

## **Cippenham Table Tennis Club**

### **Covid 19: Risk Assessment and Method Statement**

At the current government stage of returning from lockdown, the following rules and procedures will be applied to the use of the CTTC facility and participation in playing table tennis at CTTC.

These rules and procedures will remain in use until the Government either changes guidance due to current understanding of the virus, or, further relaxes its recommended measures to the next stage.

Should the Government reverse the relaxing of restrictions and recommend that sports facilities should close, CTTC will adhere to these recommendations.

#### **Hall set up**

- Hall set up will be completed by the appointed duty officer and assistant/s prior to scheduled practice session
- Before entering the premises the duty officer and assistants will sanitise their hands, put on face coverings and disposable gloves
- The main entrance door will be set to auto and the doors to the hall and lounge are to be fixed in an open position to negate the need for people to touch doors
- They will then be required to use the wall mounted, non contact fever detection device
- They will then proceed to set up the hall in the configuration detailed below
- The hall will be set up in an 8 table configuration, 4 on each side of the hall.
- Each playing area will be marked with barriers. The barriers will be laid out in a way so as to allow entry/exit to and from the playing area without the need to touch the barriers
- Barriers will be arranged to allow safe access/egress to and from the court without touching them. Please do not touch them or move them. If they are knocked down, please sanitise hands before resetting them
- There will also be sufficient area along the centre of the hall to allow safe access/egress while maintaining social distancing
- There will be a chair placed in opposing corners of each of the 8 playing areas
- There will be 4 cleaning stations placed strategically in the centre of the hall. On each of these will be a hand sanitiser, a spray bacterial cleaner, a spray bottle of soapy water (for the table playing surface only) a roll of tissue paper and a lined waste bin. There will also be notices detailing the required cleaning procedure
- There will be a hand sanitising station at the main entrance to the Centre
- There will be sufficient anti-bac soap and hand towels in the toilets and a notice to say only 1 person allowed in the toilet at a time
- The fresh air and extractor fans will be switched to on
- Notices will be put up to advise on the expected behaviours of participants

#### **Booking**

- CTTC will be operating a members-only, pre-paid booking system.
- Bookings will be available on Tuesday and Thursday for singles practice sessions only. This will mean there will be a maximum of 16 people in the hall at any one time
- There will be 2 one-hour sessions with a 15 minute interval to allow the 1<sup>st</sup> session participants to leave before the 2<sup>nd</sup> session participants enter the premises
- At the time of booking, participants will be required to complete a Covid 19 questionnaire
- At 1st time of booking, participants will also be required to sign a code of conduct. This will outline what is expected of them while using the table tennis facility

#### **Player's code of conduct**

- Players must contact the club by telephone or email if they or any of their contacts/household test positive for corona virus and they have attended either for coaching or practice sessions. In the event of this happening, current government guidelines will be followed in response.

- At time of booking, players will be asked to acknowledge that in the last 2 weeks they have not been abroad, been in contact with anyone with symptoms of Covid 19, or been contacted by the NHS test and trace service.
- At time of first booking, players will be asked to read these codes of conduct and will be asked to acknowledge that they have read them and agree to abide by them. Any breach of this will be dealt with by the committee and will result in penalties up to and including expulsion from the Club.
- Players are asked to maintain social distancing at all times.
- Players are asked to enter the centre no more than 5 minutes before their session is to begin to minimise waiting inside the venue. If they arrive before this time then they are to wait in their car.
- Players are asked to wear face coverings until they are in their playing area and when they leave the playing area.
- Upon entering, players are asked to sanitise their hands, check their temperature on the wall mounted, non-contact fever detection device, check in with the duty officer and proceed to their designated court.
- Players are asked to arrive and leave in their playing kit, there will be no changing on site.
- Players are asked to bring their own drinks in their own containers.
- Singles play only, no doubles to be played.
- There will be no changing of partners during the session. And no changing of ends.
- Players are to only use their own equipment and are to bring their own refreshments.
- Players are to take 1 marked table tennis ball each. They will only serve this ball. They will return the opponents out of play ball by kicking it or hitting it back with their bat.
- There will be a chair provided in opposing corners of each court. This is to be used to take rest and drink breaks, storing equipment, removing track suit etc. The lounge is not to be used for this.
- Once the session is finished players are asked to sanitise their hands and use the cleaning equipment provided to clean their side of the table and their chair.
- Players are asked to leave promptly once this is done to help facilitate distancing.
- Players are asked to refrain from using the on-site toilet facilities, if reasonably possible. If players do use the toilets, there will be cleaning equipment, anti-bac hand wash and hand towels provided. Air hand driers are not to be used.

### **End of session**

- Once the players have left, the Duty officer and volunteer assistant/s will clean their hands, apply PPE and clean the tables, chairs and any other areas that players may have come into contact with.
- The balls that have been used that evening will be quarantined for 7 days.
- PPE will be worn until the duty officer has locked and left the facility.

### **Coaching sessions**

- Coaching sessions will be held outside of the practice session times.
- Sessions will be of reduced numbers to allow for social distancing. They will be invitation only, organised by the Head Coach.
- All of the above applicable rules and measures will be adhered to with the following additions.
- Parents/guardians will be limited to 1 per child. They will be asked to wait and observe in the lounge, wear face coverings, maintain social distancing, complete the checks detailed above and adhere to hygiene guidelines.
- If multi-ball is to be used, the coach will be the only person to handle the table tennis balls.

### **Summary**

Cippenham Table Tennis Club is committed to the safety and well-being of all its members.

These measures exceed the guidance measures set out by Table Tennis England.

With these measures implemented, the risk of contracting Covid 19 will be reduced as much as is reasonably practicable.