

# CHANGING ROOMS CHECKLIST



Work through the good practice checklists below and consider ways in which the club could; 1. make changes to facilities to help prevent the spread of Covid-19; and 2. open facilities safely & efficiently

The government guidance on sports changing rooms states the following.

*Where possible, players should arrive changed and shower at home. However changing and shower facilities can be used, provided operators follow any relevant sport facility guidance.*

*Participants must adhere to gathering limits while indoors, and maintain social distancing wherever possible. You should encourage participants to avoid or minimise the time they spend in the changing area. Team talks/briefings and other gatherings should not take place in changing rooms under any circumstances.'*

## PREPARE THE BUILDING



- Check to ensure all safety systems and alarms are fully functioning eg fire alarms, CO2 alarms, warning systems in accessible toilets
- Check the emergency lighting and fire alarm are operational and that the fire panel is not flagging up any problems
- Check all evacuation routes are clear, unlocked and operational
- Visually check fire extinguishers - look for leaks, ensure gauges are pointing to full and check certification dates
- Check mains fuse board for tripped RCDs, both before and after turning on bulk of electrical appliances
- Check door locks and windows for signs of forced entry
- Check heating is fully operational
- Check building for signs of water leaks - especially older clubhouse buildings
- Use the legionella guidance within this checklist document
- Check for signs of rodent or insect infestation
- Flush all toilets and run all showers

## ADVICE, REGULATIONS, AND INSURANCE

[Club Support Centre](#)

[England Rugby Coronavirus Hub](#)

[Guidance on the Phased Return of Sport](#)

[Sport England Guidance](#)

[HSE Making Your Workplace Secure](#)

## HYGIENE



- Maximise ventilation available in the rooms
- Ensure hand-sanitiser is available at appropriate points and that stock levels are sufficient to regularly replenish
- Implement more frequent cleaning regimes especially for regular touchpoints including door handles, push plates, bins and sanitary facilities on a regular basis.
- Implement a cleaning programme if the changing room is used for the exceptional circumstances outlined
- Provide additional waste facilities and if possible arrange more frequent rubbish collection
- Use pedal bins to minimise touch points with hands
- Ensure feminine hygiene bins are emptied and cleaned at an increased frequency
- Remove any non-essential items that may be difficult to clean
- Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into your arm
- Ensure all soap dispensers are full and that stock levels are sufficient to regularly replenish
- Ensure paper towels are available and that stock levels are sufficient to regularly replenish
- Follow government [advice](#) for cleaning contaminated surfaces

## SOCIAL DISTANCE



- Encourage participants to turn up changed and ready to play wherever possible
- Regulate entry into the changing rooms and showers to minimise the number of people that can gain access and comply with maximum group size requirements
- Leave more time for players to get changed so access can be staggered
- Use other rooms that are available to minimise the number of people in a single space
- Consider the use of temporary buildings (eg marquees) in order to create additional changing space
- Mark spaces on benches and between showers to ensure social distancing
- Consider closing certain areas where social distancing will be most difficult
- Communicate the measures being taken so members are aware of their own responsibilities
- Apply floor markings to ensure social distancing when waiting to use changing rooms
- Inform members of access restrictions and distance regulations by appropriate signage
- Communicate with users that they should get changed as efficiently as possible and spend the least amount of time in changing rooms as possible
- Where possible, toilet facilities should not be provided through the use of en-suite WCs in changing rooms, but where this is the only option, the closure of the main changing room area and showers should be communicated clearly to users.
- Any existing player welfare or safety policies should not be compromised

## LEGIONELLA

Europe-wide scientific group ESGLI (ECSCMID Study Group for Legionella Infections) has released advice on how to prevent legionella in buildings which have been closed. This includes:

1. All water outlets in hot and cold systems should be used or flushed at least once a week to maintain a degree of water flow and minimise stagnation. Taps should be turned on for a gentle water flow, not at full force to avoid excess splashing, for 2 or 3 minutes. Toilets can be flushed with the lid down or covered for those without a lid. Showers could be flushed using a plastic freezer-type bag, secured with an elastic band above the shower head and with a cut from the bottom of the bag.
2. To manage risks during non-occupancy, consideration should be given to implementing a suitable flushing regime, or other measures, such as draining the system. Especially if it is to remain vacant and unused for a long period (particularly important for leisure, sports, swimming and spa pool facilities). However, it should be considered that moisture may remain in the system, enabling a biofilm to develop where there are pockets of water or high humidity.
3. Avoid debris getting into the system (ensure that any cold-water tanks have a tight-fitting lid).
4. Where hot water must be stored, set control parameters (set the temperature of the hot water cylinder to ensure water is stored at 60 °C). This water must then be distributed so that it reaches a temperature of 50 °C (55 °C in health-care premises) within one metre at outlets (scalding risks to be considered by using thermostatic valves).
5. Dismantle, clean, and disinfect shower heads frequently, preferably monthly, if regular weekly flushing is maintained.
6. Some businesses may have a specialist contractor to undertake aspects of the operation, maintenance and control measures required for their water systems. While these contractors have legal responsibilities, the ultimate responsibility for the safe operation of the system rests with the employer. If you have such a contract, it should be maintained during the period of lock-down.
7. Before return to use, the system must be thoroughly flushed, and cleaned and disinfected, where possible, especially if weekly flushing has not been maintained. Where drained, the system should be refilled and disinfected and all hot water storage tanks to be heated to 60 °C2.