

Risk assessment template

Overall risk: That COVID-19 could be transmitted by the activities of the Highwood Table Tennis Club

Assessment carried out by: F Whitbread

Date of next review:

Date assessment was carried out: 12 September 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1. That COVID-19 will be transmitted at matches played at the club's home venue, The Highwood Village Hall.	1. Members of the club and members of their household. 2. Persons who come into contact with the persons listed at 1 above.	Reviewing the procedures and layout at The Highwood Village Hall to ensure the risk of COVID-19 being transmitted while the hall is used by the club are minimised.	1. Review the Village Hall committee's arrangements for cleaning the hall after use by other organisations and ensure these are adequate. 2. Ensure there is a one way system in place for the hall	All club members.	20 September 2020	

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			<p>and that details of this are communicated to all opposition teams.</p> <p>3. Obtain a copy of the Village Hall committee's overall risk assessment for COVID-19 and identify any potential problem areas relating to the playing of table tennis.</p> <p>4. Ensure that the hall has adequate toilet arrangements.</p> <p>5. Ensure the hall has adequate supplies of sanitiser, positioned in appropriate places, and also cleaning materials.</p>			

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			6. Instruct all club members to familiarise themselves with the CDTTL's player responsibilities issued on 11 Septembers 2020, before the commencement of the 2020/2021 season.			
That COVID-19 will be transmitted as a result of social distancing measures not being applied when members of the club are participating in table tennis, either organised		Ensuring all playing of table tennis by members of the club is carried out in accordance with current government guidelines on social distancing.	For the commencement of competitive matches in the 2020/2021 season of the CDTTL: 1. Instruct all members of the club to observe the recommended social distance at all times, when attending league	All members of the club.	20 September 2020	

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internally by the club or by the Chelmsford and District Table Tennis League (CDTTL).			<p>fixtures.</p> <p>2. Review the COVID-19 procedures for all venues that will be attended by members of the club to play league fixtures, to ensure these are adequate to ensure proper social distancing, for example one way systems, floor spacing parking etc</p> <p>3. Instruct all club members who display symptoms of COVID-19 to stay away from matches involving the club and self isolate in accordance with government guidance.</p>			

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			<ul style="list-style-type: none"> 4. Prohibit any spectators from attending the club's league fixtures. 5. Ensure that all players who use public transport to get to and from the club's league fixtures are aware of and follow the government guidance. 6. Instruct all club members to wear face masks at matches when not playing in a game. 7. Ensure chairs provided for players at matches are appropriately distanced from each other. 			

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			8. Ensure ETTA and CDTTL guidelines on social distancing are observed at all times.			
2. That COVID-19 will be transmitted as a result of the virus attaching to surfaces, door handles etc at match venues.	As for hazard 1 above.	As for hazard 1 above.	1. Instruct all club members to take sanitiser with them when attending matches and to use it a) before entering the match venue and b) before commencing each individual game. 2. Ensure any table tennis related surfaces that are likely to be touched during the course of the match are sanitised before commencement.	All members of the club.	20 September 2020 and ongoing	

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			<ul style="list-style-type: none"> 3. Instruct all players (including members of the opposition team for home matches) to bring their own refreshments. 4. Ensure one person only takes responsibility for completing the scorecard. 5. Ensure the requirements of the Highwood Village Hall with regard to cleaning are carried out after each home match. 6. Instruct players to minimise touching of all surfaces at the match venue, e.g. stair rails, door 			

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			<p>knobs, as much as they can.</p> <p>7. Without conflicting with fire safety requirements, ensure doors are left open during the match to minimise touching and unintended social contact.</p> <p>8. Provide written instructions to all members of opposition teams on the procedures they are expected to follow with regard to surfaces while attending home matches.</p> <p>9. Instruct club members who choose to wear face</p>			

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			coverings during matches to follow the current government guidance in respect of these regarding cleaning, minimising touching the face etc.			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/