

Ready to Return: May 2021

COVID-19 Health & Safety Role Description



Introduction

To enable table tennis to return safely to clubs and other indoor venues, Table Tennis England have been working on a set of recommendations that can enable table tennis to start again safely. One such recommendation is for each Table Tennis Club to have a COVID-19 Health and Safety Officer.

Role Description

Role: Repton Table Tennis Club COVID-19 Health and Safety Officer

Responsible to: Club committee

Role purpose: To advise the club on the requirements, policies and procedures for all aspects of health and safety, with a particular focus on being Ready to Return following the COVID-19 pandemic.

Main Tasks:

- Assist the club by keeping up to date with Table Tennis England Ready to Return Guidance and sharing relevant information with the committee/members
- Assist the club to put in place policies and implementation plans for health and safety issues
This could include reviewing current member/club codes of conduct to prepare for a return, developing process for reporting positive cases of COVID-19 to the Club, and ensuring members have all of the information they need ahead of returning to the Club.
- Act as the first point of contact for club volunteers, young people and parents, for any issue concerning health and safety / COVID-19
- Ensure that safe systems of work are employed by maintaining up-to-date risk assessments
A template risk assessment and method statement can also be found in Stage 2 Ready to Return Guidance
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis

Supporting Resources;

Table Tennis England Ready to Return; <https://tabletennisengland.co.uk/clubs/clubs-guidance/ready-to-return/>

- This section of the website includes all of latest information regarding returning to play, including which stage we are currently in.
- Template Risk Assessment and Method Statement
- Template member codes of conduct / principles to return
- Guidance on managing session numbers
- Alternative venue layouts to enable social distancing
- Downloadable information posters for Clubs to use

Sport England Club Matters;

- Health & Safety policy; <http://www.sportenglandclubmatters.com/club-planning/governance/policies-procedures/health-and-safety/>