

SALISBURY TENNIS CLUB
COVID-19 RISK ASSESSMENT
REVISION 02 - 08 06 2020

RISK	WHO MIGHT BE AFFECTED ?	STRATEGY	ISSUE	CONTROLS / ACTIONS	BY WHOM ?	REVIEWED BY STC	ACTION STATUS	RELATIVE RISK
Covid-19 being brought into the club	Members; Coaches; Guests; Visitors; Parents and Guardians; Juniors; Vulnerable Groups (Elderly, Pregnant Mums, Co-morbidity);	Adopt an approach of Infection Risk Minimisation, self accountability and clear communication	Individuals of families returning to UK	14 days self isolation; Reviewed at STC Committee; Policy Inclusion; Include in Club Posters and Communications;	Individuals / family members to notify STC Chairman & Club Secretary; STC to communicate policy to Members;	19.05.20 Committee 01.06.20 Committee	Ongoing	Medium
			Individuals in self isolation or shielded	Advise not to play; STC to keep record of names and relevant dates; Include in Club Posters and Communications;	Individuals / family members to notify STC Chairman & Club Secretary; STC to communicate policy to Members;	19.05.20 Committee 01.06.20 Committee	Ongoing	Low
			Displaying Covid-19 Symptoms	Advise not to play; STC to keep record of names and relevant dates; Include in Club Posters and Communications;	Individuals / family members to notify STC Chairman & Club Secretary; STC to communicate policy to Members;	19.05.20 Committee 01.06.20 Committee	Ongoing	Medium
Contagion being passed via common contact points around the club	Members; Coaches; Guests; Visitors; Parents and Guardians; Juniors;	Controlled access to the Club grounds	Warning to Members at Main Entrance Gate	Notices on use of gloves or wipe down strategy for gate controls; Gate code changed and notified only in Court Booking Confirmations;	STC Committee	19.05.20 Committee 01.06.20 Committee	Implemented	High
		Controlled access to courts area	Minimise risk at court access points	Remove court gate padlocks to eliminate touch risk; Clear information posters at all gates; Hand gel dispensers located adjacent to court access points / routes;	STC Committee; All Members; Include in communications;	19.05.20 Committee 01.06.20 Committee	Implemented	High
		Eliminate waiting in Club Grounds	Avoid group gatherings in Club grounds	Court booking system via ClubSpark; One hour sessions only; Players to leave 3 mins before end of session; Communicate to Members;	STC Committee; All Members; Include in communications;	19.05.20 Committee 01.06.20 Committee	Implemented	Low
Contagion residing in the clubhouse and being passed on from there	Members; Coaches;	Avoid access to Clubhouse due potential as enclosed gathering space	Avoid access to Clubhouse spaces and facilities; Toilets closed and should not be used;	Lock Clubhouse; Clear warning notices that Clubhouse is closed posted on entrance doors and noticeboards; Internal games packed up; Members advised to plan Club visits accordingly; Include in Member communications;	STC Committee; All Members; Coaches to control access for Equipment Room only; Include in communications;	19.05.20 Committee 01.06.20 Committee	Implemented	Low
	Committee; Groundsman; Coaches;	Restrict to Clubhouse restricted to essential maintenance or operational requirements;	Clearly define those acceptable reasons for Clubhouse access	Access only to Coaches for equipment cupboard; Permitted access for Committee Members accessing essential equipment such as court drag mats; Groundsman allowed to access Clubhouse or Shed during periodic visits;	STC Committee; Coaches to control access for Equipment Room only; Groundsman notified;	19.05.20 Committee 01.06.20 Committee	Implemented	Low

Contagion being transmitted on courts.	Members; Coaches; Visitors; and Juniors; Guests; Parents and Guardians;	Establish Court Policy and Playing Protocol to reinforce Social Distancing and Safety; Only players and coaches allowed onto the courts;	Prepare on court areas to minimise touch areas, minimise equipment adjustments by players and reinforce social distancing policy	Close middle court to separate Courts 1 and 3; Two separate gates used for direct access to each court with clear signage; Set court nets at required height and remove handles; Fix LTA Guidance Notice to Court Posts; Advice to Members to minimise equipment on court;	STC Committee; All Members; Coaches; Include in communications;	19.05.20 Committee 01.06.20 Committee	Implemented	High
Contagion transmitted because too many people in limited area.	Members; Coaches; Visitors; and Juniors; Guests; Parents and Guardians;	Put in place a court allocation process to limit attendance at Club to active players only	Structured playing environment to achieve social distancing policy	Implement ClubSpark bookings via the Club Website of the ClubSpark Booking App; Mandatory policy that play can only take place with bookings; Limit playing sessions to one hour;	STC Committee; All Members; Coaches; Include in communications;	19.05.20 Committee 01.06.20 Committee	Implemented	Medium
Contagion transmitted on court during play	Members and all players	Promote awareness for the safety of others; Maintain social distancing protocols;	Communicate to all players the need to adopt specific on-court practices and behaviour to minimise the risk of Covid-19 transmission	Refrain from physical contact with any other player; Maintain 2m social distancing at all times; Avoid touching face during or after play; Take minimum equipment on court; Use own balls; No cross court interfaces; Wait for other players to kick or hit balls back; Clean hands and equipment immediately after play; Any visitor fess (for adults accompanying Junior Members) advised to pay on-line to avoid handling of cash;	STC Committee; All Members; Coaches; Include in communications;	19.05.20 Committee 01.06.20 Committee	Implemented	High
Contagion passed to and through coaches and during coaching sessions.	STC Committee; STC Coaching Team;	To adopt limited coaching services which comply with Covid Restrictions;	Understand and implement the preferred approach of coaches for their own safety and of pupils;	Coaches use ClubSpark Booking System; Coaches access to equipment room maintained; Coaches manage ball strategy during lessons; Communication to Members;	STC Committee; All Members; Coaches; Include in communications; 1 to 1 coaching for first restart period; 1 to 3 coaching ratio preferred by coaches for second transition period;	19.05.20 Committee 01.06.20 Committee	Implemented	Medium
Contagion transmitted as members ignorant of rules in place.	STC Committee;	To communicate to Members effectively and to adopt an accessible court booking system;	Amend website information in response to transition process;	Clubspark Booking Module activated and direct link introduced from STC Website Home Page	STC Committee	19.05.20 Committee 01.06.20 Committee	Implemented	Low
	STC Committee	To communicate regularly to Members;	Issue regular and clear strategy emails to Members;	Emails to detail and highlight key policy decisions; Emails to include advance copies of Club Covid Posters; Emails to include latest LTA Guidelines Documents;	STC Committee	19.05.20 Committee 01.06.20 Committee	Implemented	Low
	STC Committee	To provide advance notice to Members of any changes	STC to give Members time to absorb and plan response to any updates in policy	STC Committee meet immediately after notification of changes in Govt or LTA policy; STC Committee plan timing of change to allow careful preparation and advance warning to Members;	STC Committee; STC Coaches;	19.05.20 Committee 01.06.20 Committee Action Emails to Members after each Committee Meeting;	Implemented	Medium

	STC Committee	To provide clear posters at all relevant parts of the Club premises;	STC to communicate clearly all relevant restrictions and Club requirements at the Club;	STC producing Club specific posters as well as LTA Guideline Posters; Posters tailored to specific locations and required behaviour at those locations; Posters updated with each phase of the transition strategy;	STC Committee	19.05.20 Committee 01.06.20 Committee	Implemented	Medium
Risk of transmitting contagion via or to third party contractors	STC Committee; Groundman; Maintenance Contractors;	To avoid accidental transmission through good organisation and communications with third party contractors;	STC to define clear points of contact for third party contractors and permit process for access to Club for maintenance;	STC implementing direct contact with Groundsman for any visits to tend landscaping; Club Chairman and Club Secretary defined a points of contact for any third party contractor requiring access;	Club Chairman; Club Secretary; Appointed groundsman; Appointed contractors; Issue risk assessment to all appointed contractors;	01.06.20 Committee	Ongoing	Low
Risk to club if claim (for negligence or other) is made against club during this extraordinary time	STC Committee	To inform insurance companies of all transition strategies; To receive confirmation of any Covid-19 requirements from Insurers;	Issue notifications to Insurers	Communication with Insurance Company	STC Committee	01.06.20 Committee	Ongoing	Low