

HEMYOCK TENNIS CLUB

COVID 19 Risk Assessment (23rd August 2020)

(Clubhouse Use Arrangements)

Topics:

1. Cleanliness
2. Social Distancing
3. Hand Cleanliness
4. Track & Trace
5. Respiratory Hygiene
6. Illness & First Aid Response - (Covid Symptoms)

Cleanliness

Cleanliness of clubhouse premises and equipment before and after occupancy.
N.B. 'Cleanliness' means sanitisation with proprietary anti bacterial products.

Risk Identified:

Premises and / or equipment not cleaned to standard required before occupancy, OR not left cleaned to standard required by previous occupants.

Who is at risk? :

Clubhouse cleaner, and / or users.

Action required to manage the risks:

Users to liaise with tennis club (HTC) to ensure that regularly used surfaces, e.g. door handles, chairs, tables, taps, toilet facilities, are cleaned before, during and after clubhouse occupancy.

Notes: Additional consideration should be given to own property brought into premises.

Social Distancing

Managing social distancing.

Risk Identified:

Transmission to anyone not maintaining a safe distance (currently advised to be 2 metres)

Who is at risk? :

Anyone within the recognised safe distance. Pay particular attention to those who may be of vulnerable status.

Action required to manage the risks:

Advise users of social distancing requirements. Numbers in the building should be such that social distancing can be respected. Place signs in prominent places.

Notes: Recommend minimal use of facilities by BYO food and drink.

Allow occupants plenty of time when using the room.

NB : Bringing water from home minimises risk of legionella.

Hand Cleanliness

Managing hand cleanliness

Risk Identified:

Transmission of Covid to other users or occupants.

Who is at risk:

Clubhouse cleaner and any other user or occupant.

Action taken to manage the risks:

Hand sanitiser to be available at key entry points, with signage to encourage use. Measures to be taken to ensure dispensers are kept replenished.

Place signage to encourage regular washing of hands with soap and water. (Or sanitisation)

Track & Trace

Ability to contact those who may have been in contact with anyone found to be suffering from Covid 19

Risks Identified:

Transmission of Covid to person or persons unknown

Who is at risk?:

Any user or occupant of the clubhouse who may come into contact with person or persons unknown.

Action taken to manage the risks:

HTC will keep a record of names and contact phone numbers of those who will occupy the clubhouse. This MUST be produced if a case of Covid 19 arises among users or occupants.

Note: Consider the GDPR when keeping such records - ensure secure record keeping and safe disposal.

Respiratory Hygiene

Transmission through 'droplet' or indirect contact via mouth, nose, or eyes.

Risks Identified:

Transmission of Covid 19.

Who is at risk:

Any user or occupant of the clubhouse premises.

Action taken to manage the risks:

Encourage users to avoid touching mouth, nose, and eyes. Provide tissues and instruct to dispose in a bin or disposable rubbish bag, then wash or sanitise hands. Catch it, Bin it, Kill it.

Notes: Advise users to bring tissues and sanitiser. Dispose of rubbish at the end of each occupancy.

Illness

Member of the tennis club showing symptoms of Covid 19

Risks Identified:

Transmission of virus.

Who is at risk?

Any user or occupant (or cleaner) who comes into contact with a person suffering from Covid 19

Action taken to manage the risks:

Isolate person from other clubhouse users and remove to a secure area, currently the female officials room, where there is a first aid box containing all necessary PPE required in order to administer treatment.

Inform clubhouse cleaner, HTC, and Longmead. Obtain details of contacts.

R.Hawkes

30/08/20