**JSPC Re-opening checklist**

**Required actions**

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| Action | Done | |
| Initials | Date |
| Clean firing benches (1,3,5,6,8,10) and corresponding rear benches of bird fouling | SR | 22.8.20 |
| Disinfect firing benches (1,3,5,6,8,10), corresponding rear benches and door handles. | SR | 22.8.20 |
| Firing benches (2,4,7,9) and corresponding rear benches to be marked off as closed. | SR | 22.8.20 |
| Produce Covid 19 checklist for use by ROs on each shooting session. | SR | 28.6.20 |
| Advise Divisional Firearms Licensing of intended range opening. | SR | 15.09.20 |
| Advise landlord of intended range opening. | LK | 13.09.20 |
| Minute Committee agreement to opening. | SR | 13.09.20 |
| Communicate detail to members re. what to do pre, during and post shooting. | SR | 15.09.20 |
| Produce risk assessment <https://sportscotland.org.uk/media/5766/risk-assessment-template-blank.xlsx> | SR | 5.7.20 |
| Non-essential seating, tables and equipment to be removed from the range. | WV / SR | 3.7.20 |
| Rubbish bins to be removed and put in club room | WV / SR | 3.7.20 |
| Trial run with all ROs of new processes | SR | 19.8.20, 23.8.20 |