

RISK ASSESSMENT AND ACTION PLAN (including Covid-19)						
VENUE: BRAMFORD TENNIS CLUB (OUTDOOR COURTS ONLY)			ASSESSOR(S): CARL DOUGLAS (COACH), THIRZA DOD (WELFARE OFFICER)			DATE: 04/03/2021 ¹
What are the hazards?	Who might be harmed?	What are we doing already?	Do we need to do anything else to manage the risk?	Action by Who?	By When?	Done
Spread of Covid-19 Coronavirus Social play plus local league competitions (singles and doubles) RULE OF SIX APPLIES	Committee members, club members, guests, coaches and visitors to Bramford Tennis Club. Anyone else who physically comes in contact with people from different households at Bramford Tennis Club	<ul style="list-style-type: none"> • Outdoor play – Tennis resumption for 29th March 2021 is only permitted outdoors. Bramford Tennis Club is an outdoor only facility so we will look to re-open either on or as soon after the resumption date as possible. • Contactless court booking – Courts can only be booked by members of the club using a contactless/ cashless system known as Clubspark • Covid-19 policy – A specific club policy, communicated to all club members, based on LTA guidance and backed up by on-court signage reminding people to not attend if they feel unwell, to frequently sanitise their hands, to keep 2m apart, to follow the current permitted play guidance and to use own equipment. The full club policy can be found here. • Track and trace – Because an online booking system is used (Clubspark), members are reminded to record details of anybody in their party at the time of booking. An alternative option of asking people to use the QR code posters at the court entrance gates is also available for any visitors attending e.g. parents/guardians etc. These systems are helpful in terms of track and trace should an infection ever be linked to the club. • Arrival and departure – We advise members/players to only arrive a few minutes prior to your court booking time and allow those on the court to leave the court before new 	<ul style="list-style-type: none"> • Minimise or avoid contact with locks, gate latches. If this is unavoidable wear gloves and use own hand sanitiser to clean hands straight afterwards. • Catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it • Avoid touching face, eyes, nose or mouth with unclean hands. • Covid-19-coronavirus Posters are available for display. 	All club members, coaches, visitors and guests	With immediate effect and until further notice	✓

¹ Updated on 4th March 2021 in readiness for resumption of tennis (post Covid-19 Lockdown3) on 29th March 2021

		<p>players enter. We also advise people NOT to stay stay for a social chat on the courts or in the car park at the start or end of their session.</p> <ul style="list-style-type: none"> • Hand hygiene – Players are reminder to bring and use their own hand sanitiser for frequent hand hygiene purposes. Avoid making physical contact with other players (no shaking hands/ high fives) • Social distancing - Stay at least two metres away from other players at all time. For doubles, try to agree in advance which player will take the shot if a ball travels to the centre of the court. • Court fixtures - When entering/leaving the courts, if you need to touch a lock or other fixture, ensure that you bring and use hand sanitiser before and afterwards. Note that nets have been adjusted and net winders have been DELIBERATELY REMOVED for the time being to minimise contact. • Equipment sharing - Players should bring and use their own equipment. • Sanctions - Anyone found to be in breach of these rules could have their membership suspended or in extreme or repeat breaches membership may be cancelled. • Review - These rules will be subject to regular review and updates as the COVID-19 situation and government/LTA guidance changes. • Permitted play – Only the specific types of play permitted by current LTA guidelines are allowed <ul style="list-style-type: none"> ○ Social play – singles and doubles but limited to rule of six. ○ Competition – singles and doubles ○ Spectating – not permitted, though parent/guardian supervision (one parent per child) for junior players is allowed. 				
Spread of Covid-19 Coronavirus (coach led sessions)	Coaches, players (members and non members), parents, guardians and visitors	<ul style="list-style-type: none"> • Outdoor play – Tennis resumption for 29th March 2021 is only permitted outdoors. Bramford Tennis Club is an outdoor only facility so we will look to 	<ul style="list-style-type: none"> • Minimise or avoid contact with locks, gate latches and balls. If this is 	Coach, players and parents or guardians	With immediate effect until further notice	✓

	<p>who are attending coaching sessions run at Bramford Tennis Club.</p> <p>Anyone else who physically comes in contact with people from different households at Bramford Tennis Club</p>	<p>resume coaching sessions on or as soon after the resumption date as possible.</p> <ul style="list-style-type: none"> • Contactless court booking – Courts for coaching sessions are all booked using the contactless booking facility within Clubspark • Covid-19 policy – Coaching contract stipulates that the coach provider must adhere to all club policies which includes the clubs Covid-19 policy. • Track and trace – Carl Douglas Tennis Coaching use a separate version of Clubspark for coaching purposes and the names of all participants (and parent/guardian details for under 18's) are recorded on that system. Any visitors to a coach led session that fall outside of that system would be directed to the record their attendance via the QR code posters at the court entrance. These systems should ensure that details can be made available for track and trace purposes should an infection ever be linked to a coach led session run at the club. • Arrival and departure – We advise participants (and parents/guardians) to only arrive a few minutes prior to the coaching session. We also keep groups apart to and ensure that the finishing group can leave the court in a safe manner before the next group is allowed on to court. We also advise people NOT to stay for a social chat on the courts or in the car park at the start or end of their session. • Hand hygiene – Players are provided with hand sanitiser at the beginning and end of each session. We also avoid making physical contact between players (no shaking hands/ high fives) • Social distancing – In so far as is possible in a group-setting we do our best endeavours to get players in our coaching sessions to always maintain a safe social distance. • Court fixtures – In so far as is possible in a group-setting we do our best endeavours we ask players 	<p>unavoidable wear gloves and use own hand sanitiser to clean hands straight afterwards.</p> <ul style="list-style-type: none"> • Catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it • Avoid touching face, eyes, nose or mouth with unclean hands. • Covid-19-coronavirus Posters are available for display. 	<p>involved in coach led sessions</p>		
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		<p>to avoid touching on-court equipment such as net-winders, court locks etc.</p> <ul style="list-style-type: none"> • Equipment sharing – We ask that players bring their own rackets but accept that in exceptional circumstances (group coaching) use of communal kit may be needed. Where this is the case, we ensure that any kit is thoroughly cleaned between sessions. • Sanctions - Any coach found to be in breach of these rules could have their contract suspended or in extreme or repeat breaches their contract may be cancelled. • Review - These rules will be subject to regular review and updates as the COVID-19 situation and government/LTA guidance changes. • Permitted play – Only the specific types of coaching options permitted by current LTA guidelines are allowed: <ul style="list-style-type: none"> ○ 1:1 coaching – no limits on number of people who can be coached each day. ○ Adult Group coaching – groups of up to 12 adults allowed. ○ Junior Group coaching – groups of up to 15 juniors allowed. ○ Competition – singles and doubles allowed (max group size as defined above) ○ Spectating – not permitted, though parent/guardian supervision (one parent per child) for junior players is allowed. 				
Slips and trips in club premises	Injury can be caused to club members and members of the public, employees, volunteers, and visitors to our club	<ul style="list-style-type: none"> • General good housekeeping • All areas are well lit • Public areas are kept clear and tidy • All spillages are promptly reported and cleaned up • All loose matting and wires are secured • Maintenance checks completed regularly • Remedial actions taken and documented • Regular inspection of courts 	<ul style="list-style-type: none"> • No further actions identified 	Premises officer will lead but all committee members and club members have a part to play in the upkeep of their tennis club	Regular routine checks plus additional actions when issues reported	✓

Electrical risks at club premises	Injury can be caused to club members and members of the public, employees, volunteers, and visitors to our club	<ul style="list-style-type: none"> All exposed wires are covered If we purchase any portable equipment, we will arrange for annual PAT testing 	<ul style="list-style-type: none"> No further actions identified 	Premises officer will lead	Regular routine checks plus additional actions when issues reported	✓
General property management	Members, staff and visitors could be harmed while on site. For example, by falling roof tiles or in a fire caused by a faulty gas main	<ul style="list-style-type: none"> The fabric of the building is regularly inspected for damage or wear and tear Full records are kept of all remedial actions and repairs The premises are secured at night to prevent arson The tennis club makes use of a small, metal storage shed which is locked in order to keep equipment safely stored away when not in use 	<ul style="list-style-type: none"> No further actions identified 	Premises officer will lead	Regular routine checks plus additional actions when issues reported	✓
Indoor courts	All players, officials and visitors to the courts could be injured if they trip or fall	<ul style="list-style-type: none"> We have considered this issue, but it does not apply as we have no indoor courts 	<ul style="list-style-type: none"> No further actions identified 	N/A	N/A	✓
Outdoor courts	All players, officials and visitors to the courts could be injured if they trip or fall	<ul style="list-style-type: none"> Courts are cleared of debris on a daily basis Courts are routinely inspected for algae and vegetation which is removed if found Regular inspections are carried out to look for wear and tear and a documented maintenance programme is in place Courts are appropriately lit Wire fencing is checked for snag hazards Any steps up to or down from courts are highlighted 	<ul style="list-style-type: none"> No further actions identified 	Premises officer will lead but all committee members and club members have a part to play in the upkeep of their tennis club	Regular routine checks plus additional actions when issues reported	✓
Club grounds and gardens	Club members, staff, volunteers and members of the public could be injured if they fell on damaged path	<ul style="list-style-type: none"> Regular inspections of club grounds, car parks, paths and steps are carried out and documented Walkways and paths are well lit 	<ul style="list-style-type: none"> No further actions identified 	Premises officer will lead	Regular routine checks plus additional actions when issues reported	✓
Bars and restaurants	Members, staff and visitors could be injured, for example, if they slip on a spillage or cut themselves on broken glass	<ul style="list-style-type: none"> We have considered this issue, but it does not apply as we have no indoor courts 	<ul style="list-style-type: none"> No further actions identified 	N/A	N/A	✓
Kitchens	Staff may be scalded, burned or cut in the kitchen and visitors in the restaurant could be	<ul style="list-style-type: none"> We have considered this issue, but it does not apply as we have no indoor courts 	<ul style="list-style-type: none"> No further actions identified 	N/A	N/A	✓

	at risk if food was incorrectly prepared					
Changing rooms	Members, staff and visitors might be injured in changing rooms as a result of a slip or from using contaminated shower facilities	<ul style="list-style-type: none"> We have considered this issue, but it does not apply as we have no changing rooms that are used by the tennis club 	<ul style="list-style-type: none"> No further actions identified 	N/A	N/A	✓
Swimming pools and spas	Members, staff and visitors could be injured from drowning, slipping or bathing in contaminated water	<ul style="list-style-type: none"> We have considered this issue, but it does not apply as we have no swimming pool or spa facilities 	<ul style="list-style-type: none"> No further actions identified 	N/A	N/A	✓
Security	Members, staff and visitors could be harmed by intruders or have property stolen or damaged	<ul style="list-style-type: none"> We have considered this issue, but it does not apply as we have no facilities e.g. lockers where members of visitors store property 	<ul style="list-style-type: none"> No further actions identified 	N/A	N/A	✓
Fitness gym	Members could be injured as a result of using the gym equipment	<ul style="list-style-type: none"> We have considered this issue, but it does not apply as we have no fitness gym 	<ul style="list-style-type: none"> No further actions identified 	N/A	N/A	✓