

Kilmarnock Tennis Club

Covid-19 risk assessment



Risk assessed by: Gordon Semple, Gavin Thomson and Elaine Semple (Covid Officer)

Latest assessment: 15th July 2020

Hazard	People at risk	Control required	Action assigned to	Actioned by	Done
Spread of Covid-19	Players and visitors at Kilmarnock Tennis Club and people they are in contact with	Close the clubhouse and inform members that no access is allowed until further notice.	Grant Moore	15/03/2020	✓
		Introduce a court booking system to control access to the courts, preventing people congregating unnecessarily around the venue.	Gavin Thomson	23/05/2020	✓
		Communicate Tennis Scotland coronavirus guidelines to members to ensure that they are aware of the actions and behaviour expected of them	Grant Moore	23/05/2020	✓
		Remove net winders to reduce common contact points.	Gordon Semple	24/05/2020	✓
		Provide hand sanitiser inside the main gate for use by players before, during and after play.	Gavin Thomson	28/05/2020	✓
		Display Tennis Scotland-approved posters at the venue to highlight main guidelines.	Gavin Thomson	28/05/2020	✓
		Allow access to the clubhouse for toilet and first aid box use only. Ensure that toilets are used by one person at a time. Leave the main clubhouse door and changing room doors open at all times.	Elaine Semple	18/07/2020	✓

		Provide hand sanitiser at the main clubhouse door as well as anti-bacterial soap, hand gel, wipes and paper hand towels in the toilets.	Elaine Semple	17/07/2020	✓
		Check the water supply for legionella in accordance with Scottish government guidelines.	Elaine Semple	15/07/2020	✓
		Clean all clubhouse surfaces, door handles and light switches daily with disinfectant or anti-bacterial wipes.	All members	Ongoing	
		Place a barrier to prevent people accessing the kitchen area and surfaces.	Elaine Semple	18/07/2020	✓
		Arrange for a cleaner to clean the clubhouse once per week in accordance with guidelines.	Ashleigh Campbell	Ongoing	
		<p>Communicate to members the Phase 3 guidelines provided by Tennis Scotland and the Scottish government, highlighting the main restrictions such as:</p> <ul style="list-style-type: none"> • Players should use their own equipment where possible, thoroughly cleaning rackets after use • Water bottles and food must not be shared 	Grant Moore	11/07/2020	✓
		Display the latest Covid-19 posters provided by Tennis Scotland and the LTA.	Elaine Semple	Ongoing	