

Covid-19 Risk Assessment/Method Statement

Assessment Date:	6 October 2020	Prepared By:	David Arthur	Role:	Club Chairperson
Version:	V01	Reviewed By:	David Callcut	Role:	Treasurer
Venue:	Hampton Leisure Centre, Clayburn Road, Hampton PE7 8GL				

Hazard Description	People at Risk	Control Measures	Risk Level after Control Measures	Action Required	Action Carried Out
Risk of catching Covid-19 prior to table tennis activity	Players/ Coaches/ Officials/ Spectators	<ul style="list-style-type: none"> • All participants should comply with all public health restrictions and avoid high risk behaviour outside the sports setting to reduce the risk to their fellow participants when they do attend the venue. • Personal hygiene measures should be carried out at home before and after table tennis activity. 	Low	<ul style="list-style-type: none"> • Update website to link to TTE advice. • Use social media/ email to notify participants 	Done Done
Risk of catching Covid-19 taking part in table tennis activities	Players/ Coaches/ Officials/ Spectators	<ul style="list-style-type: none"> • Participants should be made aware that there is a transmission risk associated with partaking in even socially distanced group activities and that by opting to participate in table tennis that they are aware of this risk and accept the risk. • All participants are expected to maintain social distancing and hygiene measures before, during and after play. 	Low	<ul style="list-style-type: none"> • Have attendees sign a declaration form upon arrival • Use social media/ email to notify participants 	At session Done
Transmission of Covid-19 to the venue	Players/ Coaches/ Officials/ Spectators	<ul style="list-style-type: none"> • All participants should check for symptoms of COVID-19 before attending. • If an individual is symptomatic and/or living in a household with a possible COVID-19 infection they should remain at home and follow UK Government guidance. • Any participants who have been asked to isolate by NHS Test and Trace because they are a contact of a known COVID-19 case should not attend the venue. • Participants should follow UK Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 if it applies to them. • Persons travelling to the venue are not to car-share with other people not from their household or “social bubble”. 	Low	<ul style="list-style-type: none"> • Update website to link to TTE advice. • Use social media/ email to notify participants. 	Done Done

Hazard Description	People at Risk	Control Measures	Risk Level after Control Measures	Action Required	Action Carried Out
Transmission of Covid-19 – Before Play	Players/ Coaches/ Officials/ Spectators	<ul style="list-style-type: none"> • Obtain confirmation from operator of the venue that they are cleaning the venue between different hirers and that the toilet areas are regularly cleaned. • Manage number of attendees by implementing a booking system. Discourage “turn-up and play”. • Time spent congregating at a venue before a session should be limited to avoid unnecessary contact between participants. • All participants are to arrive at the venue ready-changed and prepare their equipment whilst maintaining social distancing. • Ask participants to provide their own hand gel and face coverings. • Hand sanitising gel (minimum of 60% alcohol), wipes, spray for cleaning tables and balls. • Supervise each session to monitor playing guidance session. 	Low	<ul style="list-style-type: none"> • Obtain email/letter from venue operator • Use social media/ email to notify participants of control measures. • Maintain stocks of gel/wipes/spray • Appoint “hygiene supervisor” for each session. 	<p>Done</p> <p>Done</p> <p>Review Weekly</p> <p>Weekly</p>
Transmission of Covid-19 – Setting-up	Players/ Volunteers	<ul style="list-style-type: none"> • Tables, court barriers, chairs and other equipment to be put out by volunteers who have sanitised their hands and are wearing face coverings when in close proximity with other volunteers (e.g. when in the equipment store room and when folding down tables). • Tables to be set up for minimum court size of approximately 9m by 4.5m demarked by court barriers, where practicable. Route to small part of Sports Hall and to equipment store to be kept clear. • Set of cleaning equipment and a waste bin to be provided at each table. • Tables, nets and touch surfaces of court barriers to be cleansed prior to play. • Ensure participants are aware of Table Tennis England’s latest COVID-19 information. • Maximise natural ventilation and reduce contact surfaces. 		<ul style="list-style-type: none"> • Use social media/ email to notify participants. • Have layout plan (maximum of 6 No tables) • Surfaces of to be cleansed prior to play • Print/display TTE’s poster • Prop open doors to sports hall 	<p>Done</p> <p>Done</p> <p>At session</p> <p>At session</p> <p>At session</p>

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Transmission of Covid-19 – Test and Trace	Players/ Coaches/ Officials/ Spectators	<ul style="list-style-type: none"> • A temporary record of all persons that attend the venue is to be kept for 21 days after the session, to assist with the NHS Test and Trace system. 	Low	<ul style="list-style-type: none"> • Names and phone numbers list to be filled in for attendees 	At session
Transmission of Covid-19 – Money Transactions	Players/ Officials	<ul style="list-style-type: none"> • Preferably, bank transfer is to be used for collection of subscriptions. • If not practicable, only correct money to be used for payments (i.e. no change given.) 	Low	<ul style="list-style-type: none"> • Notify players in advance by email/social media. 	Done
Transmission of Covid-19 – During Play	Players/ Coaches/ Officials/ Spectators	<ul style="list-style-type: none"> • Players to enter Sports Hall via main doors, in line with venue’s one-way system. • Players to maintain 2m social distancing before, during and after play. • Spectators should not attend, unless accompanying a minor or vulnerable person. • Players to use their own bats and equipment. • Regular (every 15/20 minutes) hand sanitising and ball cleaning breaks to be held to minimise transmission risk. • No handshaking/slapping hands. • No breathing on balls or bat to clean. • No hand wiping on tables. • No doubles play (unless with people from the same household or social bubble). • Players restricted to playing against nominated opponent. No swapping with other booked sessions. • Tables and equipment to be wiped down by players at end of each session. • Minimum of 10 minute break between booked sessions. 	Low	<ul style="list-style-type: none"> • Use social media/ email to notify participants of control measures. • Print/display TTE’s poster 	Done At session

Hazard Description	People at Risk	Control Measures	Risk Level after Control Measures	Action Required	Action Carried Out
Transmission of Covid-19 – First Aid	Players/ Coaches/ Officials/ Spectators/ First Aider	<ul style="list-style-type: none"> • For any serious or suspected serious injury, first dial 999 and request an ambulance. • Report any incidents to venue provider. 	Low	<ul style="list-style-type: none"> • No advance action 	N/A
Transmission of Covid-19 – After Play	Players/ Volunteers	<ul style="list-style-type: none"> • All equipment, tables and chairs are to be cleaned with wipes/spray prior to clearing away. • Tables, court barriers, chairs and other equipment to be put away by volunteers who have sanitised their hands and are wearing face coverings when in close proximity with other volunteers (e.g. when in the equipment store room and when folding up tables). • Waste wipes to be disposed of in bins. • Participants to exit hall via rear Fire Exit, in accordance with venue’s one-way system. 	Low	<ul style="list-style-type: none"> • Use social media/ email to notify participants. 	Done