

BASIC RISK ASSESSMENT FORM

Review	
Review Date 1: 01/08/20	Review Date 3: 01/09/20
Review Date 2: 01/12/20	Review Date 4: 24/03/21



RISK ASSESSMENT

RA

Workplace/Activity	Corona Virus
Site	Margate LTC

Initial Review Completed by	Gavid Vickers
Date	11 th May 2020

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WORKPLACE/ACTIVITY:
MLTC – Covid Virus

SerNo	HAZARDS - and injury or damage	WHO?	Control Measures	SR	LR	RR	Action Required	By	Done
CV1	General Precautions – Transmission of COVID-19	Member Adult Child Parent	<p>Courts MUST be booked prior to utilization.</p> <p>Members are restricted to 120 minutes booking per day so that we can effectively monitor usage, ensure all members have fair access and to avoid large groups.</p> <p>Members to use sanitiser provided before and after play.</p> <p>Members to familiarise themselves with control measures and utilise common sense.</p> <p>Follow the principles of social distancing to reduce the likelihood of infection.</p> <p>Avoid touching your face at all times.</p> <p>Wear a mask if using public transport to arrive at the club.</p> <p>Ensure personal gloves and cleaning supplies are within your bag when visiting the club for use on required items such as sweepers, net winders.</p> <p>Bench use is prohibited.</p> <p>Bring your own water and ensure all rubbish is removed from the club grounds.</p> <p>Members MUST NOT attend the club if they are displaying any symptoms associated</p>	3	2	6.L			

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			with COVID19 (Temperature, Cough etc). Members attending the club should be fit and well and consider safety for themselves especially if they have pre-existing health conditions.						
CV2	Accessing Club Grounds & Courts – Transmission of COVID-19	Member Adult Child Parent	After touching club gate and court gate/locks sanitise your hands. Leave court gate slightly open while playing to minimize contact for yourselves and others.	3	2	6.L			
CV3	Social Distancing – Transmission of COVID-19	Member Adult Child Parent	Members are to maintain at least 2 metres distancing from each other at all times. Avoid congregating in confined areas (For example, by the front gate) Hand shaking prohibited as way of greeting or at end of play. Vacate the court at least 10mins prior to the end of your booking to avoid unnecessary cross over between players. Court should be vacant and swept by the beginning of the next booking. DO NOT PLAY until the end of your booking slot. Members encouraged to wear facemasks at the end of their session.	5	2	10. M			
CV4	Singles Play – Transmission of COVID-19	Member Adult	Maintain social distancing control measures as detailed	5	2	10. M			

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		Child	<p>within CV3. Singles play is permitted. Consider using new balls during each session to avoid cross contamination and potential transmission of the virus.</p> <p>Players do not now need to use their own clearly marked tennis balls – however, if you choose to use shared balls then extra care must be taken to ensure you do not touch your face during play, and you should clean your hands before play and immediately after finishing. Absolutely no spitting or snotting/nose blowing on to the court or surrounding areas.</p> <p>Refrain from going on to adjacent courts if they are in use.</p> <p>Return other members balls by using your racket. DO NOT pick up their tennis balls.</p> <p>Avoid changing ends however if you need to ensure you switch on opposite end of the net.</p>						
CV5	Doubles Play – Transmission of COVID-19	Member Adult Child	<p>Refer to all measures in CV4. Doubles play is permitted as long as you remain 2 metres apart as far as possible. Rule of 6 is in place for non club organized sessions. This means that under no circumstances can 8 players mix.</p>	5	2	10. M	Review as per government and LTA advice.	CH / LG Ongoing	

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			<p>Players do not now need to use their own clearly marked tennis balls – however, if you choose to use shared balls then extra care must be taken to ensure you do not touch your face during play, and you should clean your hands before play and immediately after finishing. Players are to take special care to socially distance especially when arriving, leaving and change of ends.</p>						
CV6	Social Play – Transmission of COVID-19	Member Adult Child	<p>All control measures must be observed within CV5. Social Play can now commence. Limited to 12 players! It is vital that all players observe social distancing AT ALL TIMES during all social sessions. Players will be grouped permanently over the course of the session. As time progresses we may open up to 16 people. 8 on each two court split. Each group will need to be run by an individual volunteer. To attend social tennis all members must book in advance via ClubSpark. This will be done on a first come first served basis. Members that book and fail to attend will face booking sanctions for the following week. Members must sanitise between games.</p>	5	2	10. M	Review as per government and LTA advice.		

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			A nominated committee member will organize each social session ensuring that games are equal, enjoyable and safe.						
CV7	Individual Coaching – Transmission of COVID-19	Member Adult Child	<p>Coach will ensure players sanitise their hands prior to and after play.</p> <p>If a player displays any kind of symptoms associated with COVID-19 the session will be terminated.</p> <p>The handling of balls should be kept to a minimum but is no longer prohibited.</p> <p>Demonstrations and Feeding will take place from at least 3m distance.</p> <p>Contactless payment will be available.</p> <p>If paying cash this should be made using the exact amount.</p> <p>Hard courts will be utilized for coaching unless there are high levels of court vacancy at time of the lesson.</p> <p>Head Coach will allocate lessons to licensed coaches only.</p> <p>Coaches will be trained in all control measures detailed herewith.</p> <p>Maintain social distancing control measures as detailed within CV3.</p> <p>No high fiving or other forms physical encouragement.</p> <p>Guardian (non-participant) or carer attendance is permitted but should be off court and limited to one per child where</p>	3	2	6.M	Hand washing available in middle.		

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			possible, with social distancing strictly observed while watching the session.						
CV8	Group Coaching – Transmission of COVID-19	Member Adult Child	<p>Refer to all measures in CV7 and adapt for group coaching.</p> <p>15 child players plus the coach are permitted in any session.</p> <p>12 adult players plus the coach are permitted in any session.</p> <p>Markers to be used on court to clearly identify where players can stand at 2m intervals.</p> <p>A comprehensive process governing the arrival and exit of groups is in place ensuring each group is separated.</p> <p>A 2m distancing queuing system is in place outside the club gates.</p> <p>Drills to be organized in such a way as to maintain social distancing.</p> <p>Players to be verbally briefed at the beginning of each session to remind them of the control measures that are in place to protect everyone at the club.</p> <p>Guardian (non-participant) or carer attendance is restricted to 1 person.</p> <p>Parents should not mingle while attending site.</p> <p>The club would prefer a “drop and go” approach by the parents.</p> <p>Parent viewing areas are</p>	5	2	10. M	Review as per government and LTA advice.	CH / LG Ongoing	

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	<p>Holiday Camps – Transmission of COVID-19</p>		<p>marked out with hoops and parents are asked to keep within these.</p> <p>Control measures above will be implemented. Holiday Camps can now progress as normal. Holiday Camps fall under this category. Players from their specific groups will only compete against each other – no cross over. Breaks within the session will be staggered to keep the groups separate. A gazebo will be provided to provide shelter from the elements within the break periods. The clubhouse cannot be used.</p> <p>See toilet CV9 for toilet controls.</p>						
<p>CV9</p>	<p>Toilets – Transmission of COVID-19</p>	<p>Member Adult Child</p>	<p>Toilets to be deep cleaned by cleaner on a weekly basis. Users of the toilet MUST sanitise the toilet, flush and sink taps are after each use. Middle Hut toilets will be open. Toilet areas to have antibacterial soap present at all times. Toilet areas to have antibacterial spray so members can clean spray toilet seats, taps and flushes. Members to keep toilets in the condition they found</p>	<p>5</p>	<p>2</p>	<p>10. M</p>			

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			<p>them out of respect for other user's safety and hygiene.</p> <p>Holiday Camp & Coaching Use. Children to sanitise their hands prior to and after use. Coach to clean and sanitise toilets after each session (am/pm).</p>						
CV10	Clubhouse – Transmission of COVID-19	Member Adult Child	<p>Clubhouse and associated amenity access is temporarily suspended until further notice. Each player must already wear appropriate sports wear as changing facilities are unavailable.</p>	5	1	5.L	Review as per government and LTA advice.	CH / LG Ongoing	
CV11	Exiting the Club – Transmission of COVID-19	Member Adult Child	<p>Please refer to all control measures within CV2. After sweeping the court members should sanitise their hands and disinfect the sweeper. Ideally where gloves to carryout the task. If members are the last ones on site please ensure all courts and gates are secured and locked.</p>	3	2	6.L			
CV12	Signage – Transmission of COVID-19	Member Adult Child	<p>Signage has been developed to ensure simple guidance and reminders at the site. Signage includes reminders on:</p> <ul style="list-style-type: none"> • Handwashing • Regular sanitising • Social Distancing • Cleanliness • Utilising the LTA official poster. 	3	2	6.L			

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CV13	Cleanliness – Transmission of COVID-19	Member Adult Child	<p>Additional cleaning activity to disinfect the following areas:</p> <ul style="list-style-type: none"> • Taps, door handles, toilet flush, toilet, gates and padlocks. Will be carried out by Cleaner and Head Coach. <p>Members to be advised to bring cleaning suppliers to the club to ensure effective sanitising of sweepers after use.</p> <p>Additional checks of cleaning supplies to be completed daily.</p>	3	2	6.L			
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Assessor Name: Gavid Vickers

Assessor Signature:



Assessor Job Title: Head Coach

Date: 1st June 2020