



COVID-19 METHOD STATEMENT – RETURNING TO CLUB ACTIVITY : PRACTICE SESSIONS ONLY

Responsible Person – David Porter

Mobile phone number : 07885 467935

Email : david.porter@viewpointconsultancy.co.uk

Address of Premises : Old Chelmsfordians Association, Memorial Sports Ground, Lawford Lane,
Roxwell Road, Chelmsford, Essex CM1 2NS

Part 1 – Equipment Needed

	Equipment	By when	Responsibility
1	Signage <ul style="list-style-type: none">At entrance – do not enter if you have symptomsTo be confirmed whether this will also go at Kitchen entrance (CB)	Date of first practice session (07/09/20)	OCA responsible for signage for Main Hall
2	Supplies for cleaning tables and equipment at Practice Sessions <ul style="list-style-type: none">Plastic bowlsSuitable soluble cleaning fluid that won't damage TT tables or balls)Disposable cloths for wiping down tables and cleaning TT balls	Date of first practice session (07/09/20)	David Porter
3	Low level barriers for dividing 2 x TT Courts (Use CDTTL barriers in DJP possession)	Date of first practice session (07/09/20)	David Porter
4	Hand sanitiser <ul style="list-style-type: none">At Main Entrance to HallAt Kitchen EntranceAdditional hand sanitisers to go on umpires tables for use during sessions	Date of first practice session (07/09/20)	OCA to provide hand sanitisers at Main Entrance (and Kitchen entrance? TBC). David Porter to provide sanitiser for tables



Part 2 – Action required as a result of completing the Covid-19 Risk Assessment

	Area	By when	Responsibility	Code of Conduct
1	Booking and confirmation of attendance system for practices sessions.	Date of first practice session (07/09/20)	David Porter	Yes – see Code of Conduct for details
2	TT members to advise DJP if they have symptoms (for Track & Trace)	Date of first practice session (07/09/20)	David Porter	Yes – see Code of Conduct for details
3	Check is anyone is feeling unwell when they arrive or during practice sessions	Date of first practice session (07/09/20)	All TT members to take responsibility for this	Yes – see Code of Conduct for details
4	General advice to members – if they are part of a vulnerable group (as defined by the Government) they should consider if and when they should participate in practice sessions	Date of first practice session (07/09/20)	David Porter then each TT member to consider their own position	Yes – see Code of Conduct for details
5	Regular communication with members	On-going	David Porter	No
6	Coaching sessions suspended until transmission risk are further reduced (only practice sessions to take place)	On-going	David Porter	No
7	Avoid unnecessary contact – no handshakes / slapping hands	Date of first practice session (07/09/20)	All TT members	Yes – see Code of Conduct for details
8	Players to use their own bats	Date of first practice session (07/09/20)	All TT members	Yes – see Code of Conduct for details
9	Washing of TT balls – protocols to be established	Date of first practice session (07/09/20)	David Porter (then all TT members to carry out)	Yes – see Code of Conduct for details



10	No breathing on the ball to clean	Date of first practice session (07/09/20)	All TT members	Yes – see Code of Conduct for details
11	No hand wiping on TT table or any other surface	Date of first practice session (07/09/20)	All TT members	Yes – see Code of Conduct for details
12	Hand washing protocols to be established <ul style="list-style-type: none"> • Before play • Between play • End of sessions 	Date of first practice session (07/09/20)	David Porter (then TT members to carry out)	Yes – see Code of Conduct for details
13	Wipe down tables when handing over to others <ul style="list-style-type: none"> • Before play • Between play • End of sessions 	Date of first practice session (07/09/20)	David Porter (then TT members to carry out)	Yes – see Code of Conduct for details
14	General guidance (non-Covid) re returning to play <ul style="list-style-type: none"> • Appropriate warm up and cool down • Age and skill appropriate practice • Build up intensity of play gradually 	Date of first practice session (07/09/20)	All TT member	Yes – see Code of Conduct for details
15	Rules for practice sessions <ul style="list-style-type: none"> • 2 tables only • Low-level barriers between 2 TT courts • Bubbles of 2-6 players per table per session • Maximum of 12 people in hall at any one time • No spectators • Maintain 2m distancing rule at all times 	Date of first practice session (07/09/20)	All TT members	Yes – see Code of Conduct for details



16	Hand sanitiser at entrance to premises	Date of first practice session (07/09/20)	See Part 1 Question 4 above	Yes – see Code of Conduct for details
17	One lead person at each TT practice session	Date of first practice session (07/09/20)	David Porter to nominate	Yes – see Code of Conduct for details
18	Use of own hand sanitiser – encourage all TT members to bring their own hand sanitiser to all practice sessions and only use OCA/TT section supplied sanitiser in emergency	Date of first practice session (07/09/20)	All TT members	Yes – see Code of Conduct for details
19	No use of other facilities in the Main Hall during TT Practice sessions <ul style="list-style-type: none"> • Foyer • Toilets • Kitchen 	Date of first practice session (07/09/20)	Confirmation required from OCA - awaited	No
20	Turn up ready to play – no changing in toilets allowed	Date of first practice session (07/09/20)	All TT members	Yes – see Code of Conduct for details
21	Practice sessions of 2 hours each (one per evening from 6-8pm on Monday and Tuesday)	Date of first practice session (07/09/20)	David Porter to co-ordinate	Yes – see Code of Conduct for details
22	Rules / Protocols / Code of Conduct – confirmation that all TT members have read and will abide by these (before they are allowed to participate in practice sessions)	Date of first practice session (07/09/20)	All TT members	Yes – see Code of Conduct for details
23	Cleaning of venue prior to sessions <ul style="list-style-type: none"> • Full clean twice per week • High-touch points cleaned before each TT Session on 	Date of first practice session (07/09/20)	OCA Responsibility	Yes – see Code of Conduct for details



Old Chelmsfordians

Sports & Social Club

Table Tennis Section

	Monday and Tuesday evenings			
--	--------------------------------	--	--	--