

Ready to Return Stage 2: Limited Club Activity



Resumption of Table Tennis Club Activity: Risk Assessment Template

Introduction:

To enable table tennis to return safely to clubs and other indoor venues, Table Tennis England have been working on a set of recommendations that can enable table tennis to start again safely. It is important to note that these will be a set of recommendations for clubs, leagues, coaches and other organisations to implement and will need to be adapted for individual environments.

The Risk Assessment Template outlined below provides some areas for Clubs and Leagues to consider when preparing to return for activity following the Coronavirus Pandemic. The latest Government Guidelines should always be considered, and the below may need to be adapted for individual venues to ensure that Government Guidelines can be adhered to.

This document is not designed to replace any existing risk management structures or systems adopted by the respective clubs and leagues. It is intended to complement existing risk management systems to support the safe resumption of community table tennis.

How to use this Template:

The template below outlines some of the hazards/risks that a Club or League may need to consider when returning to activity.

Pages 2 to 10 provide a space for recording all of the potential hazards or risks that you can think of for your venue. We have added some to help get you started – these may need to be adjusted to suit your Club or League's circumstances.

Page 11 helps to assess the severity and likelihood of the hazards to assist in prioritising action to be taken. **Again, these may vary depending on individual Club and League circumstances.**

The Risk Assessment Template may be further supported by the Template Method Statement that can also be found in the Stage 2 Guidance, along with a number of other guidance notes and templates that are referred to throughout this document. All of these can be found here;

<https://tabletennisengland.co.uk/clubs/clubs-guidance/ready-to-return/>

Danbury Table Tennis Club (DTTC) Risk Assessment – Practice and League matches

Location/Dept:	Date Assessed:	Assessed by:
Task/ Activity:	Review Date:	Reference Number:

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
<p>Section 1: Pre-Activity:</p> <p>1.1 Health of participants / players prior to activity</p>	Coronavirus infection within group.	All Players, parents and coaches.	<p>Club keeps a record of who attends training by implementing a booking and registration process.</p> <p>DTTC make available 'DTTC – COVID-19 Protocols' document to all Club members and visitors – advising of process and local protocols at DVH for training and matches.</p> <p>Signage displayed at Club entrance advising people not to enter if they have symptoms of Coronavirus.</p> <p>Players, parents and coaches are asked by DTTC to confirm they do not have any symptoms and have not been in close contact with anyone who has Covid-19.</p> <p>All players are temperature checked and asked to hand sanitise prior to admittance to DVH Playing Area.</p>	5	1	High Priority	<ol style="list-style-type: none"> 1. 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. (DTTC) 2. Keep a record of vulnerable participants – delay return to training. (DTTC) 3. Distribute information to members and Coaches – use emails to members, update social media, use team communications and display materials around venue. (DTTC)

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<p>Section 1: Pre-Activity</p> <p>1.2 Social Distancing (2m rule)</p>	<p>Participants are either unaware or don't abide by the social distancing rules.</p> <p>Too many people (including parents/spectators) attending means that social distancing can't be implemented.</p>	All Players, parents and coaches.	<p>Players, coaches/volunteers and parents are informed of rules – using emails, social media, and team communication channels such as WhatsApp or Zoom</p> <p>DTTC make available 'DTTC – COVID-19 Protocols' document to all Club members and visitors – advising of process and local protocols at DVH for training and matches.</p> <p>Non-players to wear face coverings per Govt Guidelines.</p> <p>Policy of no spectators – unless in an official capacity.</p>	5	1	High Priority	
<p>Section 1: Pre-Activity</p> <p>1.3 Coaching & Support resources</p>	<p>Coaches / Leaders don't feel like they're equipped with drills and skills that minimise close contact.</p> <p>Coaches / Leaders are competitive and ignore guidelines.</p>	All Players, parents and coaches.	<p>Members aware of maximum number rules and processes per TTE.</p> <p>Coaching sessions in bubbles per TTE and DTTC guidelines.</p>	5	1	High Priority	4. Educate coaches and volunteers on requirements. (DTTC)

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<p>Section 2: During Activity 2.1 Controlled sporting activities</p>	<p>Coronavirus infection within group.</p> <p>Injury to participant.</p>	<p>All Players, parents and coaches.</p>	<p>Avoid unnecessary contact. Eg. no handshaking / slapping hands</p> <p>Players to use their own bat.</p> <p>Table Tennis Balls to be cleansed regularly.</p> <p>No breathing on the ball to clean, or hand wiping on the table.</p> <p>No changing ends.</p> <p>Implement good hygiene practises at training including regular handwashing and wiping down tables after use.</p> <p>Ensure good ventilation is in place – windows to be opened.</p>	<p>5</p>	<p>1</p>	<p>High Priority</p>	<p>5. Rules to be incorporated into the Club's Covid 19 Hygiene Aide-Memoire. (DTTC)</p> <p>6. Encourage players to build up to match play and higher intensity to reduce risk of ill health or injury. (DTTC)</p>
<p>Section 2: During Activity 2.2 Number of participants involved</p>	<p>Clubs / Coaches do not abide limited numbers.</p> <p>Coronavirus infection within group.</p>	<p>All Players, parents and coaches.</p>	<p>Individuals should train in bubbles of 2-6 people, maintaining a record of the 'bubbles' for each session</p> <p>Matches limited to players only – and one administrator for any junior matches.</p>	<p>5</p>	<p>1</p>	<p>High Priority</p>	

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<p>Section 2: During Activity 2.3 Social distancing (2m rule)</p>	<p>Participants are either unaware or don't abide by the social distancing rules.</p> <p>Coronavirus infection within the group.</p>	<p>All Players, parents and coaches.</p>	<p>Maximum number is set down for each activity.</p> <p>Training partners are separated by at least 2 meters (length of the table) at any time.</p> <p>No Doubles Play per TTE guidance.</p> <p>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</p> <p>Table areas are ideally a minimum of 4.5 metres by 9 metres</p> <p>Seats are used by one player only per session and can be moved (but not swapped) to ensure social distancing.</p>	<p>5</p>	<p>1</p>	<p>High Priority</p>	
<p>Section 2: During Activity 2.3 Hygiene protocols (individuals , venue,</p>	<p>Participants are either unaware or aren't practising hygiene protocols.</p> <p>There are no cleaning</p>	<p>All Players, parents and coaches.</p>	<p>DTTC make available 'DTTC – COVID-19 Protocols' document to all Club members and visitors – advising of process and local protocols at DVH for training and matches.</p> <p>All players to sanitise on entry to DVH.</p> <p>One toilet only in use</p>	<p>5</p>	<p>1</p>	<p>High Priority</p>	<p>7. Educate participants – use emails to members, update social media, use team communication channels and display materials around venue. (DTTC)</p> <p>8. Implement good hygiene practises at training and matches as documented in the hygiene aide-memoire. (DTTC)</p>

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facilities, equipment)	facilities at the place of training.		<p>Kitchen facilities out of bounds</p> <p>Own refreshments only.</p> <p>Provide hand sanitiser around the venue.</p> <p>Ensure out of bounds areas are not used.</p> <p>Club has a COVID Cleaning Kit and an Aide-Memoire on hygiene for Captains and Club officials.</p> <p>No change of ends during matches.</p>				
Section 2: During Activity 2.4 Sporting equipment (controlled use)	Coronavirus infection within group.	All Players, parents and coaches.	<p>No loan bats or equipment on offer.</p> <p>No breathing on the ball to clean, or hand wiping on the table.</p> <p>Shared equipment (tables, nets etc) to be cleansed prior to and post each session.</p>	5	1	High Priority	9. Any shared equipment must be cleaned after every use per the Hygiene aide-memoire. (DTTC)
Section 2: During Activity 2.5 Communal facilities	The extent of hygiene protocols used by other groups is unknown.	All Players, parents and coaches.	<p>DTTC playing area is not shared.</p> <p>DVH are limiting concurrent bookings.</p> <p>Access to communal spaces (eg. Kitchen and storage) strictly limited</p>	5	1	High Priority	10. Any table tennis equipment must be cleaned after every use, and all doors, windows and appliances touched must be sanitised at end of session, per the Hygiene aide-

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(controlled use)	Coronavirus infection within group.		and off limits for players except those designated to collect equipment.				memoire. (DTTC)
Section 2: During Activity 2.6 Training practice (duration restriction)	The longer the period of time together, the increase in risk of virus transfer.	All Players, parents and coaches.	Maximum numbers in place per session via pre-booking only in accordance with TTE Bubble rules.	5	1	High Priority	11. Encourage players to be considerate of booking times (not arriving early or hanging around afterwards) (DTTC)
Section 2: During Activity 2.7 Coaching and support resources (controlled provisions)	Coaches & leaders don't feel like they're equipped with drills and skills that minimise close contact. Coaches & Leaders are competitive and ignore guidelines.	All Players, parents and coaches.	Maximum numbers in place per session via pre-booking only in accordance with TTE Bubble rules. Direct coaches to training resources based on skills with set drills, but no close contact. Coaching guidance available in the Ready to Return section of the Table Tennis England website.	5	1	High Priority	

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<p>Section 3: Post activity 3.1 Response procedures</p>	<p>A participant notifies the Club that they or a family member has a suspected case of coronavirus.</p> <p>A participant notifies the Club that they or a family member has contracted coronavirus.</p> <p>DVH inform DTTC that someone from a separate user has contracted coronavirus.</p>	<p>All Players, parents and coaches.</p>	<p>Records kept of all attendees by date and session.</p>	<p>5</p>	<p>1</p>	<p>High Priority</p>	<p>12. Keep a record of the protocols the club has put in place to mitigate the risk of contracting coronavirus.</p> <p>13. Advise the affected member to follow Government guidelines. (DTTC)</p> <p>14. Require all participants to report to the Club by telephone at the earliest opportunity if they or any of their contacts become unwell after attending a session in the previous 14 days – this to be recorded in member information and shared with other members in advance of return. (DTTC)</p> <p>15. 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. (DTTC)</p> <p>16. Share information with DVH staff quickly and efficiently, and liaise over action required. (DTTC /DVH)</p> <p>17. Maintain protocols for</p>

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							returning to training following a positive case. (DTTC)
Other							

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