

Ready to Return: May 2021



Resumption of Table Tennis Club Activity: Risk Assessment Template

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. It is important to note that these will be a set of recommendations for clubs, leagues, coaches and other organisations to implement and will need to be adapted for individual environments.

The Risk Assessment Template outlined below provides some areas for Clubs and Leagues to consider when preparing to return for activity following the Coronavirus Pandemic. The latest Government Guidelines should always be considered, and the below may need to be adapted for individual venues to ensure that Government Guidelines can be adhered to.

This document is not designed to replace any existing risk management structures or systems adopted by the respective clubs and leagues. It is intended to complement existing risk management systems to support the safe resumption of community table tennis.

How to use this Template:

The template below outlines some of the hazards/risks that a Club or League may need to consider when returning to activity.

Pages 2 to 10 provide a space for recording all of the potential hazards or risks that you can think of for your venue. We have added some to help get you started – these may need to be adjusted to suit your Club or League's circumstances.

Page 11 helps to assess the severity and likelihood of the hazards to assist in prioritising action to be taken. **Again, these may vary depending on individual Club and League circumstances.**

The Risk Assessment Template may be further supported by the Template Method Statement that can also be found in the Stage 2 Guidance, along with a number of other guidance notes and templates that are referred to throughout this document. All of these can be found here;

<https://tabletennisengland.co.uk/clubs/clubs-guidance/ready-to-return/>

References

Location/Dept:	Date Assessed:	Assessed by:
Task/ Activity: Repton Table Tennis Club	Review Date: May 2021	Reference Number:
References	1	ReptonTTC Stage-2_COVID-19 Health & Safety Role Description
	2	ReptonTTC Stage-2_Player_Clubs_CodesPrinciples-of-return-to-play-V7
	3	ReptonTTC Stage-2_COVID-19 Risk-Assessment (this document)

Risk Assessment

	Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required / person responsible / implementation date
1	Incorporation of new guidelines to allow Return to Play	Unable to fully carry out the controls and measures defined in this risk assessment.	RTT Members and the Wider community	Incorporate a trial run, to ensure that controls listed below can be carried out safely.	3	3	9	Repton Table Tennis Committee to incorporate 'trial run' [2] on 30 th August 2020, and on 20 th May 2021
2	Monitor guidance changes by Government, ETTA or Village Hall	Control measures (as at 27 July 2020) are not fit for purpose	RTT Members and the Wider community	Dr Ken Patton appointed in the COVID-19 Health & Safety Role.	3	5	15	N/a - refer to [1].
3	Running of Repton Table Tennis Club	Financial Viability of Club	RTT Members	Consider raising club fees to £5 Monitor on a weekly basis (as normal)	1	2	2	Agreed to increase club session fee to £5.

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4	Pre-Activity: Health of participants / players prior to activity	Coronavirus infection within group.	RTT Members and the Wider community	<p>Use "I'm In" App to keep a record of attendees. Number of attendees limited to 8. App allows for 'Standby List'. Club membership has been postponed to new members.</p> <p>Signage displayed at Club entrance advising people not to enter if they have symptoms of Coronavirus (as provided by Village Hall).</p> <p>Members to assess their own health prior to attending, and self testing is recommended. They are advised to contact the club prior to attending if they or any of their contacts/household test positive for Coronavirus – completion of isolation period to be confirmed.</p> <p>Covid 19 Marshall checks that no one is feeling unwell as participants arrive, and takes their temperature. If they are feeling unwell or showing</p>	5	5	25	N/a

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				<p>symptoms, advise self-isolation as per government guidelines.</p> <p>Covid 19 Marshall ensures that members are wearing protective Masks to be worn in the gallery area.</p> <p>Covid 19 Marshall responsible for completing checklist and returning to the committee on a weekly basis.</p> <p>Members have been contacted via the club's Whatsapp group to confirm who is vulnerable and not yet ready to return to play.</p> <p>Website will be updated with all COVID related policies (including this Risk Assessment).</p>				
5	Contact with other Village Hall Groups	Spreading of virus	The Wider community	Members should adhere to the Repton Village Hall Policy regarding start and finish times Sessions to start and finish promptly	5	5	25	N/a – refer to [2]

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6	Use of Infected Equipment (Tables)	Spreading of virus via table surfaces	RTT Members and the Wider community	Tables to be set up prior to session by designated committee member with gloves	5	5	25	Repton Table Tennis Committee to provide protective equipment Refer also to [2]
7	Pre-Activity Social Distancing (2m rule)	Participants are either unaware or don't abide by the social distancing rules. Too many people (including parents/spectators) attending training means that social distancing can't be implemented.	RTT Members and the Wider community	All members will be educated and made aware of social distancing rules. Members must be prepared to wait in the gallery area until the playing area is safe. Members must follow any Village Hall rules such as one way systems, use of toilets etc. Adopt new Club Policies for COVID – require members to abide by guidelines. <i>See Table Tennis England 'Ready to Return' for guidance and templates.</i> No change given for subs, although credit for future sessions given. Electronic Transfers to be encouraged.	5	2	10	Repton Table Tennis Committee to contact members, and to update website, with links to: - [1], [2], [3] - Additional links to Table Tennis England's 'Ready to Return' Policies.

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8	During Activity: Controlled sporting activities	Coronavirus infection within group. Injury to participant.	RTT Members and the Wider community	<p>Refer to the latest Table Tennis England 'Ready to Return Guidance'</p> <p>Avoid unnecessary contact. Egg. no handshaking / slapping hands</p> <p>Singles matches only.</p> <p>Players to use their own bat.</p> <p>Each member should collect 1 white ball and 1 orange ball, and sanitize them prior to the start of the session.</p> <p>No breathing on the ball to clean, or hand wiping on the table.</p> <p>Implement good hygiene practises at training including regular hand washing and wiping down tables after use. <i>See downloadable club posters in Ready to Return.</i></p>	5	3	15	N/a – refer to [1], [2]

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				<p>Ensure appropriate warm up and cool down as part of training.</p> <p>Ensure age and skill appropriate training.</p> <p>Encourage players to build up to match play and higher intensity to reduce risk of ill health or injury.</p> <p>Ensure good ventilation is in place as per village hall guidelines</p>				
9	<p>During Activity: Number of participants involved and Social Distancing (2m rule)</p>	<p>Clubs / Coaches do not abide limited numbers.</p> <p>Coronavirus infection within group.</p>	<p>RTT Members and the Wider community</p>	<p>The number of tables, bubbles and participants will meet the TTE, Government and Village Hall regulations.</p> <p>Table areas are ideally a minimum of 4.5 metres by 9 metres</p>	5	1	5	N/a - Refer to [2]

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10	During activity: Hygiene protocols (individuals, venue, facilities, equipment)	Participants are either unaware or aren't practising hygiene protocols. There are no cleaning facilities at the place of training.	RTT Members and the Wider community	Adopt mitigation/minimisation strategies as above. All members will be educated in the use of good hygiene. Implement good hygiene practises at training. Hand sanitiser is available in the village hall (supplied by the Table Tennis Club) Ask that participants bring their own hand sanitiser and regularly wash their hands.	5	2	10	N/a - Refer to [2]
11	During activity: Sporting equipment (bats)	Members swap bats	RTT Members and the Wider community	Members will bring their own bats. Implement good hygiene practises at training. Ask that participants bring their own hand sanitiser.	5	1	5	N/a - Refer to [2]

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12	During activity: Communal facilities (controlled use)	The extent of hygiene protocols used by other groups is unknown. Coronavirus infection within group.	RTT Members and the Wider community	Limit the use of communal spaces and keep them closed if possible. Wipe down surfaces pre and post training. Implement good hygiene practises at training. Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities. Ask that participants bring their own hand sanitiser. Ask that participants use the toilet at home if at possible.	5	3	15	Ensure first aid kit is equipped with protective equipment e.g. gloves, facemask, plastic apron, safety glasses and hand sanitizer. Village Hall.
13	During activity: Training practice	The more opponents, higher the risk of virus spread	RTT Members and the Wider community	Players will adhere to start times and playing times. Players will play players in their bubbles only.	5	5	25	N/a - Refer to [2]

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				Players should not pick up balls from other tables (even if they are in the same bubble)				
14	Post activity: Response procedures	<p>A participant notifies the Club that they or a family member has a suspected case of coronavirus.</p> <p>A participant notifies the Club that they or a family member has contracted coronavirus.</p>	RTT Members and the Wider community	<p>Keep an up to date record about the protocols that the club has put in place to mitigate the risk of contracting coronavirus.</p> <p>Advise the affected member to follow Government guidelines. All participants are required to report to club earliest opportunity if they or contacts become unwell after they have attended a session in last 14 days – this is written into member information and shared in advance of return as well as follow up from sessions.</p> <p>Ensure regular education of club members about the COVID protocols. E.g. Newsletters,</p>	5	5	25	N/a - Refer to [2]

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				<p>emails, website, briefing on arrival</p> <p>Establish a Communication Plan outlining who the Club needs to advise if there is a suspected or positive case of coronavirus and who is responsible for doing that.</p> <p>Maintain protocols for returning to training following a positive case.</p>				
15	Club Insurance	Club Insurance no longer valid	RTT Club	Confirmed that Insurance is valid if risk assessment complete and club follows government and TTE guidelines.	5	5	25	

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so