**RISK ASSESMENT FOR P&DTTC – READY TO RETURN - RETURN TO PRACTICE**

**Covid-19 is a new disease that can affect mainly your lungs and airways. It is caused by a virus called Coronavirus. Symptons can be mild, moderate, severe or fatal.**

This Risk Assessment is for dealing with the current Covid-19 situation at Plymouth and District Table Tennis Club. Covid-19, is identified as the primary hazard prior to the club returning to practice in accordance with Government and Table Tennis England (TTE) guidance (TTE guidance is Ready To Return Stage2 – Limited Club Activity).

P&DTTC went into lockdown before the official Government lock down which commenced on 23rd March 2020. Normally risk assessments would take into account the LIKELIHOOD and SEVERITY (CONSEQUENCE), with a score of 1 being a low LIKELIHOOD and negligible SEVERITY and a score of 5 being an almost certain LIKELIHOOD and a very severe SEVERITY. An existing HSE Draft Covid-19 Template has been used to complete this Risk Assessment.

Government guidance (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>) update 23 July 2020 paragraph 3 is for those who need to self isolate, for Clinically Extremely Vulnerable and Clinically Vulnerable Individuals. Because Government and TTE guidance provides the ability to return to play, P&DTTC consider that it must be safe to play otherwise the guidance for return to activity would not and should not have been provided. P&DTTC plan to return to play on Monday 27th July 2020. The Health and Safety of all our members is our major concern.

This risk assessment therefore considers the following headings:

What are the hazards?

Who might be harmed?

What are the controls required (mitigation measures)

Any additional controls

Who is required to take action and by what timescale and whether completed (Done)

| **WHAT ARE THE HAZARDS?** | **WHO MIGHT BE HARMED?** | **CONTROLS REQUIRED** | **ADDITIONAL CONTROLS** | **ACTION BY WHOM?** | **ACTION BY WHEN?** | **DONE** |
| --- | --- | --- | --- | --- | --- | --- |
| The spread of Covid-19 Coronavirus at P&DTTC Headquarters (HQ) Building | Those participating in playing table tennis at P&DTTC HQAny who specifically undertakes cleaning duties on behalf of the group at HQ i.e. not listed above. Any contractors working on the HQ siteNorth Road Model Railway Club | Anyone who feels unwell before coming to the HQ or has been in contact with anyone known to test positive for Covid-19 must not come to HQ People wishing to play at HQ must be members of P&DTTC and most book a session before they can playSignage displayed at HQ within the buildingProvision of automatic hand sanitisers at the main entrance, outside of the toilet area (lower floor), and in the main hall (upper floor). A thermometer has been provided at the entrance for individuals to take their temperatureOther hand sanitisers are available beside each table along with spray for cleaning tablesNo crossing signs have been placed on the stairs between the upper (Main Hall - tables 1,2,3) and lower floors (tables 4 and 5). Priority is afforded to those coming down the stairsSeating areas have been marked out and curtains have been put up between playing and seating areas for social distancing. A walkway has been put down one side of the Main HallVENTILATION – to ensure a good air circulation, windows must be left open and fans turned on. Where possible, interior doors are to be kept open. Fans should be switched off at session end unless there is another practice/training session the same dayNumbers of players are to be limited. TTE guidance for 5 tables is 10 playing and 5 waiting plus a supervisor making attendance of 16 through the booking system. Practice sessions are detailed on the pdttc.com websiteThere are to be no ad-hoc sessions (as was for the previous normal)CCTV is to be installedNew emergency fire doors to be provided to Room/table 5There will be no cash payments acceptedTo ensure we can track and trace, besides the booking system, an attendance register will be kept in the Main HallShowering and changing room facilities will be out of bounds as will the kitchen. Toilet facilities and hand washing are considered to be okWhilst at the club and during practice and training sessions, there will be certain control measures which will reduce the risk of transmitting the disease to other individualsWear a face covering between games when you are not exercisingParents or spectators are not permitted to enter the HQ building at anytimeCLEANING – tables should be cleaned and wiped dry using either a soapy water solution or the spray provide. DO NOT USE ALCHOHOL based products on tablesAt the end of each session, a cleaning routine is to be implementedThe cleaner should continue with their normal cleaning routine but should avoid a time when practice or training sessions are plannedAny contractors will be provided with the appropriate guidanceWill be provided with this Risk Assessment (RA) and advised to write their own RA, using this template *This RA prepared by Tony Powlesland**HQ Secretary/Vice Chair**(formerly an Health &Safety Officer (Retired) NEBOSH DIP 1 Certified)*  | The main entrance is opened and secured by key and digital keylockAt the main entrance of HQ, temperature checks are required to be undertaken and hands sanitised.If any individual’s temperature shows other than a green reading, they will not be allowed further access to HQ. If this occurs they must inform the Executive Committee.Players are also advised to bring their own hand sanitiserPDTTCP&DTTCSeating areas or dividing barriers between tables must not be movedSupervisorAdditional ventilation will be provided in Room/table 5.Fire doors may be left open during sessions, but must be closed at the end of each sessionThis 15 + 1 is to be further reduced to one bubble of 6 for tables 2 and 3, another bubble of 6 for tables 4 and 5, and a bubble of 4 (to include the supervisor) for table 1Keys will only be provided to Supervisors during stage 2Cameras will be strategically placedThis will provide an alternative means of exit for social distancingPayment will be via iZettle card reader or BacsTo be completed by all players showing names, contact telephone, arrival and departure timesPlayers should come ready to play and provide their own towels and drinks which should remain in their bags until requiredUse your own bats and balls and don’t share with anyone else Wash balls regularlyNo hand shaking/ fist bumps /hand slapsNo breathing on the ballNo wiping of hands on the tableSanitise your hands frequentlyNo doubles playIf a player does not come with a face covering, on the first occasion, they will be permitted to purchase one from the clubCleaning to include all areas where players could touch surfaces including seats, barriers, door handles, light switches, hand railsUse hand sanitiser where necessary, disposable gloves, and disposable aprons *The following references are relevant:**Government guidance for indoor sports, TTE guidance. PDTTC Protocol and Booking System* | IndividualsP&DTTC Supervisor/Organiser/ Coach Individuals required to complete membership form digitally and booking form digitallyP&DTTCP&DTTCIndividual playersIndividual playersP&DTTCIndividual playersAll playersAll playersP&DTTC - Maintenance Electrical ContractorSupervisorControlled by the supervisor who must ensure that players from each bubble do not mixHQ SecretaryHQ Secretary/ Maintenance ElectricianOur current window contractorSupervisorSupervisor & all playersAll playersAll playersSupervisor and individual player/sSupervisor, players, parentsPlayersSupervisor and all remaining playersCleanerHQ SecretaryHQ Secretary | At the timeAt each sessionBefore the 27th July On entry at the beginning of each sessionFrequently during each game/ sessionCompleteWhen ascending or descending stairsCompleteDuring practice or training sessionsDuring sessionsBy the end of wc Monday 27th JulyAt the end of the sessionAt the beginning of each session and during the sessionCurrent supervisors provided with keysBy the end of wc Monday 27th JulyASAPAll playersDuring sessionsDuring sessionsDuring sessionsAt the start of session – one time onlyAll the timeDuring sessionsAt the end of each sessionWeekly routineAs and when necessaryBy 24th July 2020 | OngoingOngoingCompleteCompleteOngoingOngoingCompleteOngoingCompleteOngoingOngoingOngoingOngoingCompleteOngoingOngoingOngoingOngoingOngoingOngoingOngoingOngoing weekly |