**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 HQ  Any who specifically undertakes cleaning duties on behalf of the group at HQ i.e. not listed above.  Any contractors working on the HQ site  North 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 play  Signage displayed at HQ within the building  Provision 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 temperature  Other hand sanitisers are available beside each table along with spray for cleaning tables  No 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 stairs  Seating 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 Hall  VENTILATION – 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 day  Numbers 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 website  There are to be no ad-hoc sessions (as was for the previous normal)  CCTV is to be installed  New emergency fire doors to be provided to Room/table 5  There will be no cash payments accepted  To ensure we can track and trace, besides the booking system, an attendance register will be kept in the Main Hall  Showering and changing room facilities will be out of bounds as will the kitchen. Toilet facilities and hand washing are considered to be ok  Whilst 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 individuals  Wear a face covering between games when you are not exercising  Parents or spectators are not permitted to enter the HQ building at anytime  CLEANING – tables should be cleaned and wiped dry using either a soapy water solution or the spray provide. DO NOT USE ALCHOHOL based products on tables  At the end of each session, a cleaning routine is to be implemented  The cleaner should continue with their normal cleaning routine but should avoid a time when practice or training sessions are planned  Any contractors will be provided with the appropriate guidance  Will 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 keylock  At 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 sanitiser  PDTTC  P&DTTC  Seating areas or dividing barriers between tables must not be moved  Supervisor  Additional 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 session  This 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 1  Keys will only be provided to Supervisors during stage 2  Cameras will be strategically placed  This will provide an alternative means of exit for social distancing  Payment will be via iZettle card reader or Bacs  To be completed by all players showing names, contact telephone, arrival and departure times  Players should come ready to play and provide their own towels and drinks which should remain in their bags until required  Use your own bats and balls and don’t share with anyone else  Wash balls regularly  No hand shaking/ fist bumps /hand slaps  No breathing on the ball  No wiping of hands on the table  Sanitise your hands frequently  No doubles play  If a player does not come with a face covering, on the first occasion, they will be permitted to purchase one from the club  Cleaning to include all areas where players could touch surfaces including seats, barriers, door handles, light switches, hand rails  Use 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* | Individuals  P&DTTC Supervisor/Organiser/ Coach    Individuals required to complete membership form digitally and booking form digitally  P&DTTC  P&DTTC  Individual players  Individual players  P&DTTC  Individual players  All players  All players  P&DTTC -  Maintenance Electrical Contractor  Supervisor  Controlled by the supervisor who must ensure that players from each bubble do not mix  HQ Secretary  HQ Secretary/ Maintenance Electrician  Our current window contractor  Supervisor  Supervisor & all players  All players  All players  Supervisor and individual player/s  Supervisor, players, parents  Players  Supervisor and all remaining players  Cleaner  HQ Secretary  HQ Secretary | At the time  At each session  Before the 27th July  On entry at the beginning of each session  Frequently during each game/ session  Complete  When ascending or descending stairs  Complete  During practice or training sessions  During sessions  By the end of wc Monday 27th July  At the end of the session  At the beginning of each session and during the session  Current supervisors provided with keys  By the end of wc Monday 27th July  ASAP  All players  During sessions  During sessions  During sessions  At the start of session – one time only  All the time  During sessions  At the end of each session  Weekly routine  As and when necessary  By 24th July 2020 | Ongoing  Ongoing  Complete  Complete  Ongoing  Ongoing  Complete  Ongoing  Complete  Ongoing  Ongoing  Ongoing  Ongoing  Complete  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing weekly |