

# RISK ASSESSMENT FORM

Assessment No:74	Locations/ Dept Main Centre	Persons Involved in or affected by task:	
Assessment Date: 21.3.21	Assessor's Name Rebecca Goss		
Task/ Activity/ Area Assessed  Outdoor Tennis Courts	Employees		X
	Visitors		X
	Contractors		
	Members of the public		X
	Others		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Covid 19	Staff, Members, contractors, hirers	Access from the Jean Brown entrance to reduce number of people at any one time. Floor and wall signage to be fixed in agreed locations to provide route implemented to maintain 2m social distancing.	Member communication advising of the new design and requirements upon re-opening	MR	March 21	Completed
		Anti-bacterial bottled sprays positioned at each Jean Brown entry/exit point for both members and staff.	Send regular communications to staff, members, hirers, and contractors of COVID-19 guidelines.	MR	March 21	Completed
		Signage to be placed at all entrances and exits re-enforcing the COVID-19 procedures. These procedures will include regular washing of hands or use of alcohol gel rub/foam on entry and on exit, maintaining 2m distancing and adherence to Government guidance.	Staff training for cleaners, duty staff and receptionists to understand the COVID -19 policies and procedures and where necessary to implement such procedures.	WA	March 21	Completed
		Tennis court access gates will be kept open during opening times to reduce touchpoint	All staff will be re trained on the cleaning of reusable PPE clothing following government guidance.  All training provided will be documented and staff assessed on compliance	Senior Management	March 21	Completed

		<p>areas</p> <p>Access to the centre will controlled by staff at the entrance if necessary.</p> <p>Benches and chairs removed from the playing area to reduce waiting points</p> <p>No tennis net adjusters to be left on court to reduce equipment to be cleaned.</p> <p>No hiring or purchase of balls. All players will be required to bring their own equipment.</p> <p>Pay and play and programmed activity only in accordance with current Government Roadmap of return.</p> <p>Users encouraged to bring own hand sanitizer in line with LTA guidance</p> <p>Cleaning staff will be regularly cleaning touchpoints / allocated toilet areas throughout their shifts noting times of clean on equipment.</p> <p>PPE clothing will be provided for cleaning staff to perform cleaning duties.</p> <p>PPE items to be provided to all cleaners, including disposable head caps, face masks, gloves, apron and show covers. Each cleaner to be given their own shield. Training will be provided on the cleaning of shields and the disposal of disposal PPE items.</p> <p>Monitor Government guidance and make necessary changes as the situation changes.</p>				
Tennis Activity	Risk of injury through	Qualified 1 <sup>st</sup> Aider on site at all times.				

	inadequate teaching and accident.	All injured reported. Controlled and organized sessions. Coaching staff fully trained. Notices state that members and their guests are reminded that it is their responsibility to ensure that their medical condition is satisfactory for the activity they wish to pursue.				
Slips, trips and falls, leaves on the court	Staff and members of the public may be injured if they slip	Courts are regularly cleared for rubbish.				

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
Further actions that may require longer term consideration:	Action Review Date	Action Completed (Name and title) / Date

Signature:



Date: 28/01/2019

Assessment Review Date (as required): 27/01/2020

New risk assessment required: No

Completed by (Name):

Signature:

Assessment Review Date (as required):

New risk assessment required: Yes / No

Completed by (Name):

Signature: