

TENNIS@CHURCHILL RISK ASSESSMENT – COVID-19

Name of Venue / Coaching Business: Tennis@Churchill – updated 1st April 2021	Name of Risk Assessor: Phil Givens	Date of Risk Assessment: 1 st April 2021
Date of review: 01.04.2021 (updates in red)		

What are the hazards?	Who might be harmed	Controls Required	Action by who?	Action by when?	Done
VENUE MANAGEMENT	Staff, members, players and visitors.	<p>Ensure the governing body oversees and maintains the implementation of measures and any updates to them.</p> <p>All activity will be consistent with the government guidance regarding health, travel, social distancing and hygiene at all times</p> <p>Guidelines will be updated as we progress through the different phases of Government measures</p> <p>All measures we put in place to enable tennis activity to resume need to be capable of being flexed or changed quickly if tighter social distancing is reintroduced in the future or when the restrictions are further relaxed</p> <p>The tennis centre will open using all 4 courts and Head Coach on site during the following hours until 16th May 2021.</p> <p>Monday: 4pm – 10pm Tuesday: 6pm – 9pm Wednesday: 6pm – 9pm Thursday: 4pm – 10pm Saturday: 9am – 5pm</p>	Head Coach to oversee and maintain implementation of measures. The School Business Manager, on behalf of the Governing Body, to review risk assessment when Government update Guidelines.	<p>Head Coach to continuously review how the measures are implemented.</p> <p>Risk Assessment to be reviewed weekly</p> <p>This document will also be updated as and when needed in between weekly reviews.</p>	
PRE-ATTENDANCE SYMPTOM CHECK	Staff, members, players and visitors.	<p>Anyone attending Churchill (including players, coaches, staff and any other visitors), must undergo a pre-attendance self-assessment for any COVID-19 symptoms using the information on the NHS website before leaving home.</p> <p>No-one should leave home to participate in tennis if they, or someone they live with, has symptoms of COVID -19, currently recognised as any of the following: A high temperature, a new, continuous cough, a loss of, or change to, their sense of smell or taste</p> <p>Should an individual have demonstrated any such symptoms, they must follow NHS and PHE guidance on self-isolation</p>	Head Coach will attach document to booking sheet for courts and coaching with information on Pre-Attendance symptom check.	<p>Head Coach will add the updated document to the booking sheets on April 3rd 2021.</p> <p>School Business Manager to review documents weekly.</p>	

NHS TEST & TRACE	Staff, members, players and visitors.	<p>If someone who has played at Churchill develops symptoms of COVID-19, they should be directed to follow the Government's 'Test and Trace' guidelines, which can be read on the Gov.uk website</p> <p>To support NHS Test and Trace, Churchill will keep a temporary record of all those on site for 21 days, and assist NHS Test and Trace with requests for that data if needed. This should also include keeping a temporary record of staff shift patterns for 21 days</p> <p>To Support the NHS Test and Trace we will display the NHS QR code so customers with the NHS COVID-19 app can use them to check-in.</p>	<p>Clubspark booking system to be used. Players have to enter the names of everyone who will be attending the club.</p> <p>Coaches will keep a register of every individual and group session.</p> <p>Coaches will keep an excel spreadsheet with exact date/times of individual and group lessons. This will contain details of who was on court for those lessons along with contact details.</p> <p>Head Coach to setup and print off 4 QR codes. These will be displayed on both entrance doors and both tables next to the hand sanitisers. Players will be told to check in with the app in an automatic email sent when booking a court. Players in coaching sessions will get a text from Head Coach explaining that they need to check in on arrival.</p>	<p>Players will enter details when booking a court. All details are on clubspark and only accessible to admins. Clubspark privacy policy (https://clubspark.lta.org.uk/PrivacyPolicy)</p> <p>Registers will be taken at the start of every session by the coach. All personal data is only kept by the coach.</p> <p>All Personal data provided to coaches will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences the player express.</p> <p>Head Coach to print off and stick QR codes up by 24th September 2020.</p>	
TENNIS ACTIVITY	Staff, members, players and visitors.	<p>Over 18's should only take part in indoor tennis activity with members of your own household and support bubble (there is an exemption to this if the activity is organised for the purposes of someone who has a disability taking part and an exemption for children's activities)</p> <p>Coached sessions for children are now possible for group sizes of no more than 15, plus coach(es), in accordance with the Department for Education's guidance for providers of out-of-school settings.</p> <p>(https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)</p>	<p>Head Coach to monitor who uses the courts. Every adult user will be asked if they are playing with members of the same household or support bubble.</p> <p>Head Coach to edit the booking page of the website to advise players on this new rule.</p> <p>Head Coach will be on site to monitor numbers of players on court match that of the booking sheets.</p> <p>If anyone is on site who is not on the booking sheets, they will be asked to leave by the Head Coach.</p>	<p>This will be monitored daily by the Head Coach.</p>	

COACHING	Staff, members, players and visitors.	<p>Red court specific guidance: A safe barrier will be used between red courts (line of cones) and use spots to facilitate children maintaining social distancing as part of the session organisation.</p> <p>Guardian (non-participant) or carer attendance is not permitted. They will be told to drop off and pick up children from outside the main entrance of the venue. At all time they must stay socially distant from other people.</p> <p>Coaches should not move between groups, and each coach should only interact with one group at a time.</p> <p>Coaches can meet with different clients/groups in a single day as long as you are maintaining social distancing</p> <p>Social distancing between players, and between the coach and players should be maintained at all times</p> <p>Adaptations to drills and how you provide feedback/instruction will be needed to ensure social distancing guidelines can be safely adhered to.</p> <p>Coaches should encourage players to avoid running down balls within an exercise if it could compromise social distancing</p> <p>Attendees will be advised that they can have no interactions with anyone outside of the group they are attending the venue with (e.g. players on another court or in a different coaching group)</p> <p>Hand hygiene is imperative -hand sanitise at any intervals</p> <p>Avoid touching your face</p>	<p>When demonstrating, the coach will have spots on the floor for children to stand on. These will be at least 2 metres apart.</p> <p>Mini red courts will have a line of cones between courts. Players will not be allowed to cross the line of cones to avoid breaking social distancing rules.</p> <p>Head Coach to contact all parents letting them know they need to wait outside the tennis centre when dropping off and picking up. Head Coach has a register with all up to date contact details and will phone parents if any issues arise on court.</p> <p>Coach will stay at least 2 metres away from all students at all times.</p> <p>Coaches must emphasise to participants of sessions about social distancing rules during sessions and before the start of every drill.</p> <p>Coach to tell players that they cannot interact with other groups in the venue.</p>	Coaches will make sure all of these actions are followed during every session.	

		<p>If you need to sneeze or cough, do so into a tissue or upper sleeve and dispose of your tissue in a lidded bin. (Lidded bins need to be disposed of differently to general waste, they need to be double bagged and stored for 72 hours before going into the general waste). 4 lidded bins will be place inside the tennis centre, one next to each court. Bins will be disposed of by site team.</p> <p>Coaches do not need to use new or fresh tennis balls for each lesson, and are no longer advised to be the only person to touch the tennis balls</p> <p>Where new or fresh balls aren't used or where players handle tennis balls as well as the coach, then extra care must be taken to ensure the coach and players do not touch your faces during play, and you should all clean your hands before the session and immediately after finishing (use alcohol gel if required)</p> <p>Players should bring their own equipment where possible and sharing of equipment should be limited—however, use of communal rackets can be done subject to thorough cleaning processes between uses</p> <p>Any coaching equipment used (e.g. cones) should be wiped down and cleaned rigorously afterwards</p> <p>Ensure all equipment is removed from the court at the end of the session</p> <p>Sessions will finish slightly early to allow players to leave the court before the next player arrives.</p> <p>Coaches will make customers aware in advance that undertaking any activity, including tennis, has the potential for increased risk of transmission of COVID-19, and advise attendees to read the Government's guidance on staying safe outside your home</p> <p>Coaches will communicate with customers clearly and regularly, making them aware in advance of the measures you are putting in place for your sessions, and guidelines they should follow when attending</p> <p>Clear instructions should be provided to participants ahead of the session so that they know which coach and which court to report to</p>	<p>A bin with a lid will be clearly marked for tissues to be disposed of near the entrance and exit of the venue.</p> <p>Coaches to carry hand sanitiser and wipes to aid in cleaning process in between sessions.</p> <p>Coaches to wipe down all equipment used after every session.</p> <p>Coaches will make sure players leave the venue at the correct exit and that they follow the 2 metre guidelines which will be</p>		
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SUPERVISION & SPECTATING	Staff, members, players and visitors.	<p>Spectating should not take place at tennis activity.</p> <p>Supervision however, can continue, where a carer for a disabled player is needed. But should be off court and limited to one per player.</p>	<p>Head Coach to text link to guidelines for all coached players before attendance and emailed to all court bookings.</p> <p>Head Coach to mark out boxes for spectators using masking tape at the side of court 4.</p>	<p>This will be done when players book a court or book onto a session.</p> <p>Head coach to mark out boxes before any event with a carer on site. This will be done prior to the site opening.</p>	
SOCIAL DISTANCING	Staff, members, players and visitors.	<p>Churchill will not allow players to congregate on or around the court before and after play.</p> <p>Attendees will be advised to not interact with anyone outside of the group they are attending Churchill with (e.g. players on another court or in a different coaching group), and they should continue to maintain social distancing from those that they do not live with or are in a support bubble with.</p> <p>Stay at least two metres away from other players (including during play as far as possible, when taking breaks and before and after play) Warning signs to be attached to net posts on each court to advise players to stay 2 metres apart.</p> <p>Do not make physical contact with other players (such as shaking hands or high five).</p> <p>Do not chase the ball down to another court if other players are using it.</p> <p>For doubles, consider agreeing in advance which player will take the shot if a ball travels to the centre of the court.</p>	<p>Head Coach to put up signs telling players to remain outside the venue until the time of their session. These will be displayed at both entrances.</p> <p>Head Coach to attach all guidelines to booking forms and remind players when entering the venue.</p>	<p>All guidelines to be emailed to players when booking courts or sessions. When players book a court an automatic email is sent via clubspark confirming the booking. This email will contain guidelines for players.</p> <p>When players book onto a coaching session Head Coach will email all players prior to arrival, guidelines for players.</p>	
HEALTH, SAFETY & HYGIENE	Staff, members,	Churchill will provide access to first aid with changes to requirements for PPE. Included: Gloves, Apron, Masks, Goggles.	Churchill Community College to provide first aid kit with changes		

	players and visitors.	<p>Hand sanitizers will be available for use at entrance/exit to Churchill. All players must use these on entering and exiting the venue.</p> <p>Clean all common touchpoint surfaces (gates, door handles, handrails etc.) regularly, wearing disposable gloves, this will be done every 2 hours during opening hours.</p>	<p>for PPE and also to provide hand sanitiser and wipes.</p> <p>Head Coach to check first aid kit at the end of every day.</p> <p>Players MUST use hand sanitiser on entering and exiting building.</p> <p>Head Coach to clean door handles using disposable gloves and wipes every 2 hours during opening hours.</p>	Head Coach to clean door handles every 2 hours while the club is open.	
INDOOR FACILITIES	Staff, members, players and visitors.	<p>Ensure nets are maintained at the appropriate height to avoid players having to adjust them, and remove net winders</p> <p>Remove any other unnecessary equipment and items from courts (e.g. benches)</p> <p>Churchill will ask attendees to arrive at the facility in sports kit as changing facilities will be closed.</p> <p>No toilet facilities will be available on site. Players will be notified via email prior to arrival.</p>	<p>Head Coach to check height of nets at the start of each day.</p> <p>Head Coach to check all courts are clear and all benches/chairs are removed.</p> <p>Head Coach to notify players about no toilet facilities via email prior to arrival.</p>	<p>Checks made daily by Head Coach when opening venue.</p> <p>Email sent out when players book a court or coaching session with guidelines attached.</p>	
BOOKINGS & PAYMENT	Staff, members, players and visitors.	<p>Warning signs for players to keep 2 metres apart will be displayed at entry and exit of building.</p> <p>LTA COVID-19 guidelines to be displayed at entry and exit of building.</p> <p>Online bookings are facilitated through ClubSpark</p> <p>All payments are taken online through ClubSpark and no handling of cash will take place.</p>	<p>Head Coach to make sure signage is in place when opening the venue each day.</p> <p>Players can only book online through ClubSpark and all payment must be taken through stripe. Stripe is an online payment processing company that is used by Clubspark for court bookings.</p>	Signage checked daily by Head Coach.	
ACCESS	Staff, members, players and visitors.	<p>Players must use car park when driving to Churchill and use alternative bays where possible. Players must only travel with members of their own household or support bubble.</p> <p>Court users will be advised to clean their hands with hand sanitiser after touching shared surfaces such as doors.</p> <p>Entrance and exit to the building will be through the main door for courts 1 & 2. Courts 3 & 4 the entrance will be through the double fire door. Signage will be in place to guide customers.</p>	<p>Head Coach to attach guidelines to emails when players book onto sessions or book a court.</p> <p>Head Coach to make sure signage and 2 metre markings are in place before opening each day.</p>	Head Coach to check signage and markings each day before opening.	

		<p>On entrance and exit of the building, two metre markings will be in place.</p> <p>Players must stay outside of the tennis centre until the time slot of their session starts.</p> <p>People taking part in tennis activity should not socialise with people from other households before or after playing tennis</p>	<p>Signs will be placed outside all entrances to make sure players wait outside until it is their time slot. Head Coach Phil Givens to make sure these signs are in place.</p> <p>All players will receive a text message or email informing them to not socialise with people from other households before or after playing.</p>		
EQUIPMENT	Staff, members, players and visitors.	<p>Players are advised to bring their own equipment, and where possible players and coaches should limit sharing of equipment-however, use of communal rackets can be done subject to thorough cleaning measures between use</p> <p>Any coaching equipment used (e.g. cones) should be cleaned and wiped down afterwards</p> <p>Only take the minimum amount of equipment with you that you need to play</p> <p>Clean and wipe down your equipment, including racquets and water bottles before and after use</p> <p>Bring a full water bottle, do not share food or drink with others</p> <p>Ensure you take all your belongings with you at the end of the session and do not leave anything on court. Anything left on court will be destroyed as part of the cleaning process.</p>	<p>Head Coach is responsible for allowing players to borrow rackets and clean them using disposable gloves and wipes when returned.</p> <p>Head Coach to use disposable gloves and wipes to clean all coaching equipment after use.</p> <p>Players emailed with guidelines for cleaning down their own equipment after use.</p> <p>Head Coach to destroy anything left in the venue at the end of each day as part of the cleaning process.</p>	Email sent out to all players when booking courts and coaching sessions with all guidelines.	
COMMUNICATION	Staff, members, players and visitors.	<p>Churchill will communicate with members/customers clearly and regularly, making them aware in advance of the measures we are putting in place at Churchill, and guidelines they are asked to follow</p> <p>Churchill will make members/customers aware that undertaking any activity, including tennis, has the potential for increased risk of transmission of COVID-19, and advise attendees to read the Government's guidance on staying safe outside your home (https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home)</p> <p>Churchill will ensure signage on guidelines for maintaining social distancing and promoting hygiene measures is clearly</p>	<p>Guidelines will be attached to all emails when players book a court or book onto a coaching session.</p> <p>A link to government guidelines on staying safe outside your home will also be attached to all emails.</p> <p>Head Coach to make sure signage is in place before opening the venue each day.</p>	Emails sent when players book a court or book onto a session. The email will include a link to our COVID-19 Players guidelines which all players must follow. This can be found by following the link below: https://clubspark.lta.org.uk/TennisatChurchill/coaching/camps	

		<p>displayed (and ensure these remain up to date as restrictions change)</p> <p>User guidelines will be emailed out to all players when booking a court or coaching session and will also be available online. The user guideline can be seen here: https://clubspark.lta.org.uk/TennisatChurchill/coaching/camps</p>			
TRAVELLING TO AND FROM CHURCHILL	Staff, members, players and visitors.	<p>Avoid using public transport if possible-safer travel guidance is provided on the Government website</p> <p>Arrive as close as possible to the court booking time</p> <p>Use alcohol gel after touching any gates, fences, benches, etc. and avoid doing so where possible</p>			