

## RISK ASSESSMENT – COVID-19

Downend & Frenchay Tennis Club

Common Mead Lane, Hambrook, BS16 1QQ

Name of Venue ; Downend & Frenchay Tennis Club (general daily use)		Name of Risk Assessor: Lorraine Hutton, Sylvia Chambers		Date of Risk Assessment: 13 March 2021		
What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	Coaches, members, players, visitors to our courts, and the wider community, particularly anyone shielding.  Vulnerable groups – Elderly, Pregnant women, those with existing underlying health conditions.  Anyone else who physically comes in contact with other people in relation to our Club	<p><b>Pre Attendance Check</b></p> <p>Remind all visitors that they should NOT visit the club if they, or a member of their household has shown Symptoms of COVID-19, or if they have been told to self-isolate.</p> <p><b>Hand Sanitisation</b></p> <p>Inform visitors that there are no toilets or hand washing facilities at the club</p>	<p>Club guidelines to incorporate the public health advice regarding isolation, social distancing &amp; to be aware of symptoms to look out for by providing the link to gov website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p> <p>If self isolation required gov guidelines to be adhered to: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home">https://www.gov.uk/government/publications/covid-19-stay-at-home</a></p> <p>Club guidelines/Covid 19 checklist to remind visitors to wash hands with soap &amp; water before they leave home &amp; when they return. Refer to gov guidelines <a href="https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing">https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing</a></p> <p><b>Club Checklist</b> <a href="http://www.downendandfrenchay.co.uk/wp-content/uploads/2021/03/Covid-Checklist-120321.pdf">http://www.downendandfrenchay.co.uk/wp-content/uploads/2021/03/Covid-Checklist-120321.pdf</a></p> <p>To remind to catch coughs and sneezes in tissues, Follow guidance “Catch it, Bin it, Kill it” . And to avoid touching face, eyes, nose or mouth with unclean hands.</p>	All court users & visitors to follow guidelines	In guidelines & checklist	Ongoing and to be reviewed May 2021
			In Checklist	In checklist	On going	
			In Checklist	In Checklist		
			Committee	Update checklist after each review	Checklist revised 13/3/21	
In Checklist	Communications to visitors updated					

		<p><b>Provide Hand Sanitiser</b></p> <p>Hand Sanitisers provided at the main club entrance and at each court gate entrance.</p> <p><b>Cleaning</b></p> <p>Identify hard surface areas and reduce the risk of contact by visitors. Inform all visitors to take appropriate care when touching hard surfaces such as door handles, light switches, and court gate sliders &amp; to sanitise their hands after use.</p> <p>Cleaning materials relocated to outside storage bin for use by all.</p> <p><b>Balls</b> to be marked with players ID marking</p> <p>Players informed not to share equipment</p>	<p>Inform visitors that hand sanitisers are provided and where, but recommend they bring their own if preferred.</p> <p>Sanitiser supplies to be checked on a weekly basis by coaches and / or committee members.</p> <p>LTA posters are visibly displayed to remind all to clean/sanitise hands.</p> <p>The Club has introduced the following measure to reduce the risk of contact with hard surfaces:</p> <p>Gates to be kept open where possible.</p> <p>Coaches &amp; committee members to take an active part in cleaning hard surfaces when on site.</p> <p>Club guidelines/checklist &amp; booking confirmation advises visitors to limit contact with hard surfaces &amp; to use hand sanitiser after contact.</p> <p>Net winders NOT to be used by members. Coaches to keep at correct height.</p> <p>Balls: Club guidelines/ Checklist &amp; booking confirmation inform players to be mindful of not touching tennis balls &amp; to wash hands before &amp; after play.</p> <p>Cabin to be kept closed.</p> <p>Users requested to clean the surfaces touched after used.</p>	<p>Covid 19 sub committee organised sanitiser dispensers &amp; advisory signs.</p> <p>Clear communications issued by committee March 2021</p> <p>Coaches to monitor net heights</p> <p>Committee updated communications March 2021</p>	<p>checks by committee &amp; coaches March 21</p> <p>Ongoing</p>	<p>Weekly check of supplies by committee &amp; coaches</p>
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		<p><b>Social distancing</b></p> <p>To remind visitors the need to keep a 2 metre distance</p> <p>Club officials &amp; coaches to organise sessions to maintain 2m rule.</p> <p><b>Communication</b></p> <p>Communicate clearly with members/visitors regularly, making them aware of the measures put in place &amp; the guidelines they are asked to follow during Covid-19</p> <p><b>Group Activities</b></p> <p>Committee, tennis co-ordinator &amp; coaches to keep updated with all new/revised LTA guidance</p> <p>To limit group activity numbers in line with LTA recommendations.</p>	<p>Club guidelines/Checklist &amp; booking confirmation inform visitors to keep 2 m distance, &amp; revised access point for courts 3 &amp; 4 to reduce contact between players at pinch points, but avoid bringing mud on to courts. 2 m distance LTA posters visibly displayed around site &amp; at court entry points.</p> <p>Outside seating kept to at least 2 m apart.</p> <p>All communication has been updated to provide clear message to all visitors &amp; players</p> <p>Regular checks to be made by the Coaching Programme Co-ordinator(CPC) of any LTA updates, &amp; communicate any changes as soon as possible to the committee</p> <p>CPC to ensure parents have all appropriate information regarding procedures in place for child group activities.</p> <p>Club Social evenings</p>	<p>Weatherproof Signs Sept 2020</p> <p>Committee completed Aug 2020 &amp; revised &amp; updated March 2021</p> <p>CPC</p> <p>actioned, see separate risk assessment</p> <p>See separate</p>	<p>Ongoing</p> <p>Ongoing</p> <p>This may require updating by CPC</p>	
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		<p><b>First Aid/Accident book</b></p> <p>To inform visitors/players that the First Aid box &amp; Accident Book are currently relocated to the outside storage bin.</p>	<p>Club Checklist &amp; booking confirmation advise new location of First Aid box &amp; Accident Book.</p>	<p>risk assessment</p>	<p>Ongoing</p>	
			<p>Ensure First Aid box contains sufficient supply of disposable gloves &amp; face masks</p>	<p>Committee</p>	<p>Requires regular checks</p>	
			<p>Coaches to review the St John Ambulance guidance on procedure changes due to Covid -19</p>	<p>Committee actioned March 2021</p>		
		<p><b>Track &amp; Trace</b></p> <p>Visitors to be informed that records will be kept to comply with NHS Track &amp; Trace.</p>	<p>Welfare Officer contact details to be added to First Aid box/Accident Book</p>	<p>Coaches reminded to review guidance March 2021</p>	<p>Posters displayed</p>	
			<p>Club Checklist informs records of players kept for NHS.</p>	<p>Committee</p>	<p>Ongoing</p>	
		<p>Use of NHS Test &amp; Trace QR code</p>	<p>Add NHS QR poster to be displayed around courts</p>	<p>Committee</p>	<p>To be installed by 29/3/21</p>	
				<p>Upgrade to weatherproof signs</p>		