

COVID-19/Health and Safety Role Description

Introduction

To enable table tennis to return safely to clubs and other indoor venues, Table Tennis Wales has been working on a set of recommendations that can enable table tennis to start again safely. It is important to note that these will be a set of recommendations for clubs, leagues, coaches and other organisations to implement and will need to be adapted for individual environments.

Clubs and Leagues may wish to consider recruiting a COVID-19/Health and Safety role to support the return to play. The role description below highlights some of the main tasks that could make up this role. It could be a role for one person, or shared amongst a small group to reduce the amount of time spent required by individuals.

Template Role Description

Role: COVID-19 / Health and Safety Officer

Responsible to: Club committee

Role purpose: To advise the club on the requirements, policies and procedures for all aspects of health and safety, with a particular focus on being Ready to Return following the COVID-19 pandemic.

Main Tasks:

- Assist the club by keeping up to date with Table Tennis Wales Preparing to Return guidance and sharing relevant information with the committee/members
- Assist the club to put in place policies and implementation plans for health and safety issues
This could include reviewing current member/club codes of conduct to prepare for a return, developing process for reporting positive cases of COVID-19 to the Club, and ensuring members have all of the information they need ahead of returning to the Club.
- Act as the first point of contact for club volunteers, young people and parents, for any issue concerning health and safety / COVID-19
- Ensure that safe systems of work are employed by maintaining up-to-date risk assessments
A template risk assessment and method statement can also be found in Phase 2 Ready to Return Guidance
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis

Supporting Resources

Table Tennis Wales Preparing to Return resources via our website www.tabletennis.wales

Sport Wales Club solutions: www.clubsolutions.wales/coronavirus/

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