

Company name: Byfleet Lawn Tennis Club Ltd

Assessment carried out by: Pam Lansdell

Date of next review: As per Government guidelines

Date assessment completed: 11th April 2021

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|--|--|---|------------------------------------|-------------------------------|------------|
| <p>Spread of Covid-19 Coronavirus</p> | <p>Staff, volunteers, members and visitors</p> | <p>Use of outside and indoor courts now permitted in line with Step 2 of the LTA guideline as circulated to members on 10th April 2021.</p> <p>NHS Test and Trace In accordance with Government guidelines the club are maintaining temporary records for a 21 day period of all those on site.</p> | <p>.</p> | <p>The Manager and Board</p> | | <p>YES</p> |

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| <p>Spread of Covid-19 Coronavirus</p> | <p>Staff, volunteers, members and visitors</p> | <p>Procedure after an individual with symptoms of, or confirmed Covid-19 has left the club: A Risk Assessment must be carried out to include the following factors: Type of surface contaminated The amount of virus potentially spread Time individual spent at the club Time since individual was last at the club. If cleaning cannot be carried out immediately the affected areas must be closed until cleaning completed</p> | <p>Staff and volunteers monitor and report non-compliance to the Manager</p> | <p>The Manager and Board</p> | | <p>YES</p> |

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| <p>Spread of Covid-19 Coronavirus</p> | <p>Staff, volunteers, members and visitors</p> | <p>The summer house remains closed. Closure of first floor of clubhouse, changing rooms and shower remains in place. Face coverings must worn inside clubhouse (unless exempt) and may only be removed when using the indoor courts. Legionella RA carried out. Toilets strict one in – one out policy. Sensor taps and automatic hand sanitisers have been installed.</p> | | <p>The Manager and Board</p> | | <p>YES</p> |

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| <p>Spread of Covid-19 Coronavirus</p> | <p>Staff, volunteers, members and visitors</p> | <p>Access to Club and all courts via side gate only with separate entrance and exit areas marked out. Separate entrance and exit doors for indoor courts. Token machine remains out of use. Tokens must be ordered and paid for in advance on line or direct from the office using card payment. Online court booking system in place. Only members with pre-booked courts are permitted to play.</p> | | <p>The Manager and Board</p> | | <p>YES</p> |

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| <p>Spread of Covid-19 Coronavirus</p> | <p>Staff, volunteers, members and visitors</p> | <p>Hand sanitiser stations located throughout the club.</p> <p>Removal of all seating/benches, most waste bins, all court equipment with the exception of the clay court brushes. Nets to be adjusted by ground staff, winders removed where possible. Courts prepared before the Club opens or during pre-booked maintenance Waste bins provided at three locations</p> | | <p>The Manager and Board</p> | | <p>YES</p> |

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| <p>Spread of Covid-19 Coronavirus</p> | <p>Staff, volunteers, members and visitors</p> | <p>Players are required to provide their own hand sanitiser, sanitiser wipes. Players using clay court brushes shall sanitize handles before and after use.</p> <p>Players provide their own tennis balls (unless an official club group activity) which can be clearly marked with their initials. Players should avoid picking up tennis balls from other groups of players. Players bring minimal equipment.</p> | | <p>The Manager and Board</p> | | <p>YES</p> |

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| <p>Spread of Covid-19 Coronavirus</p> | <p>Staff, volunteers, members and visitors</p> | <p>Players/visitors must take their waste material/rubbish away with them or use bins provided. Players wipe down any areas touched before vacating the court. Players not mixing or gathering in groups larger than 6 before or after playing.</p> <p>Coaching Team have completed Risk Assessments in line with LTA guidelines on delivery of coaching during step 2 of Covid-19</p> | | <p>The Manager and Board</p> | | <p>YES</p> |

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| <p>Spread of Covid-19 Coronavirus</p> | <p>Staff, volunteers, members and visitors</p> | <p>Organised outdoor activities – including coach led sessions, club mix-ins and competitions have Event Development Plans, Event Organisers and Risk Assessments in line with Government and LTA guidelines. Informal social play - Players from different households may continue to play doubles and singles outside with a group size limited to 6 on one full size court.</p> | | <p>The Manager and Board</p> | | <p>YES</p> |

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| | | Indoor courts limited to same households or permitted bubbles and 1:1 coaching | | | | |
| Members, Staff and volunteers not understanding the guidelines | Staff, volunteers members and visitors | Guidelines and communication regularly updated and circulated to staff, volunteers and members | | The Manager and Board | Ongoing | YES |
| Risk of Club closure | Staff, volunteers, members and visitors | All club users aware club could close due to non-compliance of Government and LTA guidelines | | The Manager and Board | Ongoing | YES |