| <input type="checkbox"/> Establishing a COVID-19 response group | <p>This group could be separate from your existing club or management committee and will be responsible for the actions listed below. This would allow those responsible for sports participation to focus on the re-activation of sport.</p> |
| <input type="checkbox"/> Developing a re-instatement plan | <p>Consider if the facility can be fully opened or partially opened and how this might be phased. Facilities that rely on indoor facilities, including WC access, to operate, are likely to be in a later phase of restriction easing.</p> <p>Access to some areas may need to be restricted or prohibited altogether to maintain social distancing or cleaning standards. How will this be managed and by whom?</p> |
| <input type="checkbox"/> Connecting with your network | <p>Hold regular discussions (virtually) with your committee, staff, volunteers, members/customers, suppliers, sponsors and funders to keep them informed and engaged in your plans.</p> |
| <input type="checkbox"/> Reviewing and updating existing operating policies | <p>You may need to change your facility operating policies to reflect current restrictions.</p> <ul style="list-style-type: none"> • Health and safety policies • Normal and emergency operating procedures • Cleaning and maintenance schedules • Disaster recovery processes • First aid provision • Accident reporting • Waste disposal. <p>Consider how you will report a COVID-19 outbreak from your facility. What records do you have in place that identify attendance of participants at each session? Do you have a serious incident management plan, including all up-to-date emergency contact details?</p> |
| <input type="checkbox"/> Risk assessments | <p>Ensure that risk assessments include relevant controls/processes proposed as a result of Scottish Government guidance.</p> <p> sportscotland download – Download a sample risk assessment</p> |
| <input type="checkbox"/> Reviewing practice with the Scottish Governing Bodies of sport | <p>Engage fully with your SGB for guidance on returning to training and competition under social distancing restrictions set out by the Scottish Government. How do these impact on how and when your facility can open?</p> |

PPE requirements Workers should wear personal protective equipment appropriate to their role and in line with usual practice in line with existing health and safety legislation. Additional PPE, including the use of face masks, is not required for those whose roles do not include providing health or social care to symptomatic individuals. Please refer to the guidance on the Scottish Government's website for further information.

 [Scottish Government – Social Distancing in non-healthcare setting](#)

Impact that a period of shutdown may have had on your facility See 'Facility essentials' on page 6 for a detailed list of actions that may be required. We do not recommend that you undertake these actions, including facility checks, until they can be done safely in line with Scottish Government guidance.

Current and future cleaning requirements Review cleaning methods, frequency and cleaning check procedures, ensuring you understand and implement the detailed list of cleaning requirements. See 'cleaning' on page 8 for a detailed list of actions that may be required.

Hygiene, health & safety See 'Hygiene, health & safety' on page 10 for a detailed list of actions that may be required. Cleaning, hand and respiratory hygiene are core measures and provision should be made for these. Clear guidance and plans are needed for cleaning of facilities and equipment, and waste disposal. Please refer to the non-healthcare guidance on the Scottish Government's website for further information.

 [Scottish Government – COVID 19 guidance in non-healthcare setting](#)

Social distancing implications The overall capacity of your facility may have to be limited in order to maintain the social distancing standard set out by the Scottish Government. This may have implications on how you can use your facility and plan training sessions. Are there steps you can take to reduce physical contact? A move to online booking and payments will remove any requirement to handle cash. Supplies delivery may change to maintain social distancing. Consider how access and egress to your facility will need to be managed to maintain social distancing. Your carpark may need to be closed or the capacity may need to be reduced to meet social distancing guidelines. See 'Social distancing' on page 11 for a detailed list of actions that may be required.

Programming of your facilities Ensure enough time is allowed in between training sessions to thoroughly clean the space and any equipment used. To maintain social distancing standards, more buffer time may be required in between training sessions to prevent the crossover of participants, either within the building or externally in the car parking area/drop-off area. Specific care should be taken when programming for shielded groups. Larger buffer times may be required, and protocols may need policed to ensure compliance. Have strategies to deal with conflict. The new normal will take time to get used to.

Reviewing how you record participant attendance Measures should be put in place to record every attendance at your facility and allow you to identify any other participants that they may have come into contact with. This should be recorded without any need for sign-in sheets / pens that could be high-risk transmission points.

When the Scottish Government announces that you can open all or part of your facility for sport, it is unlikely that you will be able to open immediately. The following list will guide you through the considerations and actions required before opening.

FACILITY ESSENTIALS

Checklist of actions

- | | |
|---|---|
| <input type="checkbox"/> Inspect existing condition of facility | <p>A thorough building inspection and walk around will allow you to identify any issues, damages, leaks or infestations.</p> <p>This will help you plan what work needs to be carried out prior to opening your facility.</p> |
| <input type="checkbox"/> Remove all equipment and furniture that cannot be cleaned | <p>Remove equipment, fixtures and fittings that may assist in the spread of the disease and are difficult to clean and sanitise prior to opening the facility to the public.</p> <p>This could include</p> <ul style="list-style-type: none">• small sport-specific equipment• shower curtains• blinds or curtains• rugs and mats. <p>Removal of rugs and mats where safe to do so will make cleaning and disinfection of floors easier.</p> |
| <input type="checkbox"/> Identify high-traffic touch points | <p>All high-traffic touch points should be regularly clean and sanitised. This includes all gates, internal and external doors handles or touch plates, internal or external handrails, gates or fences, IT equipment, scoreboards, desks, phones, taps, vending machines and dispensers.</p> <p>This will inform your cleaning schedules.</p> |
| <input type="checkbox"/> Commission water services and get them tested by a qualified person | <p>If you have not been able to do regular checks on water systems, then you will need to get the water quality tested for Legionella and other contaminants.</p> <p>All drains should be checked and unblocked and any damaged drain covers should be repaired/ replaced.</p> <p> HSE guidance on legionella risks</p> |
| <input type="checkbox"/> Gas services checked by Gas Safe engineer | <p>Your boiler plant may not be designed to be switched off whilst the age of the boiler may impact on the ease of switching it on again.</p> <p>Checks done by professionals will give you comfort that they are safe to operate.</p> |
| <input type="checkbox"/> Turn on & check electricity systems | <p>If there are any minor issues with your electrical systems, please get them checked by a qualified electrician to ensure it does not present any risk after this long period of shutdown.</p> <p>Mechanical & electrical services will require some level of checks and potential servicing. The responsible person should contact their maintenance firm for advice.</p> |

-
- Review ventilation systems** Check the existing system is fully functioning. The frequency of air extraction and air conditioning filter changes may require to be higher depending on the level of occupancy and any Scottish Government advice.
- The responsible person should contact their maintenance firm for best practice.
-
- Check alarms & safety systems** Ensure all safety systems and alarms are fully functioning. These may include fire alarms, CO2 alarms, warning systems in accessible toilets, or more specialist facility specific systems.
-
- Pest control measures** Ensure all safety systems and alarms are fully functioning. These may include fire alarms, CO2 alarms, warning systems in accessible toilets, or more specialist facility-specific systems.
- Check for any evidence of vermin or insect infestations.
-
- Check your insurance** Check with your insurance company that your insurance covers the re-opening of your facility as you've planned.
-

CLEANING

Checklist of actions

Ensure you have appropriate PPE for cleaning staff

This should be in line with the following advice from Health Protection Scotland:

“Occupations should continue to use any PPE required as per local policies (business as usual). If a risk assessment of the setting indicates that a higher level of contamination may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE such as an apron and gloves should be considered.”

 [Health Protection Scotland – Environmental decontamination \(p14\)](#)

Deep clean

Deep clean your facility prior to its opening, getting it back to its normal operating standard.

Given the unknown nature of people carrying the virus we advise that all sports facilities are deep cleaned in line with the guidance for suspected cases. Particular attention should be given to critical areas such as changing rooms, showers, toilets, lifts, activity areas, essential equipment, and touch points.

This should be in line with the following advice from Health Protection Scotland:

“Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent and disinfectant. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.

Any public areas where a symptomatic individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.

Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. All cloths and mop heads used must be disposed of and should be put into waste bags.”

 [Health Protection Scotland – Environmental decontamination \(p14\)](#)

Identify all high-traffic touch points

Walk round your facility to ensure that all high-traffic touch points are deep cleaned and ensure they are part of your planned regular cleaning schedule.

These might include: access gates, handles, keypads, goals, pitch barriers, surrounds, benches, loose equipment, fixed equipment, internal and external doors handles or touch plates, handrails, IT equipment, desks, phones, taps and vending machines and dispensers, lift controls.

All touch points should be thoroughly cleaned after every use.

Trial your regular cleaning schedule

This is specifically important for indoor areas such as changing pavilions, club gyms, strength and conditioning areas and multi-use sports buildings.

Appropriate cleaning time should be built into your facility and pitch programming; this may be longer than you initially think.

Indoor spaces should be cleaned between classes or activity groups. A time buffer between each group should be allowed to clean every area used as well as the time for people to leave and the next group arrive without a cross over.

Shared and personal sporting equipment should be thoroughly cleaned and disinfected prior to use and after use. It is advisable to remove any equipment that can't be easily cleaned prior to its next use.

Daily steam cleaning procedures may be introduced for changing rooms, toilets and shower areas or appropriate sporting equipment.

Create dedicated cleaning teams

Depending on the scale of your facility, you may consider having dedicated cleaning teams.

Cleaning should be done by a couple of small dedicated trained cleaning teams containing only two or three people. This means that if one operative requires to self-isolate (and therefore their colleagues also need to isolate) the entire cleaning team is not lost from your facility.

The small cleaning teams should be self-contained, operating together while observing social distancing, and must use the correct PPE. They must not mix with other cleaning teams or other volunteers or members and only use the dedicated equipment for their own team.

Cleaning checks

Managers or person responsible must check that all cleaning has taken place as planned.

HYGIENE, HEALTH & SAFETY

Checklist of actions

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | Provide hand-sanitising stations | <p>These should be located at the entrance and exit points and any other key areas.</p> <p>They should include pump-action containers and disposable gloves for all staff and facility users. You may want to consider ways to secure these to avoid them being stolen.</p> |
| <input type="checkbox"/> | Ensure hand-washing facilities are fit for purpose | <p>Hand-washing facilities should be provided with hot water, liquid soap/antibacterial gel/foam available for all facility users.</p> <p>These need to be cleaned and restocked regularly.</p> |
| <input type="checkbox"/> | Make essential facilities easy to clean | <p>Remove any non-essential items that may be difficult to clean, such as flowers, club trinkets or memorabilia.</p> <p>Consider how items such as toilet rolls & paper towels are provided. Domestic solutions are unlikely to be easy to keep clean. Commercial-style dispensers will minimize touch points and make cleaning easier. These need to be cleaned and restocked regularly.</p> |
| <input type="checkbox"/> | Ensure all equipment is cleaned, disinfected and fit for purpose | <p>Procedures will need to be established to clean and disinfect equipment before and after use to ensure safety of participants and coaches.</p> <p>This could require participants to bring their own equipment, cleaned at home. You may need to issue instruction for this.</p> <p>This may mean the full or partial removal of equipment.</p> |

SOCIAL DISTANCING

Checklist of actions

- | | |
|--|--|
| <input type="checkbox"/> Clearly identify the areas of the facility that are open or restricted | <p>Ensure that the areas where members, volunteers, coaches and visitors can go are clearly marked, controlled and monitored.</p> <p>This may be a phased re-opening of your facility in line with Scottish Government restrictions.</p> <p>Areas such as lifts should only be used in exceptional circumstances and be limited to one person at a time. All surfaces and touch points should be thoroughly cleaned before and after use.</p> <p>Showers and changing areas should not be used unless they can be sanitised and managed within the social distancing guidance. This will often mean they open at a later stage than the rest of your facility.</p> <p>The use of lockers should comply with social distancing and should be sanitised inside and out in line with sanitising regime.</p> <p>Emergency exit routes should be clearly identified and available at all times.</p> |
| <input type="checkbox"/> Socially distance the space | <p>This may require you to reduce, remove or reposition furniture, equipment or seats to maintain social distancing.</p> <p>Fixed equipment such as benches, seats and barriers may need to be marked as out of bounds depending on cleaning proposals, both internally & externally.</p> <p>Your car park may need to be managed, closed or the capacity reduced.</p> |
| <input type="checkbox"/> Provide social distancing markers | <p>Markers on floors and ground identifying social distancing based on Scottish Government guidance.</p> <p>Areas to consider include physical activity spaces, field of play, circulation spaces, changing benches, lockers and toilets.</p> |
| <input type="checkbox"/> Implement a one-way or traffic-light system of entry | <p>Traffic-light system or one-way system for entering buildings and toilets may need to be established to maintain appropriate social distancing. This will need to be communicated to users in advance of their arrival and managed onsite to ensure compliance.</p> <p>This may mean having separate entry and exit points. These should be clearly identified.</p> <p>This may mean a managed access and egress of the facility with users queuing outside and being invited in by a coach or manager. Social distancing for the queue should also be marked where possible.</p> |

INFORM

Checklist of actions

Ensure hygiene procedures are communicated to participants

Consider what steps you will need to take to educate your customers/facility users to be more responsible for their own hygiene and to ensure you maintain a zero-tolerance to the transmission of COVID-19 within your facility.

Install posters/stickers to remind of any good hygiene practices and changes to usual protocols. Users are unlikely to read every poster, and other methods of communication may also be required. This could be done virtually, via videos, emails or social media or repeated announcements within your facility.

You may need to introduce mandatory COVID-19 inductions to allow existing and new members to be signed off to use the facility in line with your new processes.

 [World Health Organisation – handwashing posters](#)

 [NHS Inform – COVID information posters](#)

Ensure social distancing measures are communicated to participants

Consider issuing members or visitors with information prior to their attendance at your facility. This will allow them to familiarise themselves with the procedures before entering the facility.

This could include procedures you have in place to ensure their safety and what users are expected to take responsibility for.

A map or plan or any other guidance may be provided which shows the one-way system within the building, location of pick-up and drop-off areas, restricted or out-of-bounds areas.

Signage will be required to assist people to use the facility safely. This should be clear and easily understood. It may be best to use existing signage templates to ensure all instructions are clear and recognisable.

Ensure your workforce are on board

Ensure coaches and management personnel are aware of and understand changes to your facility management processes and are clear about any additional expectations you have of them.

This is likely to include managing the flow and expectations of users, hygiene, health and safety, social distancing requirements, the cleaning of equipment, programming sessions differently to comply with facility guidelines, the use of PPE and dealing with conflict between participants.

Once your facility is opened, put the work done at the planning and preparation phases into action to protect the safety of your participants.

PROTECT

Checklist of actions

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | Engage with Scottish Governing Bodies of sport | Engage with the relevant SGBs to understand their requirements for training and competition at your facility and ensure this complies with Scottish Government guidance, specifically in relation to social distancing and activity space required. |
| <input type="checkbox"/> | Maintain record of users | Consider how you will report a COVID-19 outbreak from your facility. Ensure you have records in place that identify attendance of participants at each session, including up-to-date contact details. |
| <input type="checkbox"/> | Cleaning plan | Implement your cleaning plan. This may require additional training for staff.
Ensure checks are completed and proposed cleaning standards are maintained. |
| <input type="checkbox"/> | PPE | Ensure the correct PPE is provided if required. |
| <input type="checkbox"/> | Hygiene measures | Ensure that hygiene measures are in place, cleaned and restocked regularly. |
| <input type="checkbox"/> | Social distancing measures | Ensure that social distancing measures are in place as planned and the management of these continues. |
| <input type="checkbox"/> | Communication with your participants | Maintain frequent communication with your users, staff and coaches to keep them up to date with current processes and any changes. |

Review and refresh considerations once open and operating

REVIEW

Checklist of considerations

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Operating policies | Continue to review your operating policies in line with Scottish Government guidance.
Be mindful that restrictions may increase as well as decrease at any stage to control the potential of a second or third peak of infection. |
| <input type="checkbox"/> | Risk assessments | Continue to review your risk assessments in line with Scottish Government guidance and as you learn from the behaviour of users within your facility. |
| <input type="checkbox"/> | Scottish Governing Bodies of sport plans | These may change in line with Scottish Government restrictions and therefore should be reviewed at regular intervals. |
| <input type="checkbox"/> | Cleaning plan | To ensure cleaning standard is maintained as planned, regular reviews and changes may be required in response to any issues identified. |
| <input type="checkbox"/> | Hygiene measures | To ensure hygiene measures are in place as planned, regular reviews and changes may be required in response to any issues identified. |
| <input type="checkbox"/> | Social distancing measures | Evaluate the success and any issues identified as a result of the measures taken and change them if required. Any non-compliance may be a risk for transmission. This may mean areas of your facility require to remain partially or fully closed. |
| <input type="checkbox"/> | Long-term club planning | Consider the potential for a re-emergence of a COVID-19-style pandemic and any restrictions being re-introduced. This may form the basis of a club business continuity plan. |

DISCLAIMER

This guidance note is provided for general information only. **sportscotland** is not your adviser and any reliance you may place on this guidance is at your own risk. Neither **sportscotland**, nor any contributor to the content of this guidance, shall be responsible for any loss or damage of any kind, which may arise from your use of or reliance on this guidance note. Care has been taken over the accuracy of the content of this note but **sportscotland** cannot guarantee that the information is up to date or reflects all relevant legal requirements. The information and drawings contained in this guidance note are not site-specific and therefore may not be suitable for your project, facility or event. We recommend that you obtain professional specialist technical and legal advice before taking, or refraining from, any action based on information contained in this note.

Head Office

Doges, Templeton on the Green,
62 Templeton Street,
Glasgow G40 1DA
Tel 0141 534 6500
Fax 0141 534 6501



[sportscotland.org.uk](https://www.sportscotland.org.uk)

ISBN: 978 1 85060 640 6

© **sportscotland** 2020
Published by **sportscotland**

sport | **spòrs**
scotland | **alba**

 Awarding funds from
THE NATIONAL LOTTERY®