

<b>RISK ASSESSMENT AND ACTION PLAN (including Covid-19)<sup>1</sup></b>						
<b>VENUE:</b> >Insert school name and address<			<b>ASSESSOR(S):</b> >Coach name<, >School PE lead			<b>DATE:</b> >insert date<
<b>What are the hazards?</b>	<b>Who might be harmed?</b>	<b>What are we doing already?</b>	<b>Do we need to do anything else to manage the risk?</b>	<b>Action by Who?</b>	<b>By When?</b>	<b>Done</b>
Qualification, Safeguarding, curriculum alignment, knowledge transfer/CPD	Teaching and non-teaching staff, children, parents, visitors to the school.	<ul style="list-style-type: none"> <li>Utilising the services of a fully qualified, LTA approved coach. Carl Douglas is an LTA Accredited + Coaches so if fully qualified, insured, committed to ongoing CPD and will have attended recent safeguarding &amp; first aid training.</li> <li>Utilising a coach with experience working in school settings. References can be provided/verified if needed.</li> <li>Utilising a coach trained in the new LTA Youth programme (a programme that is the foundation of the new LTA Youth Schools initiative (a programme that's been awarded 'Approved Provider Status' by The Association for Physical Education's Professional Development Board</li> <li>Utilising a coach who is willing to work with school staff to provide a CPD opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>Review certificates including qualification, DBS, Safeguarding, First Aid, photo ID (driving license or passport)</li> <li>Follow up with previous schools contacts if references needed</li> <li>Allocate staff to work with the coach in order to take advantage of CPD opportunity.</li> </ul>	School Head or PE lead, school business manager/office	With immediate effect and until further notice	✓
Spread of Covid-19 Coronavirus (coach led sessions)	Teaching and non-teaching staff, children, parents, visitors to the school. households at Bramford Tennis Club	<ul style="list-style-type: none"> <li><b>Outdoor play preference</b> – For sport provision, outdoor play should be prioritised where possible. A large indoor space may be used, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible). Distancing between pupils, paying scrupulous attention to cleaning and hygiene will be even more important in an indoor sport setting because of the way in which people breathe during exercise.</li> <li><b>Poor weather conditions</b> - In the case of bad weather and no suitable, safe indoor space being available, sessions may need to be postponed.</li> </ul>	<ul style="list-style-type: none"> <li>Minimise or avoid contact with on court equipment e.g mini-nets, rebounders etc balls.</li> <li>Ensure that anyone taking part washes hands thoroughly before and after sessions.</li> <li>Catch coughs and sneezes in tissues</li> </ul>	School Head or PE lead, teacher or TA's who are assisting, coach	With immediate effect until further notice	✓

<sup>1</sup> based on latest guidance from LTA and Dfe

		<ul style="list-style-type: none"> <li>• <b>NHS Track and trace (coach)</b> – As per current guidance from the government regarding testing, the coach will make use of the NHS provided Rapid Antigen Test the day prior to school visit to minimise the risk of bringing the Covid-19 infection into the school. In the event of a positive test, the school will be informed as sessions will need to temporarily be suspended whilst self-isolation takes place as advised by the NHS Test and Trace service.</li> <li>• <b>Arrival, setup and departure (coach)</b> – The coach will arrive shortly (15mins) prior to session start to report to the office, sign in and setup equipment. Once the session is finished, the coach will need (10-15mins) to pack away any equipment and leave the site.</li> <li>• <b>Hand hygiene (coach)</b> – The coach will follow any safe hand hygiene practices for the school but will also bring their own hand sanitiser for use before and after sessions.</li> <li>• <b>Hand hygiene (pupils)</b> – Children will be asked to follow the school’s safe practices on hand hygiene. Reminder about washing hands after the coaching sessions will also be given. We also in so far as we can control, ask the children to avoid making physical contact (no shaking hands/ high fives)</li> <li>• <b>Social distancing (coach)</b> – In so far as is possible, the coach will try to always maintain a safe social distance with the pupils.</li> <li>• <b>Social distancing (pupils)</b> – In so far as is possible in a group-setting, the coach will use their best endeavours to get players in coaching sessions to maintain a safe social distance during drills and exercises.</li> <li>• <b>Equipment sharing (school provided)</b> – Where possible, we would ask that the school provides an individually labelled rackets for each pupil but accept that in exceptional circumstances (group coaching) use of communal kit may be needed.</li> </ul>	<p>– Follow Catch it, Bin it, Kill it</p> <ul style="list-style-type: none"> <li>• Avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>• Covid-19- coronavirus Posters are available for display.</li> <li>• Cleaning of kit between sessions</li> <li>• Use of on-court assistants (teachers or TA’s) can help to keep pupils in small groups or bubbles (RED and BLUE teams)</li> </ul>			
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Slips and trips in club premises	Teaching and non-teaching staff, children, parents, visitors to the school.	<ul style="list-style-type: none"> <li>• General good housekeeping</li> <li>• All areas are well lit.</li> <li>• Public areas are kept clear and tidy.</li> <li>• All spillages are promptly reported and cleaned up.</li> <li>• All loose matting and wires are secured.</li> <li>• Maintenance checks completed regularly.</li> <li>• Remedial actions taken and documented.</li> <li>• Regular inspection of playing surface.</li> </ul>	<ul style="list-style-type: none"> <li>• No further actions identified</li> </ul>	School Head or PE lead, school business manager/office, school governors	Regular routine checks plus additional actions when issues reported (see schools on risk assessment)	✓