



## Duty Stewards Checklist



### 1. Set Up Equipment

- a) Place the hand sanitiser stand on the mat by the centre handrail, at the top of the outside steps and use the cones to weigh down the base. If this is too heavy for you to move alone, please wait until someone can help.
- b) There are 4 mats, jacks and pushers. Place one of each on the paving by the rinks which have been booked to play. An additional mat and jack per rink are available in the Pavilion if the players request them.
- c) There are 4 black buckets containing various items to assist players cleaning and sanitising their hands and bowls (see bucket list).  
Place 1 bucket by each mat on the Rinks booked to play.
- d) There are 5 pressure pump sprayers containing surface antibacterial solution for Players to use to sanitise the mats. Place one of the pressure pump sprays alongside each mat.
- e) The 5<sup>th</sup> pump sprayer should be left by the Pavilion (next to the gate) to use to sanitise the side gate.
- f) Take club phone out of reception drawer turn on and charge if necessary.
- g) The First Aid Kit is available in the Pavilion.

### 2. Maintain Hygiene and Cleaning

- a) Clean the designated toilet including the toilet bowl, seat, handle, hand basin, taps, hand towel dispenser and floor, with the equipment provided. Disposable gloves will also be provided for this purpose.  
**Note:** If the toilet is used, the Steward must carry out an additional clean at least once during their session. If the toilet isn't used, then the additional clean is not required.
- b) Clean the jacks and mats at the start and end of the day.
- c) Clean common areas ready for players arrival (handles, handrails etc)
- d) Between each session, clean common areas as before, ready for next session players arrival. Clean benches, if used.
- e) Encourage anyone entering or exiting the facilities to use the hand sanitiser provided.



- f) Encourage anyone entering the facilities to scan the NHS QR poster on their smart phone. This will help the NHS trace teams to notify those who may have been in contact with someone who has tested positive.

### 3. Close up at End of Day



- a) Lock up side gate.
- b) Return the outside hand sanitiser stand to the pavilion. If this is too heavy for you to move alone please do not struggle, ask someone to help, or contact Mike Smith or Karen Eaton who will arrange to do it for you.
- c) Clean mats and jacks and return to Pavilion, place them on the grey carpet by the bifold doors.
- d) Return black buckets to Pavilion, placing them on the rubber mats and restock, as necessary.
- e) Return the pump sprays to the pavilion and refill if necessary. Please ensure these pumps are placed on the mats with the spray nozzles are stored facing upwards to prevent leakage onto the carpet.
- f) Return pushers to the pavilion and store behind the barrier.
- g) Secure and sanitise all doors, windows and gates.
- h) Return club phone to the reception drawers and for data protection place the days booking sheets in drawer and lock.
- i) Sanitise and replace all keys in key cabinet.
- j) Set Alarm, secure, lock up and sanitise Pavilion door. Please recheck door is securely locked.
- k) On leaving the carpark close and lock carpark barrier

#### **In an Emergency**

**In an emergency when it is necessary to evacuate the Rink side areas the Duty Steward will need to immediately unlock the padlock on the disabled gate to allow players a safe exit from the Rink area without needing to pass by the Pavilion.**