

Risk Assessment – Covid-19

Company name: Keighley Table Tennis Centre CIO

Assessment carried out by: Trustees

Date assessment was carried out: 20.10.20

Date of next review: 30.11.20



Keighley Table Tennis Centre (KTTC) is a multi-use facility with groups taking part in table tennis, archery, art and tai-chi. The facility is run by volunteers and generally, there are volunteers present at all structured sessions. Other than the Over 50s table tennis group, all other group sessions are run by external organisations who have their own constitution, committee and set of rules. The Over 50s table tennis group is a session run and organised by the facility (KTTC) themselves. KTTC also run a membership system whereby individual, paying members can access the facility to play table tennis with friends and family and often members will access the facility without official volunteers being present.

There is a 'main hall' which contains 8 table tennis tables in separated playing areas (separated by netting and barriers) at 10m x 5m with a 2.3m corridor running the full length of the facility. The playing courts meet the required dimensions set by Table Tennis England to achieve good social distancing. There is a lounge and kitchen area with limited facilities, a smaller hall at 24m30cm x 6m30cm and finally a conference room at 7m30cm x 6m30cm. In addition, there are two shower rooms and male and female toilet facilities.

The facility is cleaned regularly.

The facility is accessible 24/7 by paying members who use a door access code to gain entry. Within the facility there is a 24/7 CCTV system which can be accessed remotely and covers all areas of the facility.

This risk assessment is specific to the potential risks posed by the Coronavirus pandemic and the impact that has upon the use of KTTC. This risk assessment is in addition to all current risk assessments that the facility has in place.

Every individual using Keighley Table Tennis Centre has a **responsibility** to adhere to Government guidance and the controls and expectations within this risk assessment. Individuals should do everything they can to protect themselves and others including carrying personal hand sanitiser and washing hands frequently.

What are the hazards?	Who might be harmed and how?	What will you do to control the risks?	Any additional actions?	Who needs to carry out the action?	When is the action needed by?	Done
Close contact by those entering the facility	All users and volunteers – easier spread of the virus when in close proximity.	<ol style="list-style-type: none"> 1. Everyone to follow government guidance such as social distancing on the approach to the facility. 2. Reminder to the volunteers overseeing any of their sessions that social distancing should be enforced throughout. 3. Maximum numbers in each room of the centre will be adhered to. 	Make the advice clear to facility users so that guidance can be followed immediately.	Trustees	26.7.20	Done
Unclean surfaces	All users and volunteers – spread of the virus from frequently touched surfaces.	<ol style="list-style-type: none"> 1. Increase the regularity of cleaning in the facility. 2. All 'high risk' surfaces to be wiped down regularly. (surfaces which are touched regularly i.e. door handles, tops of barriers, entry keypad etc). 3. Monitor the frequency of cleaning of high-risk areas. 4. Coffee machine to not be in use to start with to remove one surface which would be touched multiple times. 5. Cleaning schedule to be implemented. 	Signs or cover for the coffee machine.	Trustees.	26.7.20	Done
Hygiene practice by facility users	Individuals who don't practice good hygiene actions.	<ol style="list-style-type: none"> 1. Hand sanitiser placed in five different locations around the facility. 2. Signs displayed to remind users about good hygiene practice, frequency of hand washing (including upon entry and exit of the facility for 20 seconds using soap and water) and advice when coughing and sneezing. 	Purchase hand towel dispensers and additional pedal bins. On booking confirmation, users asked to carry a bottle of their own hand sanitiser.	Trustees. Individual users.	26.7.20	Done

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		<ol style="list-style-type: none"> 3. Additional 'pedal' bins to be placed around the facility. 4. Additional paper towels to be provided and dispensers in place. 5. All users encouraged to carry a personal bottle of hand sanitiser and use it regularly. 6. Only two chairs on each court and each player takes their belongings into the court and leaves it on their chair. 				
<p>Groups of people gathering in the facility</p>	<p>Users of the facility and volunteers by getting into close proximity of others and spreading the virus more easily.</p>	<ol style="list-style-type: none"> 1. KTTC to have a strategy for the re-introduction of activity which carefully maps out which users will start using the facility again and in what order. 2. No activity to commence at KTTC until it is allowed as per Government regulations. 3. At the end of a 'session' users are to leave the facility in a staggered way to avoid mixing bubbles. 4. Strict booking system implemented. 5. Users should not mix with anyone beyond the current government regulations. 	<p>User groups to follow guidance within this risk assessment. Guidance for exiting the facility to be placed in the confirmation email after a booking is made.</p>	<p>Trustees. Individual users.</p>	<p>26.7.20 and on-going.</p>	<p>Done</p>
<p>General passing of airborne germs between facility users</p>	<p>All users and volunteers.</p>	<ol style="list-style-type: none"> 1. Extra ventilation in place at all times. The facility has a lot of windows and doors which should be opened to promote good circulation of air. 2. The playing of music and other loud noises should not be permitted as this 	<p>Volunteers to have read the risk assessment and ensure ventilation is part of their routine.</p>	<p>Volunteers and individuals using the facility.</p>	<p>On-going</p>	<p>Done</p>

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		can encourage shouting and increase the risk of transmission.				
Close contact within the facility between users	All users and volunteers.	<ol style="list-style-type: none"> 1. Floor stickers used for users to walk on one side of the corridor. 2. Table Tennis players not to exit the court whilst someone is walking past. 3. Numbers within the facility restricted are restricted to meet the current Government and Table Tennis England guidance. 	Floor markings/stickers to purchase. Booking system to restrict numbers.	Trustees and facility users.	26.7.20	Done
Individual user groups not following regulations	The users and those around them.	<ol style="list-style-type: none"> 1. KTTC Trustees to insist upon written agreement from the committee / person responsible from the group, before commencing activity, that they will take reasonable responsibility for their group's actions on top of the measures KTTC put in place. 	Agreements to be received before commencing activity.	Trustees liaising with the user groups.	Prior to each group's commencement of activity.	Done
A user is infected with Covid-19	Other users who have used the facility at the same time.	<ol style="list-style-type: none"> 1. Anyone who develops symptoms should return home immediately and isolate with the rest of their family. They should inform the session volunteer so other session participants can be informed and caution taken. 2. All user groups to keep a register of attendance with contact telephone numbers for 21 days in case NHS Track and Trace need to make contact with individuals. 	Template for register circulated to all user groups.	Trustees. Volunteers running sessions.	26.7.20	Done

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		3. Individuals using the facility to use the ClubSpark booking system.				
Close contact on transport to KTTC	Any users who travel by public transport.	1. Organisers and committee members of each group to encourage their participants to travel to the session by private car, walk or cycle. Where this isn't possible, remind them of current Government expectations on public transport including the use of a face covering.	Add the advice to confirmation email when booking.	Users who travel on public transport.	On-going	Done
Close contact in the car park	Users who drive to the facility.	1. Organisers and committee members of each group to advise their members and participants that parking on a nearby side street and walking a short distance to KTTC may be advisable depending on individual circumstances to limit close contact with others.	Add the advice to confirmation email when booking.	Users who drive.	On-going	Done
Vulnerable people placed at risk	Users over the age of 70 and those with other medical conditions.	1. KTTC advise that anyone over the age of 70 should not attend any sessions at the facility until Government advise that this is acceptable. 2. Anyone over 70 attending sessions does so on the understanding of the risks associated. 3. People with medical conditions who have been advised to shield or take extra precautions, reminded that the	Add the advice to confirmation email when booking.	Trustees.	26.7.20	Done

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		environment may not be suitable for them.				
Art group – Additional, specific risks and controls						
Close contact of participants in the conference room	All participants	<ol style="list-style-type: none"> 1. Each table to hold a bubble consisting of people from no more than 2 households. 2. Participants to remain at their allocated table. 3. Table positions to be marked with tape so that if they are moved, they can be quickly put back into position afterwards. 4. Maximum number of participants at any one time restricted to 10. 	Adjust layout of tables in conference room to cater for this.	Art group volunteers. Trustees.	22.7.20	
Contamination of equipment	All participants	<ol style="list-style-type: none"> 1. Participants to provide their own equipment wherever possible. 2. If borrowing equipment, only one person should use that specific equipment during the session and they should wash it themselves. 3. One member of the group to be designated 'safety officer' for each session to remind everyone of their personal responsibilities. 4. Participants encouraged to bring and use their own hand sanitising gel. 5. All hard surfaces: tables; chair frames; door handles; keys; key safe to be sanitized before and after each session. 6. Disposable gloves to be available. 	Participants advised by art group volunteers of what equipment they may need to purchase/provide.	Art group volunteers.	22.7.20	

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		7. All materials not being used, along with other belongings to be kept under the table where member seated.				
Close contact when moving around the facility	All participants	<ol style="list-style-type: none"> 1. Establish a one-way system whereby participants access the conference room through the main double doors (both open) and leave the conference room by entering into the small hall. 2. If topping up water etc, participants should walk down through the small hall and return to the conference room by walking down the main hall corridor, out of the exit and back into the main doors to the conference room, thus establishing a one-way system. 	Ask art group volunteers to explain the process to participants.	Art group volunteers.	22.7.20	
General	All participants	<ol style="list-style-type: none"> 1. All attendees reminded that they attend at their own risk especially if over 70 and should be mindful of the safety of others. 2. Masks strongly recommended. 3. Collection of subs: exact amount in coins only, to be put into a jar with a screw top and isolated for 72 hours. 4. Members to bring own drinks. 5. To be mindful of changes to government guidelines and respond accordingly. 6. Members to confirm with the acting secretary by 2 days day before a meeting if they want to attend. This will enable another member to take up the vacancy. 	Art group committee to notify their members of these requirements and support where needed.	Art group volunteers and all attendees.	22.7.20	

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Archery group – Additional, specific risks and controls						
Close contact of participants in range (small hall)	All participants	1. Booking system for sessions. All sessions to follow ArcheryGB (AGB) COVID guidelines for indoor shooting. Archers should arrive no earlier than the beginning of the session.	Booking system to be introduced and register kept with contact details. Clear instructions to be emailed to all participants and posted in small hall. Number of targets to be reduced to meet distancing guidelines	Archery committee.	1.10.20	
Close contact when moving around facility	All participants	1. Archers to assemble and dis-assemble equipment in small hall (not lounge area) and to keep equipment bags in small hall during session. 2. Archers to follow all one way systems in place when entering or leaving the facility.		All participants and volunteers.	1.10.20	
Contamination of equipment	All participants	1. Archers responsible for their own equipment and should not withdraw anyone else's arrows. Archers should be given their own target faces and pins, which they should bring to each session.		All participants.	1.10.20	
Archery beginner coaching	All beginner session participants	1. Should follow all guidelines from AGB regarding numbers, distancing and non-tactile coaching.	All coaches to be aware of AGB guidelines.	Participants. Coaches.	By the first beginners session.	

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	and the coaches	2. Beginners should clean their equipment at start and end of each session with sanitised wipes. 3. Equipment should only be used by the same beginner on each course and stored in a named bag between sessions. 4. Lead coach should give clear instructions to all participants at each session on appropriate procedures.	Obtain appropriate bags and labels for storing equipment.			

1:1 table tennis coaching – Additional, specific risks and controls

Haworth Hawks Table Tennis Club have produced their own risk assessment which is accessible here: <https://haworthhawksttc.ttleagues.com/page/covid-19>