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| ***Club Name: Roundhay Tennis Club*** | ***Name of Risk Assessor: Rosie Nicholl + Lorraine Bowman*** | ***Date of Risk Assessment: 12/5/20 updated on 31/5/20*** |

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| **What are the Hazards?** | **Who might be harmed & how?** | **What precautions are already in place?** | **Any further actions required?** | **Risk Rating**(low, medium, high) | **Action undertaken by whom & by when?** | **Completed** |
| **Now** | **After further action** |
| Touching Entrance Gate/Court gates | All members, contact contamination with COVID-19 | Members informed to wash hands before arrival at club,Hand sanitizer available  | Regular Reminders to be sentSignage to be kept up to dateHand sanitizer to be monitored and refilled where necessary | Medium | Low | RN/PJ to send reminders, provide hand sanitiser spray on court.4/6/20 | Yes |
| Court Furniture | All members, contact contamination with COVID-19 | Action to remove all court furnishings. | Remove or cordon off benches, net winders. | Medium | Low | JM/RN/Committee members - checked - 4/6/20 | Yes |
| Keeping social distancingIntroduction of the ability to play doubles from 1st June (gov guidelines). Roundhay to introduce doubles when all risk assed actions are complete (date to be decided) | Potential contamination if distances not observedAll members, potential contamination with COVID-19 | Court booking system, singles if not in household, separate marked balls, no changing ends, no shaking hands, leave court before time is up, don’t exchange equipment, keep minimum 2 metres apart.Members informed that 4 people can now play on a court and they do not have to be from the same household. Social distancing must be maintained wherever possible on court. Stay two metres apart. Do not make physical contact, no shaking hands or high 5 etc.Changing ends - respect social distancing, change at opposite sides of the net. Do not swap courts.Social tennis sessions will be reinstated at the appropriate times. All double sessions must be booked through the club booking system.Crossing courts - respect social distancingYou do not have to use your own marked tennis balls (new) but hand hygiene is imperative. Do not pick up the balls but use your racket to return the ball. Use hand sanitizer/gel after you have played and do not touch your face.If a ball from another court comes onto your court do not pick it up, send it back via your racket or kick it back. | Notice up around the courts.Email sent out to membersReminders sent out on a regular basisRemind members of their own responsibilitiesAt the committee meeting on 2nd June decide the date that doubles should resume and inform members.Inform members of all changes.Signage to be updated and displayed around the courts. | Medium/High | Low | RN to send reminders - emailRN to send email to inform members of the changes. 4/6/20Committee to organise. | YesYes 4/6/20 |
| Toilet facilities  | All members, contact contamination with C0VID-19 | Toilets and changing rooms open. Cleaned daily.Masks must be worn.17/5/21 | Cleaning routine needs establishing when clubhouse reopensHand sanitizers in placeSoap availablePaper towels not hand driersCan be opened (when appropriate) but particular care shouldbe taken by those using them and those cleaning them. Signage needs putting upMembers need informing of protocol | Medium/High | Low | Committee to decide at next meeting.Risk to be assessed collectively and actions amended accordingly  | Clubhouse to stay closed. 1/5/21 |
| Clubhouse -  | spread of C0vd-19 in social setting | Clubhouse open – rule of 6 applies, masks to be worn and sliding door opened for ventilation | Review at committee meeting and considerations around partial opening will be explored | Low | Low | 25/5/21 | Yes |
| Ensure nets are maintained at the appropriate height to avoid players havingto adjust them | All members, potential contact contamination with C0VID-19 | Remove net winders | Allocate committee member to check the netsEnsure disposable gloves are worn to reduce risk | Low | Low | RN removed net winder - its under the sink | 13/5/20 |
| Courts require dragging or drying after rain | All members, potential contact contamination with C0VID-19 | Members aware of risk | Have a nominated person(s) to do this or make disposable gloves and spray availablefor players to use. Inform members of protocol. | Low | Low | To be assessed |  |
| Access to first aid and emergency equipment is maintained  | All members | Clubhouse access to first aid kit. Committee must be informed via email of any incidents on spreadsheet. | First Aid Kit to be examined and ensure fit for purposeDefibrillator - review position | Medium | Low |  | Yes |
| Entry and exit routes to the courts are potential pinch pointsUse of communal rackets or tennis balls | All members not complying with social distancing guidelinesAll members | One way system around the club. |  | MediumMedium | LowLow |  | Yes |
| Use of coaching equipment  | All members who are part of the coaching programme | Coaching equipment should be limited, with any equipment used cleaned and wiped down afterwards. | Non at this stage |  |  |  |  |
| Changeover times |  All members | Players to maintain social distancing when leaving/arriving at the club | Non at this stage  | Med | Low |  |  |
| Member being aware and following the new protocols around safe social distancing and hygiene | All members,potential contact contamination with C0VID-19 | Signage on guidelines for playing tennis safely and promoting hygienemeasures are clearly displayed around the courts. New signage to be developed in light of new gov guidelines (1st June 2020) | Ensure that the committee is aware of any changes in government guidance.RLTA responds swiftly.Committee to decide on appropriate signage and allocate printing.Signage to be displayed around the club site. | Med | Low | RN, LW, JM to put up signs RN, MC to print and laminate | 13/5/20Yes 4/6/20 |
| Coaching to be established safely and court usage is agreed | Coaching staff and members | Coaches have been consulted to ensure the approach to activity isagreed and is feasible to deliver safely. Ensure coaches have been supportedto deliver lessons safely. | Monitor the situation going forward. | Med | Low | Paul plus coaching staffPaul plus coaching staff |  |
| Spectators - parents watching lessons | Members of the club |  |  To consider the following at the next committee meeting:Spectating is allowed but must keep social distance. Club benches back in use. |  |  |  |  |
| Tournaments | Initial focus on recreational playTournaments can take place. | To follow the LTA guidance on competitions. | To be considered at the appropriate time following government/LTA guidelines.To consider a tennis ladder, initially for singles. Review doubles at a later stage if necessary and the demand is there.Matches are played with the same cautions as any type of club play. Finals Day in July will be reviewed spectator wise depending on LTA advice at that point.All draws, entries, result input is online rather than in the clubhouse. | High | Low | Inform members of the opportunity and rules around a singles ladder.Reinforce health & Safety guidelines. | AS |
| Club Social Sessions & League Matches |  |  | See social delivery plan and Match delivery plan |  |  |  |  |