

Ready to Return Stage 2: Limited Club Activity



Resumption of Table Tennis Club Activity: Risk Assessment

Risk Assessment Generic Format		
Location/Dept: Colebridge TTC	Date Assessed: Wednesday 15 th July 2020	Assessed by: Kate Hughes
Task/ Activity: Table Tennis	Review Date: September 2020	Reference Number:

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required / person responsible / implementation date
Pre-Activity: Health of participants / players prior to activity	Coronavirus infection within group.	All members; coaches	<p>Club keeps a record of who attends training by implementing a booking and registration process. See 'Guidance for Managing Session Numbers'</p> <p>Signage displayed at Club entrance advising people not to enter if they have symptoms of Coronavirus.</p> <p>Members advised to contact the club by telephone or email prior to attending if they or any of their contacts/household test positive for Coronavirus – completion of isolation period to be confirmed.</p> <p>Club Committee member checks that no one is feeling unwell as participants arrive. If they are feeling unwell or showing symptoms, advise self-isolation as per government guidelines.</p> <p>Keep a record of vulnerable participants – delay return to training.</p>	3	3	High	<p>BW set up an electronic booking system, with members having to identify and log who they are playing with.</p> <p>Signs printed and displayed at club (BW & KH)</p> <p>Notices to display contact name and number (Kate Hughes) regarding testing positive / symptoms (BW & KH)</p> <p>All coaching sessions will be booked online to maintain contact records and avoid the need to collect cash payments. BW has developed (20/7/20)</p> <p>Coaches to keep a record of actual attendance of those playing at each session.</p>

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			Distribute information to members and Coaches – use emails to members, update your website, use team communications and display materials around venue.				BW to email members, and update website with information. Posters around the club (BW & KH)
Pre-Activity Social Distancing (2m rule)	Participants are either unaware or don't abide by the social distancing rules. Too many people (including parents / spectators) attending training means that social distancing can't be implemented.		Educate players, coaches/volunteers and parents – use emails, update your websites, use team communication channels such as WhatsApp or Zoom. Adopt new Club Policies for COVID – require members to abide by guidelines. See <i>Table Tennis England 'Ready to Return'</i> for guidance and templates. Spectators not allowed to enter club. Only 4 players per room; on booking system. Only 4 players per room for junior coaching.	3	3	Medium	Use of email, posters and website to communicate with members regarding new procedures (BW & KH) Coaching officer (IS) will email session guidance to all attendees / parents as part of the coaching booking communication. Spectators not allowed to enter club. This shared via email (BW). Coaching sessions will operate with 2 separate bubbles that have a maximum of 4 players per room. Each bubble / room will use a separate entrance and drivers will be directed to use a part of the car park closest to their room entrance.
Pre-Activity Coaching & Support resources	Coaches don't feel like they're equipped with drills and skills that minimise close contact.		Educate coaches on requirements and any changes that are made to these. Coaches are aware of procedures. These are shared with parents and players.	2	2	Low	The coach will be operating in a hybrid role as a session organiser / coach with responsibilities for coronavirus safety and a much more socially distanced style when coaching so they can work with both bubbles in a session (IS). IS to inform parents / junior players regarding procedures.

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During Activity: Controlled sporting activities	Coronavirus infection within group. Injury to participant.		<p>Refer to the latest Table Tennis England 'Ready to Return Guidance'</p> <p>Avoid unnecessary contact. Eg. no handshaking / slapping hands</p> <p>Players to use their own bat.</p> <p>Balls to be washed regularly to minimise risk (this has been adjusted from the previous guidance about using different balls for each player).</p> <p>No breathing on the ball to clean, or hand wiping on the table.</p> <p>Implement good hygiene practises at training including regular handwashing and wiping down tables after use. Posters displayed at club.</p> <p>Ensure appropriate warm up and cool down as part of training.</p> <p>Ensure age and skill appropriate training.</p> <p>Encourage players to build up to match play and higher intensity to reduce risk of ill health or injury.</p> <p>Ensure good ventilation is in place; doors open, fans are on.</p>	3	3	Medium	<p>Posters are displayed at the club, in the entrance and in both playing rooms (BW & KH)</p> <p>BW to send email to members.</p> <p>For coaching sessions a separate box of balls will be used for each room and where a following session is scheduled they will use another 2 separate boxes of balls (IS)</p> <p>All balls used will be thoroughly cleaned prior to next use (IS)</p> <p>Additional door stops to be purchased and left at the club by doors to help keep them safely propped open (IS)</p>

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During Activity: Number of participants involved	Clubs / Coaches do not abide limited numbers. Coronavirus infection within group.		Individuals should train with the same person throughout the session. Bookings are for a 2 hour session to allow members to clean tables and leave before the next booking commences. Limited to 4 players per room per booking.	3	2	Medium	IS to ensure coaches follow correct procedures. BW ensured booking systems are for 4 players per room only. Each player must be a member of the club.
During activity: Social distancing (2m rule)	Participants are either unaware or don't abide by the social distancing rules. Coronavirus infection within the group.		Maximum number of participants based on venue size to allow distancing: 4 players. Ensure no more than this maximum number is involved in any activity. Training partners are separated by at least 2 meters (length of the table) at any time Tables are left up in each room, no barriers used. Table areas are ideally a minimum of 4.5 metres by 9 metres. 4 chair areas to be marked off in each room.	3	3	Medium	RP to mark out 4 chair areas in each room. All other chairs removed from each playing room. Ensure that 4 chair areas are marked out on outside wall for room 1 for coaching sessions (IS)
During activity: Hygiene protocols (individuals, venue,	Participants are either unaware or aren't practising hygiene protocols.		Adopt mitigation/minimisation strategies as above. Educate participants – use emails to members, update your websites, use team communication channels and display materials around venue.	3	3	Low	Posters at club regarding hygiene (BW & KH) Hand sanitiser at the club for use, although members encouraged to bring their own (via email).

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facilities, equipment)	There are no cleaning facilities at the place of training.		<p>Implement good hygiene practises at training.</p> <p>Hand sanitiser at entrance to club (in hallway), as well as in both rooms, on table. Soap and water in toilet bathroom facilities, and antibacterial wipes.</p> <p>Ask that participants bring their own hand sanitiser and regularly wash their hands.</p>				<p>Committee members to ensure cleaning items are always available (KH & all)</p> <p>Antibacterial wipes are available in the toilet areas to wipe down after use (KH)</p> <p>Players attending coaching will be asked to bring a bag containing their kit including hand sanitiser and to keep their equipment in their bag when not in use (IS). This will also be added to the new code of conduct in relation to Covid-19 return to play for all members.</p>
During activity: Sporting equipment (controlled use)	Coronavirus infection within group.		<p>Ask players to bring their own bats and balls. If shared equipment is used, this must be cleaned after every use.</p> <p>Implement good hygiene practises at training.</p> <p>Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities.</p> <p>Ask that participants bring their own hand sanitiser.</p>	3	3	Medium	<p>Members asked via email and posters to bring their own bats.</p> <p>Hand sanitiser available at the club in all rooms.</p>
During activity: Communal facilities (controlled use)	The extent of hygiene protocols used by other groups is unknown.		<p>Member to wipe down surfaces pre and post training.</p> <p>Implement good hygiene practises at training.</p>	3	3	Medium	<p>AM & RP provided hand sanitiser.</p> <p>AM provided a large supply of PPE.</p> <p>Table and chair cleaning materials provided for members at a</p>

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	Coronavirus infection within group.		Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities. Ask that participants bring their own hand sanitiser. Toilets to be used only. Ensure first aid kit is equipped with protective equipment (gloves, facemask, plastic apron, safety glasses and hand sanitiser).				cleaning table in each room, along with a cleaning checklist (KH). Coaching sessions will require the coach to clean at the start and end of the session. This to include all main contact areas - tables, light switches, door handles, chairs, locks and toilets. Kitchen to be out of use (IS)
During activity: Training practice (duration restriction)	The longer the period of time together, the increase in risk of virus transfer.		Encourage players to be considerate of booking times (not arriving early or hanging around afterwards). Sessions are for 2 hours only.	4	3	Low	BW emailed members to remind them not to arrive early or hang around after their 2 hour booking. Coaching sessions are planned to allow cleaning time and avoid overlap of arrivals with particular focus on a controlled close to the session (IS)
During activity: Coaching and support resources (controlled provisions)	Coaches don't feel like they're equipped with drills and skills that minimise close contact. Coaches are competitive and ignore guidelines.		Direct coaches to training resources based on skills with set drills, but no close contact. Coaching guidance in the Ready to Return (TTE). Limit to 4 players per room per coaching session.	2	1	Low	IS to tailor coaching sessions accordingly. Focus will initially be on getting rhythm back, movement skills, fitness and setting a clear playing style going forward so players can self-direct better.

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Post activity: Response procedures	<p>A participant notifies the Club that they or a family member has a suspected case of coronavirus.</p> <p>A participant notifies the Club that they or a family member has contracted coronavirus.</p>		<p>Keep an up to date record about the protocols that the club has put in place to mitigate the risk of contracting coronavirus.</p> <p>Advise the affected member to follow Government guidelines.</p> <p>All participants are required to report to club via telephone at earliest opportunity if they or contacts become unwell after they have attended a session in last 14 days – this is written into member information and shared in advance of return as well as follow up from sessions.</p> <p>Ensure regular education of club members about the COVID protocols.</p> <p>Establish a Communication Plan outlining who the club needs to advise if there is a suspected or positive case of coronavirus and who is responsible for doing that.</p> <p>Maintain protocols for returning to training following a positive case.</p>	3	2	Low	<p>Members to notify Kate Hughes regarding symptoms, who will contact BW to contact relevant members (track & trace).</p> <p>Any junior coaching session participant who has exposure to a case of coronavirus can contact IS.</p>
Cleaner attending club	Cleaner being at risk of catching Coronavirus	Cleaner	NW to check the cleaner has suitable PPE. A particularly slot is made available for her to clean where no players are at the club.	2	2	Low	NW liaised with Frank Wilkins regarding cleaning time for his daughter. 9-10am on a Tuesday has been agreed and booked out to prevent other members attending.
Other							

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so