

## WGTC RISK ASSESSMENT – COVID-19

Carole Britton, Risk Assessor 12.05.2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action	Action by	Done
Spread of Covid-19 Coronavirus person to person	Coaches, members, players and visitors to the club.  Vulnerable groups – elderly, pregnant women, those with existing underlying health conditions.  Anyone else who physically comes into contact with people connected to the club.	<u>Hand Washing</u> Hand washing facilities with liquid soap and water are in place in disabled toilet downstairs.  Stringent hand washing is promoted.  See hand washing guidance.  <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>  Gel hand sanitisers are available both outside the club (at the clubhouse entrance) and inside the club	<u>Public Health Advice Reminders</u> Players to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying.  Also reminded to catch coughs and sneezes in tissues – Follow 'Catch it, Bin it, Kill it'  And reminded to avoid touching face, eyes, nose or mouth with unclean hands.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>	Tissues and anti-bacterial cleaning products bought for the club.  Hand sanitisers bought for the club.  Signs and posters reviewed at the club re Public Health	CB  AD  CB	03.2020  12.5.2020  12.5.2020
Contamination from surfaces		<u>Cleaning</u>  Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly areas of high use such as door handles, light switches and taps, using appropriate anti-bacterial cleaning products and methods.		Daily Surface Cleaning rota restarted	Walter and coaches and members	13.5.2020
LTA Guidance not followed		<u>Guidance to Members</u> Clear detailed guidance has been written for the restricted play currently allowed to enable the club to reopen safely, including booking online to control court usage, time buffering to minimise contact between those entering and leaving courts and tennis ball restrictions to limit contact.		Member Alert sent out in line with LTA and government guidance	JE and Committee Members	11.5.2020

The Clubhouse		<u>The Clubhouse – Limited Use</u> The clubhouse can only be used, for a maximum of 10 minutes per person downstairs, for essential activities including handwashing, accessing toilet facilities and accessing 1 <sup>st</sup> Aid equipment and disinfectant. The 1 <sup>st</sup> floor of the club is currently closed.		Members briefed via notices and Member Alert	JE	13.5.2020
The Courtyard		<u>Benches in Courtyard</u> As the club has limited outdoor space, the 4 benches to be repositioned or taken out of use to ensure social distancing isn't compromised.		Benches to be repositioned or taken out of use.	Coaches	13.5.2020
		<u>Parents/guardians</u> Only one person should accompany a junior player. They will be asked to stay seated away from the court entrances and clubhouse door to ensure social distancing isn't compromised.		Parents to be seated by coaches	Coaches	13.5.2020
		<u>Clubhouse Door</u> Weather permitting, the main clubhouse door is to be left open to enable easy access. Importantly, the latch must not be left on when leaving the club. As not all members are aware of the latch, the coaches should be responsible for this.		Coaches to hook open the clubhouse door and ensure it is off the latch when leaving the club.	Coaches	13.5.2020
Inadequate Social Distancing		<u>Ongoing Advice on Social Distancing, Hand Hygiene and Respiratory Etiquette.</u> Strict guidance to reinforce social distancing messages.		Coaches and Committee Members to provide ongoing advice	Coaches and Committee Members	Ongoing
Purchasing Delays		<u>Timely Purchasing</u> The purchasing of specialist cleaning materials, liquid soap, tissues and hand gel must be planned in advance.		Purchasing officer to ensure supplies of all essential items	AD and CB	Ongoing
Third Parties		<u>Briefing Note</u> To be issued to relevant 3 <sup>rd</sup> parties, including parents and carers.		Summary note for juniors and parents/carers	CB and Coaches	26.5.2020
Unauthorised People on site		<u>Only Committee Members, Coaches, Players who have booked a court and prospective New Members (with a planned appointment) should be on site</u> Anyone else will be asked to leave.		Coaches and Committee members to monitor compliance and advise, where necessary	Coaches and Committee Members	Ongoing

Non-compliance with WGTC Guidance		<u>Non-compliance or confusion with guidance.</u> To be reported urgently		To be reported asap to Chair, Welfare Officer or Committee Member	ALL Members	ASAP
Changes to Government and/or LTA Covid Guidance		<u>WGTC Guidance to be Adapted</u> Chair and Welfare Officer and Committee Members to agree new guidance.		New guidance to be briefed to all Members	JE	ASAP