

Ready to Return: Stage 2

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. 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.

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. At time of writing (27th July 2020) we are in Stage 2 – no indoor table tennis is permitted.
- 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/>