

TEMPLATE RISK ASSESSMENT – COVID-19

We recommend that all coaches / venues complete a Covid-19 specific risk assessment. We have initially populated this template risk assessment for you by including a sample entry related to the spread of Covid-19 and to illustrate what is expected. Look at how this might apply to your business / coaching sessions, continue by identifying the hazards that are the real priorities in your case and complete the table to suit your venue. This template is to be used as a guide to completing a full risk assessment at your venue in order to safely open up your courts.

Name of Venue / Coaching Business: <i>ProSharpTennis</i>	Name of Risk Assessor: <i>Alison Sharp (AS)</i>	Date of Risk Assessment: <i>16/12/2021</i>
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What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<p>Staff, member, players and visitors to your courts.</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with other people in relation to your business</p>	<p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in place. Stringent hand washing taking place.</p> <p>See hand washing guidance. https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing</p> <p>Gel sanitisers in any area where washing facilities not readily available.</p> <p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Staff, members, players and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p> <p>Sanitiser will be available at the site</p> <p>Sanitiser should be carried by coach and used by participants</p> <p>Ensure hands are washed before arriving.</p> <p>Coaches and participants and visitors should remain in car if arriving early at site.</p>	<p>All staff</p> <p>All participants</p> <p>AS - all staff</p> <p>AS to ensure visible</p> <p>AS to ensure message is given and coaches have sanitiser.</p> <p>AS ensure coaches give message</p> <p>AS to ensure this</p>	<p>Prior to each event.</p> <p>""</p> <p>""</p> <p>""</p> <p>""</p>	16/12/21

<p>Additional procedure to minimise people on site</p>	<p>Staff, members, players, visitors – spreading covid/illness</p>	<p>An on line booking system is in place – no person should arrive without having a place.</p>	<p>Only 1 person should drop off and pick up participants.</p> <p>Only coaches should touch the balls. If serving to the coach is required participants should bring their own balls which should be names.</p> <p>Balls should be cleaned after every lesson.</p> <p>Participants/coaches should keep 2m apart.</p> <p>It is not allowed to share rackets and other equipment</p> <p>AS to ensure system is being used, adhered to and is efficient.</p> <p>AS to ensure registers are provided for the coaches.</p>	<p>happens</p> <p>AS to ensure coaches know</p> <p>Coaches to ensure this happens</p> <p>Coaches to supervise and ensure</p> <p>AS</p>	<p>“”</p> <p>“”</p> <p>“”</p> <p>“”</p>	
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This is not an exhaustive list and we highly recommend that you complete a full risk assessment for your venue. This resource provides guidance and does not constitute formal professional advice. This information in this resource is based on advice provided by the Health and Safety Executive, but the LTA recommends clubs to seek relevant expert advice in this subject area when required. HSE Risk Assessment guidance can be found [here](#).