

Resumption of Table Tennis Club Activity

Risk Assessment		
Location/Dept: 22a Kingsway Wrose Bradford BD2 1PN	Date Assessed: 24 th July 2020	Assessed by: Steve Morris
Task/ Activity: return to play	Review Date: 24 th July 2021	Reference Number:001

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.		Club keeps a record of who attends training by implementing a booking and registration process. See 'Guidance for Managing Session Numbers' Signage displayed at Club entrance advising people not to enter if they have symptoms of Coronavirus. 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. 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. Keep a record of vulnerable participants – delay return to training. Distribute information to members and Coaches – use emails to members, update your website, use team communications and display materials around venue.	4	2	8	Booking system requires a player to arrange a time slot with one of two people Phil Craven Steve Morris After the session is booked it is then a self-policing situation regarding checks on feeling unwell Members are informed of changes via the booking system website and emails

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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. <i>See Table Tennis England 'Ready to Return' for guidance and templates.</i>	3	5	15	To be reviewed in line with Government and TTE guide lines
Pre-Activity Coaching & Support resources	Coaches don't feel like they're equipped with drills and skills that minimise close contact. Coaches are competitive and ignore guidelines.		Educate coaches on requirements and any changes that are made to these.	4	2	8	Ensure that any changes are relayed to everybody via our website and emails
During Activity: Controlled sporting activities	Coronavirus infection within group. Injury to participant.		Refer to the latest Table Tennis England 'Ready to Return Guidance' Avoid unnecessary contact. E.g. no handshaking / slapping hands Players to use their own bat. Balls to be washed regularly to minimise risk (this has been adjusted from the previous guidance about using different balls for each	4	2	8	Signage placed in each playing room. Washing of balls not practical as this has an effect on the ball, player to wipe or wash their hands after each session, hand sanitizers are in each room. Room ventilation added plus playing room doors to be open during a practice session

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			player) No breathing on the ball to clean, or hand wiping on the table. Implement good hygiene practises at training including regular handwashing and wiping down tables after use. <i>See downloadable club posters in Ready to Return.</i> Ensure appropriate warm up and cool down as part of training. Ensure age and skill appropriate training. Encourage players to build up to match play and higher intensity to reduce risk of ill health or injury. Ensure good ventilation is in place				
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. Allow a minimum of 10 minutes between changing sessions of tables.	3	4	12	Max 6 people at any one session including parents. Signage displayed
During activity: Social distancing (2m rule)	Participants are either unaware or don't abide by the social distancing rules.		Determine maximum number of participants based on venue size to allow distancing. Ensure no more than this maximum number is involved in any activity.	2	3	6	6 people per room Room size 5 m x 10 m

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	Coronavirus infection within the group.		Training partners are separated by at least 2 meters (length of the table) at any time All tables used are separated by partitions/barriers/nets, unless in a one table venue and no-one else is present in the playing hall Table areas are ideally a minimum of 4.5 metres by 9 metres				
During activity: Hygiene protocols (individuals, venue, facilities, equipment)	Participants are either unaware or aren't practising hygiene protocols. There are no cleaning facilities at the place of training.		Adopt mitigation/minimisation strategies as above. Educate participants – use emails to members, update your websites, use team communication channels and display materials around venue. Implement good hygiene practises at training. Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities. Ask that participants bring their own hand sanitiser and regularly wash their hands.	3	4	12	Corridor area will be on a give way system to maintain minimum distance and masks to be worn Signage displayed as per TTE Hand sanitizers are in each playing room and one located by the main entrance with signage Electrical hand driers to be installed in toilet areas
During activity: Sporting equipment (controlled use)	Coronavirus infection within group.		Ask players to bring their own bats and balls. If shared equipment is used, this must be cleaned after every use. Implement good hygiene practises at training. Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities. Ask that participants bring their own hand	3	1	3	Hygiene practises already covered in items above

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			sanitiser.				
During activity: Communal facilities (controlled use)	The extent of hygiene protocols used by other groups is unknown. Coronavirus infection within group.		Limit the use of communal spaces and keep them closed if possible. Wipe down surfaces pre and post training. Implement good hygiene practises at training. Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities. Ask that participants bring their own hand sanitiser. Changing rooms and showers are not to be used for showering or changing, this should be done at home Ensure first aid kit is equipped with protective equipment eg. gloves, facemask, plastic apron, safety glasses and hand sanitizer.	4	4	16	Contract Cleaner to be organised to carry out a full clean of the building – monthly Toilets and kitchen to have week clean by Steve Morris. Mask and Gloves to be worn during cleaning operations. Replacement of hand soap and sanitizers weekly, or when required, by Steve Morris Playing room tables and door handles to be cleaned by the person that has booked the room, disinfectant and paper towels are place in every room.
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)	2	5	10	Booking system in place for time slots, players can view the booking list via Hermits website but all booking must be made with either Phil Craven or Steve Morris

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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. Refer to Coaching guidance in the Ready to Return section of the Table Tennis England website for the latest information.	3	2	6	Coaches to maintain social distancing and only allow 5 other persons, including parents, in the room. Parents must wear a mask at all times
Post activity: Response procedures	A participant notifies the Club that they or a family member has a suspected case of coronavirus. A participant notifies the Club that they or a family member has contracted coronavirus.		Keep an up to date record about the protocols that the club has put in place to mitigate the risk of contracting coronavirus. Advise the affected member to follow Government guidelines. 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. Ensure regular education of club members about the COVID protocols. Eg. Newsletters, emails, website, briefing on arrival 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.	4	2	8	All players are to sign the room sheet on arrival for each practice session.

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			Maintain protocols for returning to training following a positive case.				
Other							

Please read but do not remove

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

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