

## HLTC RISK ASSESSMENT – COVID-19 – BEGINNERS AND IMPROVERS

Name of Venue / Coaching Business: <b>Hillside LTC</b>	Risk Assessor: Assistant coach – Jane Drew	Date of Risk Assessment: <b>14/5/2020</b> Last Updated: 27/09/2021
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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 will be put in place around the clubhouse to separate people leaving and arriving. A hand sanitising dispenser will put fixed to the clubhouse wall just inside the entrance gate.	Signs and posters to be created and displayed  Arrange purchase. Ensure kept filled.	Chairman  Chairman Clubhouse Manager	24/07/20  23/07/20
	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 <sup>th</sup> July 2021 names at adult mix-in sessions will no longer be collected.	.	Chairman	12/5/2020  01/10/20
	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 overcrowding, 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 in the changing rooms/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	22/07/21

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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.	All visitors to the club should use their own hand sanitiser on entry to and exit from the club.	Clubhouse Manager	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 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 when rules change	Chairman	14/05/20  ongoing
	Participants Of beginners and improvers	<u>Recording participants</u> Register of all players with time in/out Contact details of all players obtained.		Jane Drew	01/08/2020
		<u>Payment handling</u> Option given to pay via bank transfer instead of handling cash		Jane Drew	01/08/2020

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		<p><u>On court activities</u></p> <p>Only the coach will handle equipment such as floor markers, basket and any other equipment.</p> <p>A maximum of 4 players on each full size court</p> <p>.</p>		<p>Jane Drew</p> <p>Jane Drew</p>	<p>01/08/2020</p> <p>01/08/2020</p>