

## RYDE LAWN TENNIS AND CROQUET CLUB RISK ASSESSMENT FOR COVID-19 29.03.21

Risk description	Risk Rating L, M or H	Controls – What can be done?	Risk owner – Who is responsible	Target date of compliance
<b>CLEANING &amp; HYGIENE</b>				
Overview – conduct a walk-through of your facility from arrival to departure to identify any potential risks.	L	Walk-through undertaken. On inspection it was agreed that the club complies with government guidelines	DF, RH, HS, PM, LB, RT	14.5.20  Review 10.3.21
Club entrance, court gates, doors, water taps, combination padlocks are high contact items, disabled toilet	H	High touch areas identified and cleaning plan is in place. Opening and closing procedures agreed. Entrance gates will remain open and unlocked club opening hours. Water left on for taps outside clock house and in front of kitchen and in the disabled toilet.  Members requested to bring own water bottles and sanitiser	SG/GG	Daily from 08.00 18.5.20  Review 10.3.21
Contamination from croquet provision	H	<i>Croquet daily lawns preparation</i>  <i>Lesley and Pam will undertake opening and closing procedures daily at least for the first week or so.</i>  <i>Start of Day: Keyholder arrives at club and accesses croquet shed wearing own disposable gloves to undo padlock.</i>  <i>Take hoops for lawns 1 and 4 from inside the shed door and set out these lawns. Use spray bottle of diluted disinfectant to spray hoops when in hoop holes.</i>  <i>Balls will be cleaned with liquid detergent</i>  <i>Use kitchen roll and disinfectant to clean and wipe padlock.</i>	PS/LB	Daily from 08.00 18.5.20        1.6.20

		<p><i>Leave disinfectant spray in shed. Close and lock croquet shed and take used kitchen roll and gloves home to dispose of there.</i></p> <p><i>End of day: Open croquet shed wearing own disposable gloves to undo padlock. Take ball containers to lawns. Bring in hoops and balls and leave just inside shed on left hand side. Spray and clean padlock before closing. Take used gloves and kitchen roll home to dispose of.</i></p> <p><b>Croquet hoops will be left in place</b></p> <p><b>Croquet balls and mallets will be locked in the croquet shed. Combination given to all members</b></p> <p><b>Hand gel available but members instructed to wash and/or sanitise before and after touching any equipment</b></p>		<p><b>Review 10.3.21 for reopening 29.3.21</b></p>
<p><i>Contamination from petanque provision</i></p> <p><b>Proposal not to offer petanque initially?</b></p>	H	<p><i>Members advised to bring their own boules</i></p> <p><i>Boules and jacks provided by the club left in plastic container: Bucket of soapy water left beside container to clean balls before and after use</i></p> <p><i>Members reminded to maintain 2m distancing</i></p> <p><i>Each player/team should have their own jack</i></p> <p><i>Court to be booked through the club booking system</i></p> <p><i>Members to provide their own tape for measuring</i></p> <p><i>Members advised to sanitise/wash hands before and after play</i></p> <p><i>LB/RH will play first game and review/amend policy and procedure accordingly</i></p>	<p>SG/GG</p> <p>RH/LB</p>	<p>24.9.20</p> <p>28.9.20</p>
Clubhouse and toilets must	L	Clubhouse and clock house are closed to members closed	SG/GG	Daily from

remain closed to players		sign in place. Alarms are set and notices visible Clubhouse will be checked daily by cleaners and high touch areas e.g. handles/alarm disinfected daily Laminated notice on the outside of the disabled toilet. Dettol wipes available to clean any surfaces. Hot water and soap available. Pedal bin outside to dispose of towels and Dettol Wipes	Refresh notices if required RH	08.00 18.5.20  <b>Notices to be refreshed before 29.3.21</b>
The disabled toilet is available for emergency use				
Hand sanitising	H	Members instructed to hand wash and bring their own sanitiser – clear signage at entrances and exits	<b>Information included in policy.</b>  <b>Updated Policy will be circulated to all members via email (SS) prior to reopening 29.3.21</b>	RH 14.5.18  16.5.18
<b>EQUIPMENT</b>				
High touch areas including bins, seats, scoreboards, benches and net winders.	H	Bins, seats, benches and net winders have been <b>removed from tennis courts</b>  Members have been encouraged to bring their own seating. If they choose to use club chairs members and parents have been instructed to hand sanitiser before and after use  First aid box relocated outside of court 2 for easy access (members informed)	DF/RH  Instruction in updated policy and emailed to members	14.5.20  10.7.20  <b>10.3.21</b>
<b>SOCIAL DISTANCING</b>				
Maintaining social distancing	H	Two metre distancing lines outside each court entrance and end of footpath  Players may mix with no more than 5 other players from different households in any one session. <b>First statement</b>	DF/TC  RH/PS	15.3.20  30.7.20

		<b>on the revised policy 10.3.21</b>	RH/SS  All part of updated policy	31.5.20  10.3.21
Where club areas can lead to congestion, such as carparks, changing of participants on court, staggered booking systems may need to be introduced	M	Staggered booking was implemented initially. Amended and simplified court booking system doesn't allow for this now.  Members allocated 2-hour slots which give members enough playing time to leave the club before the next group arrives  Members will be reminded to vacate the court 15 minutes before the end of their two-hour slots and that the next group should not arrive more than 5 minutes before their start time.	SS/AS  <b>Members reminded prior to reopening 29.3.21</b>	31.5.20
Players will be asked to adhere to social distance measures such as swapping ends at different net posts and eliminating end of match handshakes	H	All procedures have been agreed and incorporated in the RLTC COVID-19 Policy  Reviewed at regular Covid-19 meetings based on member feedback  Swapping ends advice has now been removed from the LTA guidelines – players to be reminded to maintain strict 2-metre distancing rules	Responsibility of all members. Managed by management committee  RH  Reviewed 10.3.21	14.5.20  Regular and when required  31.5.20
Children should be accompanied by adults at all times	H	Only one parent should accompany children under 16 and should maintain social distance while present	RH/DF	Daily
High Risk Players	H	High Risk Players informed to self-certify and stay away if concerned following government guidelines	Management Committee (Reviewed daily and updated in	14.5.20

			accordance with Government advice)	
<b>CLUB MONITORING AND EVALUATION</b>				
The club will require rota for opening closing and a cleaning strategy for both		Person identified for opening and locking all gates and cleaning high risk frequent contact areas	SG/GG	18.5.20 Daily
Whether through online booking systems or other means clubs should have a list of all players who were present at the club each hour for potential contact tracing if required	M	All club members details are up to date. All players are members Online booking initiated Guests of members are now permitted to play. Courts booked by member and can therefore be tracked by the membership secretary	SS	31.5.20  10.7.20
COVID-19 Committee should evaluate the systems particularly during phase 1	N/A	Thorough preparation and all plans in place prior to opening. COVID-19 Committee established Review of all policies and procedures weekly and updated in line with Government guidelines	RH	14.5.20
New members	H	New members will be given the welcome pack including all policies and will be met by an appropriate committee member prior to play	SS (RH/PM/DF)	15.5.20

Risk Assessment for RLCC COVID-19 agreed by the Management Committee 14.5.20 To be reviewed 21.5.20 Reviewed 21/5/20 Updated 31.5.20

Meeting 9.7.20 updated 10.7.20 Updated 30.7.20 Updated 24.9.20 Updated 26.11.20 Updated March 21