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 CoronavirusLock 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 / Huw24th March, Neil Ground staff, Committee members when passing  | 23rd March24th March ongoing |
| Spread of Covid-19 CoronavirusResumption 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 NewsletterAdditional 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 MillerNeil 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 SeptAddendum 11th Sept | 10th Sept11th Sept  |