GMLTC risk Assessment – covid-19

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| **Name of Venue / Coaching Business: GMLTC & Challenge Tennis** | **Name of Risk Assessor: Neil Miller, Chairman** | **Date of Risk Assessment: 23 March 2020 and subsequent updates, new document created 11 June 2020**  **Revision September 11 2020** |

| What are the hazards? | Who might be harmed | Controls Required | Additional Controls | Action by who? | Action by when? | Done |
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| Spread of Covid-19 Coronavirus  Lock down 23rd March | Any members, 3rd party “staff”, members, parents, players, coaches and visitors  Reputational risk if government and LTA guidance / instructions not followed / not seen to be followed at the club | **Shut the club - all courts, clubhouses, toilets shut, including car park** | Put up barrier with “shut” notices at the entrance of the club to stop people driving in.  Monitor “no playing” at the club periodically. | Communicate by Newsletter and Facebook that the club is shut until further notice provided by the LTA and government. | 23rd March, Neil / Huw  24th March, Neil  Ground staff, Committee members when passing | 23rd March  24th March  ongoing |
| Spread of Covid-19 Coronavirus  Resumption of tennis – Phase 1 12th May | Any members, 3rd party “staff”, members, parents, players, coaches and visitors  Reputational risk if government and LTA guidance / instructions not followed / not seen to be followed at the club | **Apply new LTA instructions**:   * Where players are all from the same household doubles can be played (government and LTA instruction). * Only singles play is currently allowed between people from different households (government and LTA instruction) * Where playing singles with someone from another household advise that bring tennis balls and only touch and use your own * Drag mats and line sweepers not to be used on clay courts unless members have gloves * Club Nights and organised day time mix-ins for adults and Junior Night will not start up again until we get further guidance * No guests during the initial open period * Clubhouse and toilets will remain closed * The top clubhouse will be usable for floodlight operations - use hand sanitiser before using the switchbox. * The nets on courts 2 and 12 to be taken down to provide more space and distancing on these two three-court blocks. * Only one person at a time using the practice wall. * Where practical, the gates to courts to be removed or tied back so that handles do not have to be touched. * Remove benches from courts | Laminated signage put up around club | Communicate by Newsletter and Facebook that the club is reopening on 13th Mary with restrictions per LTA and government. | 12th May, Neil / Huw | 12th May |
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| 14th May  Spread of Covid-19 Coronavirus | Any members, 3rd party “staff”, members, parents, players, coaches and visitors  Reputational risk if government and LTA guidance / instructions not followed / not seen to be followed at the club | **Coaching - can now start but with restrictions**:   * Wash hands before and after the session. * Sessions will be one hour long as normal, with a 10 minute gap between sessions * No touching of the tennis balls except by the coach .Members to bring own balls if want to work on serving |  | Communicate by Newsletter | Huw, 14th May | 14th May |
| 23rd May  Spread of Covid-19 Coronavirus | Any members, 3rd party “staff”, members, parents, players, coaches and visitors  Reputational risk if government and LTA guidance / instructions not followed / not seen to be followed at the club | **Toilets opened, new clay court instructions**   * Clubhouse access has been allowed for toilet use only * Signs put up on kitchen and clubroom doors saying they are shut * Cleaners have re-started their service and an extra day per week has been added to make sure all touchable surfaces in the lobby and toilets are cleaned. * Hand sanitizer added to top clubhouse toilets where there is no hot water, but there is soap in each toilet sink. * Hand sanitiser put on each clay court with signage to allow use of drag mats and line sweepers without gloves. |  | Communicate by Newsletter | 23rd May Neil / Huw | 23rd May |
| 31st May  Spread of Covid-19 Coronavirus | Any members, 3rd party “staff”, members, parents, players, coaches and visitors  Reputational risk if government and LTA guidance / instructions not followed / not seen to be followed at the club | **Apply new LTA instructions for 1st June:**   * Doubles play between different households is now permitted. * Maintain the 2m social distancing at all times during entry / exit to courts and during play. * Use your own balls when you are serving - clearly mark them so it's easy for all to know which are yours. * The Club Nights and daytime organised tennis formats will remain suspended as they involve mixing in across more than six people. * Only fixed 4’s are allowed * Members can organise singles and doubles groups but no sequential sessions where groups of four mix in with other groups of four after a set or fixed time period. Per the LTA rules six members can come and rotate in / out of a playing four. * Clubhouses still shut except for toilet use | Update laminated signage | Communicate new restrictions by Newsletter | 23rd May Neil | 23rd May |
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| 4th June  Spread of Covid-19 Coronavirus | Any members, 3rd party “staff”, members, parents, players, coaches and visitors  Reputational risk if government and LTA guidance / instructions not followed / not seen to be followed at the club | **New Group Coaching Guidance**   * Group coaching now allowed with max 4 participants plus coach * Wash hands before and after session * Maintain 2m distance while on court * Minimum 15 minute gap between sessions * Coaches to stay with group over the 5 week period * Only coaches to touch the balls. |  | Communicate new offering and conditions by Newsletter | 4th June Huw | 4th June |
| 7th June  Spread of Covid-19 Coronavirus | Any members, 3rd party “staff”, members, parents, players, coaches and visitors  Reputational risk if government and LTA guidance / instructions not followed / not seen to be followed at the club | **Food and drink service to start up**. Committee decided that following 31st May LTA Venue Guidance, take away food / drinks can be served for consumption **outside** the clubhouse.   * Kitchen and clubroom still shut. * Kate Miller to be only user of kitchen * Friday morning “coffee and cakes” service will be provided by serving through a gap in the bifold doors. * Clubroom not to be used even if raining * Benches on patio grouped into blocks of 2 with max 4 people per block to maintain social distancing * Payment by card only * Kate Miller will wear gloves and mask when serving. |  | Communicate by Newsletter  Additional social distancing signage to be put up around patio | 9th June Neil | 9th June |
| 1st July | Any members, 3rd party “staff”, members, parents, players, coaches and visitors  Reputational risk if government and LTA guidance / instructions not followed / not seen to be followed at the club | **Bar service on certain evenings to restart**  Committee decided that following 31st May LTA Venue Guidance, take away food / drinks can be served for consumption **outside** the clubhouse.   * Bar service will operate Monday, Tuesday, Thursday and Friday evenings. Credit / debit card payment only * Kitchen and clubroom still shut. * Bar staff to wear gloves and masks * Small range of beer, wine and soft drinks will be served through a gap in the bifold doors. * Clubroom not to be used even if raining | Plastic “glasses” to be purchased for use and, along with glass bottles, put in recycling bins by members. | Andy Fyfe to purchase plastic glasses and stock up bar  Di Wingfield to train bar staff on procedures | 3rd July | 4th July |
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| 13th July | Any members, 3rd party “staff”, members, parents, players, coaches and visitors  Reputational risk if government and LTA guidance / instructions not followed / not seen to be followed at the club | **New CV19 Venue Requirements, Club Nights to restart**  LTA Venue guidelines of 13th July assessed by Committee and implemented as follows:   * Members told to self-check symptoms before arriving * Members must swipe the door entry card at the clubhouse (without entering unless using toilets) to record attendance a the site for 21-day Track & Trace requirement * Club nights and organised tennis sessions can re-start but flowing long social distancing (2m) with  **mix ins**. * Remind people to not move court furniture back onto courts | New signage to be put up around club  New signage at main pedestrian access to club patio area to be put up with “swipe card” instruction | Newsletter letter to communicate new policies  Huw & Neil Miller  Neil to put up new signage | 16 July | 17 July |
| 28th August  Spread of Covid-19 Coronavirus | Any members, 3rd party “staff”, members, parents, players, coaches and visitors  Reputational risk if government and LTA guidance / instructions not followed / not seen to be followed at the club | **Inside food / bar service to resume**  The Committee decided that as the weather deteriorates and the rules do allow, indoor bar and coffee / cake club-managed service can restart as allowed by LTA guidelines of July 21st.   * Outside use encouraged unless it is wet * Single tables spread out in clubroom * Signage on tables saying no more than 2 households per table * “One at a time” signage on kitchen counter and bar * Kitchen and bar servers to disinfect tables and chair surfaces when finishing service | New signage required for kitchen counter and bar | Neil to do new signage and communicate new processes to kitchen staff and via Di Wingfield to bar staff | 31st August | 31st August |
| 9th September  Spread of Covid-19 Coronavirus | As above plus legal / fine risk to members and potential for venue to be shut down if flouting the law | **New Rule of 6 -** Committee reviewed new LTA and legal requirements   * No more than 6 people mixing in in self-arranged social tennis * Club Nights and day-time organised tennis can continue with covid-19 secure venue conditions in place. * Committee decided on 11th September an addendum so that Rule of 6 should also apply to organised club sessions – Club Nights and day-time organised * This means only an initial mix in is allowed plus one other, with no member playing in one session with more than 5 other members. * As of 14th September all indoor and outdoor **social** activity at the club to stop. This includes, bar service, Friday coffee & cake, Junior Night BBQ and members bringing their own post-game refreshments |  | Communicate by Newsletter  Neil | 10th Sept  Addendum 11th Sept | 10th Sept  11th Sept |