

## Ready to Return Stage 2: Limited Club Activity



### 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/>

## **Rugby Table Tennis Club – Completion Notes**

Rugby Table Tennis Club is a friendly/leisure club for members only. Members are involved in both social and competitive play. When permitted, the club is involved in league competition. COVID-19 poses a major risk to life if general social restrictions as advised by the government and the venue are not complied with. This document fully recognises this.

In marking the risks as low likelihood, this gives a Summary Risk total of 5 in all areas. This would normally mean that measures required are to be applied only when viable. Given the severity of even a single case of COVID-19 and that the club has a number of older and more vulnerable members, the club guarantees that all measures referred to will be in place prior to any resumption of training. Regular reviews of this document will be undertaken and changes made and communicated to ensure the safest possible environment for club participation. For each session, the club will appoint two Covid Marshals (CM) who will be enforcers of the adopted procedures and hygiene measures. One of these marshals will be available to play if an odd number of players have booked onto the session.

## Risk Assessment Generic Format

<b>Location:</b> Rugby Table Tennis Club. Hill Street Community Centre, Rugby	<b>Date Assessed:</b> 13 Jul 20	<b>Ryan Lines (Rugby TTC Covid Officer)</b>
<b>Task/ Activity:</b> Table Tennis Club – Training Sessions (non-competitive)	<b>Review Date:</b> 01 Oct 20	<b>Reference Number:</b> CTTC/COVID-RA/01

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
<p><b>Pre-Activity:</b> Health of participants / players prior to activity</p>	<p>Coronavirus infection within group.</p>		<p>Club keeps a record of who attends training by implementing a booking and registration process. <i>See 'Guidance for Managing Session Numbers'</i></p> <p>Signage displayed at Club entrance advising people not to enter if they have symptoms of Coronavirus.</p> <p>Members advised to contact the club by telephone or email prior to attending if they or any of their contacts/household test positive for Coronavirus – completion of isolation period to be confirmed.</p> <p>Club Committee member/Designated Supervisor (CM) checks that no one is feeling unwell as participants arrive. If they are feeling unwell or showing symptoms, advise self-isolation as per government guidelines.</p>	<b>5</b>	<b>1</b>	<b>5 - Low</b>	<p>All controls will be in place on resumption of training.</p> <p>Three monthly reviews will be undertaken.</p> <p>Any changes will be displayed at the venue and sent out to members</p> <p>An online booking/payment system will be adopted to both aid record keeping and remove the need for cash handling.</p>

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
			<p>Keep a record of vulnerable participants – delay return to training.</p> <p>Distribute information to members and Coaches – use emails to members, update your website, use team communications and display materials around venue.</p>				
<p><b>Pre-Activity</b> Social Distancing (2m rule)</p>	<p>Participants are either unaware or don't abide by the social distancing rules.</p> <p>Too many people (including parents/spectators) attending training means that social distancing can't be implemented.</p>		<p>Educate players, coaches/volunteers and parents – use emails, update your websites, use team communication channels such as WhatsApp or Zoom</p> <p>Adopt new Club Policies for COVID – require members to abide by guidelines. <i>Table Tennis England 'Ready to Return' for guidance and templates are to be used/adapted.</i></p>	5	1	5 - Low	<p>All controls will be in place on resumption of training.</p> <p>Only those selected/invited to attend will be allowed entry to the venue.</p> <p>Club Policy will be enforced by a <b>non-playing</b> Designated Supervisor (CM) for each session. If the CM fails to attend, a trained member who has access to the hygiene equipment, from amongst the selected session participants may assume the role, but will then not play. If not possible the session will be abandoned.</p> <p>Anyone not following the policy will be warned and if continued will be excluded from the current and future sessions by the CM. Club Committee may allow re-entry,</p>

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							their decision is final.
<b>Pre-Activity</b> Coaching & Support resources	Coaches don't feel like they're equipped with drills and skills that minimise close contact.  Coaches are competitive and ignore guidelines.		Educate coaches on requirements and any changes that are made to these.	5	1	5 - Low	Initially only leisure singles training will be allowed. The club is not formally competitive. However, advice on warm up/training may be provided by experienced members outside of the session.  Return to occasional formal Coaching sessions will be considered if the COVID-19 situation eases, and further advice is received from TTE.
<b>During</b> <b>Activity:</b> Controlled sporting activities	Coronavirus infection within group.  Injury to participant.		Refer to the latest Table Tennis England 'Ready to Return Guidance'  Avoid unnecessary contact. Eg. no handshaking / slapping hands  Players to use their own bat & balls.  No breathing on the ball to clean, or hand wiping on the table.  Implement good hygiene practises at training including regular handwashing and wiping down tables after use. TTE <i>downloadable club</i>	5	1	5 - Low	All controls will be in place on resumption of training.  Rugby Table Tennis Cub offers fitness/leisure training sessions only.  If occasional matches involving non-members are to be introduced, they will be considered and incorporated at a later date. The Risk Assessment will be updated at that time.  Any club balls/equipment used

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			<p>posters "Ready to Return" will be displayed.</p> <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>will be disinfected before issue and on return.</p> <p>There is risk of balls crossing playing areas. The CM will be responsible for returning/cleaning stray balls</p>
<p><b>During Activity:</b> Number of participants involved</p>	<p>Clubs / Coaches do not abide limited numbers.</p> <p>Coronavirus infection within group.</p>		<p>Individuals should train within the same bubble throughout the session.</p> <p>Allow a minimum of 10 minutes between changing users of tables.</p>	<b>5</b>	<b>1</b>	<b>5- Low</b>	<p>All controls will be in place on resumption of training.</p> <p>The CM will enforce table/ball cleaning and a 10 min wait between the swap of table users.</p>
<p><b>During activity:</b> Social distancing (2m rule)</p>	<p>Participants are either unaware or don't abide by the social distancing rules.</p> <p>Coronavirus infection within the group.</p>		<p>Determine maximum number of participants based on venue size to allow distancing.</p> <p>Ensure no more than this maximum number is involved in any activity.</p> <p>Training partners are separated by at least 2 meters (length of the table) at</p>	<b>5</b>	<b>1</b>	<b>5- Low</b>	<p>All controls will be in place on resumption of training.</p> <p>TTE spatial guidance is to be followed.</p> <p>The only risk is stray balls and measure are noted elsewhere to minimise this.</p>

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			<p>any time</p> <p>All tables used are separated by partitions/barriers/nets, unless in a one table venue and no-one else is present in the playing hall</p> <p>Table areas are ideally a minimum of 5 metres by 10 metres</p>				
<p><b>During activity:</b> Hygiene protocols (individuals , venue, facilities, equipment)</p>	<p>Participants are either unaware or aren't practising hygiene protocols.</p> <p>There are no cleaning facilities at the place of training.</p>		<p>Adopt mitigation/minimisation strategies as above.</p> <p>Educate participants – use emails to members, update your websites, use team communication channels and display materials around venue.</p> <p>Implement good hygiene practises at training.</p> <p>Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities.</p> <p>Ask that participants bring their own hand sanitiser and regularly wash their hands.</p>	<b>5</b>	<b>1</b>	<b>5 - Low</b>	<p>All controls will be in place on resumption of training.</p> <p>Posters will be displayed at the venue as reminders</p> <p>The CM will encourage participants and if necessary, enforce the protocols</p> <p>The TTE Code of Conduct and venue layout for 6 tables will be followed at all times; limited local variations will be adopted. Venue limitations mean a maximum of 12 people allowed in the sports hall at any one time.</p>

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<b>During activity:</b> Sporting equipment (controlled use)	Coronavirus infection within group.		<p>Ask players to bring their own bats and balls. If shared equipment is used, this must be cleaned after every use.</p> <p>Implement good hygiene practises at training.</p> <p>Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities.</p> <p>Ask that participants bring their own hand sanitiser.</p>	<b>5</b>	<b>1</b>	<b>5 - Low</b>	<p>All controls will be in place on resumption of training.</p> <p>Players own bats will be used. All balls will be supplied by the club and will be collected at the end of each session. Balls for each session will be kept in their own container and labelled with the day and which session they are to be used for.</p>
<b>During activity:</b> Communal facilities (controlled use)	<p>The extent of hygiene protocols used by other groups is unknown.</p> <p>Coronavirus infection within group.</p>		<p>Limit the use of communal spaces and keep them closed if possible.</p> <p>Wipe down surfaces pre and post training.</p> <p>Implement good hygiene practises at training.</p> <p>Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities.</p> <p>Ask that participants bring their own hand sanitiser.</p> <p>Changing rooms and showers are not to be used for showering or changing,</p>	<b>5</b>	<b>1</b>	<b>5 - Low</b>	<p>All controls will be in place on resumption of training.</p> <p>The club hygiene equipment will be at entrance/exit. Individuals will use their own at the tables.</p> <p>Club will purchase additional safety equipment for first aid kit if required.</p>

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			<p>this should be done at home</p> <p>Ensure first aid kit is equipped with protective equipment eg. gloves, facemask, plastic apron, safety glasses and hand sanitizer.</p>				
<p><b>During activity:</b> Training practice (duration restriction)</p>	<p>The longer the period of time together, the increase in risk of virus transfer.</p>		<p>Encourage players to be considerate of booking times (not arriving early or hanging around afterwards)</p>	<b>5</b>	<b>1</b>	<b>5 - Low</b>	<p>All controls will be in place on resumption of training.</p>
<p><b>During activity:</b> Coaching and support resources (controlled provisions)</p>	<p>Coaches don't feel like they're equipped with drills and skills that minimise close contact.</p> <p>Coaches are competitive and ignore guidelines.</p>		<p>Direct coaches to training resources based on skills with set drills, but no close contact.</p> <p>Multi ball training is not permitted where the feeder also picks up all balls and the player and feeder stay a minimum of 2 metres apart at all times</p> <p>Refer to Coaching guidance in the Ready to Return section of the Table Tennis England website for the latest information.</p>	<b>5</b>	<b>1</b>	<b>5 - Low</b>	<p>All controls will be in place on resumption of training.</p> <p>Multi-ball and robot training are not initially to be used. Guidance will be followed if used at future stages. Based on TTE guidance.</p>

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
<p><b>Post activity:</b> Response procedures</p>	<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>		<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.</p> <p>All participants are required to report to club via telephone at 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. Eg. Newsletters, 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>5</p>	<p>1</p>	<p>5 - Low</p>	<p>All controls will be in place on resumption of training.</p> <p>This and reviewed Risk Assessments will be held in club records for 3 years.</p> <p>Future changes will be highlighted in red. The revised documents will be issued to all club members and displayed at the venue.</p> <p>The club will maintain a logbook for session issues. A separate logbook of notified issues will be held by the Club Hygiene/Health &amp; Safety Officer</p>

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			Maintain protocols for returning to training following a positive case.				
Other							

## 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