

HLTC RISK ASSESSMENT – COVID-19

Name of Venue / Coaching Business: Hillside LTC	Risk Assessor: Club Chairman and Committee	Date of Risk Assessment: 14/5/2020 Last Updated: 22/7/2021
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What are the hazards?	Who might be harmed	Controls implemented or required	Additional action required	Action by who?	Done
Spread of Covid-19 Coronavirus	Members, players and visitors.	<u>Entry to site</u> A one-way system is in place around the clubhouse to separate people leaving and arriving. A hand sanitising dispenser is fixed to the clubhouse wall just inside the entrance gate. The gate near to court 5 will be used in place of the main gate for those attending Saturday junior group coaching.	Signs and posters have been created and displayed Arrange purchase. Ensure kept filled. Already arranged.	Chairman Chairman Clubhouse Manager Head Coach	24/7/20 23/7/20 Ongoing
	Vulnerable groups – Elderly, Pregnant, those with existing underlying health conditions.	<u>Court Booking</u> Instructions issued that all courts must be booked online in advance of attending the site. Booking systems established for attendance at junior clubnights so that names are recorded for Test and Trace. Following the relaxation of Government rules on 19 th July 2021 names at adult mix-in sessions will no longer be collected.		Chairman	12/5/2020 1/10/2020 22/7/2021
	Anyone else who physically comes in contact with other people in relation to the club.	<u>Clubhouse</u> Instructions issued that the clubhouse may now be used but requesting that people are mindful of avoiding crowding, ensure windows and doors are kept open and social distancing maintained. Also, that anything touched should be cleaned by the user, including cups and glasses, etc. Instructions issued that only one person is to be in the changing room/toilet at any one time. Signs put on outside of changing room doors. Club tennis balls for social play will no longer be provided and stored in the clubhouse.		Chairman Chairman Committee members	22/7/2021 1/8/2020 14/10/2020

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		<u>Hand Washing</u> Hand washing facilities with soap and water in place in clubhouse. Towels have been replaced with disposable paper towels and notices about hand washing have been displayed. Players have been advised to bring and use their own sanitiser gel, for use outside of the clubhouse. The club has also provided sanitiser at court entrances and at entry to the club.	All visitors to the club should use their own hand sanitiser on entry to and exit from the club.	Clubhouse Manager All	14/5/2020 Ongoing
		<u>Cleaning</u> Regular cleaning and disinfecting of objects and surfaces that are touched frequently particularly in areas of high use such as door handles, light switches, using appropriate cleaning products and methods. Wipes supplied and instructions given for clubhouse and court users to wipe areas after use.	Anyone entering clubhouse should ensure all surfaces touched are wiped (including the alarm panel).	Clubhouse Manager Any club members entering clubhouse	Ongoing
		<u>General publicity</u> Posters reminding of precautions including social distancing have been displayed on the entrance gate and on the courts and website. Club members emailed with guidance on the steps to be followed when attending the club.	To be changed / re-issued as rules change	Chairman	14/5/2020 & ongoing
		<u>Recording participants</u> Club members asked to record the name of the lead participant when making court bookings. Reminders issued at intervals.	Chairman		15/7/2020 & ongoing
		<u>Test and Trace</u> If a known COVID infectious individual has visited the club then their potential contacts will be identified via the Clubspark court booking and coaching modules, via the registers maintained by the club coaches, and for players in visiting team from the S&D League "League Planner" system. Activity taking place at the club at any specific time can be identified from the Clubspark court booking module. Any tracing activity will be coordinated by the Chairman.	Chairman Coaches		Ongoing