

Risk Assessment Template

Introduction:

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.

The Risk Assessment Template outlined below provides some areas for Clubs and Leagues to consider when preparing to return for activity. The latest Welsh Government guidelines should always be considered, and the below may need to be adapted to adhere to these. This document is not designed to replace any existing risk management structures or systems adopted by the respective clubs and leagues. It is intended to complement existing risk management systems to support the safe resumption of community table tennis.

How to use this Template:

The template below outlines some of the hazards/risks that a Club or League may need to consider when returning to activity. Pages 2 to 10 provide a space for recording all of the potential hazards or risks that you can think of for your venue. We have added some to help get you started – these may need to be adjusted to suit your Club or League's circumstances.

Page 11 helps to assess the severity and likelihood of the hazards to assist in prioritising action to be taken. **Again, these may vary depending on individual Club and League circumstances.**

Acknowledgement: Many thanks to Table Tennis England for the use of their resources.

Risk Assessment Generic Format

Location/Dept:	Date Assessed:	Assessed by:
Task/ Activity:	Review Date:	Reference Number:

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required / person responsible / implementation date
Pre- Activity: Health of participants / players prior to activity	Coronavirus infection within group.		<p>Club keeps a record of who attends training by implementing a booking and registration process. <i>See 'Guidance for Managing Session Numbers'</i></p> <p>Signage displayed at Club entrance advising people not to enter if they have symptoms of Coronavirus.</p> <p>Members advised to contact the club by telephone or email prior to attending if they or any of their contacts/household test positive for Coronavirus – completion of isolation period to be confirmed.</p> <p>Club Committee member checks that no one is feeling unwell as participants arrive. If they are feeling</p>				

			<p>unwell or showing symptoms, advise self-isolation as per government guidelines.</p> <p>Keep a record of vulnerable participants – delay return to training.</p> <p>Distribute information to members and Coaches – use emails to members, update your website, use team communications and display materials around venue.</p>				
<p>Pre-Activity Social Distancing (2m rule)</p>	<p>Participants are either unaware or don't abide by the social distancing rules.</p> <p>Too many people (including parents/spectators) attending training means that social distancing can't be implemented.</p>		<p>Educate players, coaches/volunteers and parents – use emails, update your websites, use team communication channels such as WhatsApp or Zoom</p> <p>Adopt new Club Policies for COVID – require members to abide by guidelines. <i>See Table Tennis Wales 'Preparing to Return' for guidance and templates.</i></p>				

<p>Pre-Activity Coaching & Support resources</p>	<p>Coaches don't feel like they're equipped with drills and skills that minimise close contact.</p> <p>Coaches are competitive and ignore guidelines.</p>		<p>Educate coaches on requirements and any changes that are made to these.</p>				
<p>During Activity: Controlled sporting activities</p>	<p>Coronavirus infection within group.</p> <p>Injury to participant.</p>		<p>Refer to the latest Table Tennis Table Tennis Wales 'Preparing to Return' guidance</p> <p>Avoid unnecessary contact. Eg. no handshaking / slapping hands</p> <p>Players to use their own bat & balls.</p> <p>No breathing on the ball to clean, or hand wiping on the table.</p> <p>Implement good hygiene practises at training including regular handwashing and wiping down tables after use.</p> <p>Ensure appropriate warm up and cool down as part of training.</p>				

			<p>Ensure age and skill appropriate training.</p> <p>Encourage players to build up to match play and higher intensity to reduce risk of ill health or injury.</p>				
<p>During Activity: Number of participants involved</p>	<p>Clubs / Coaches do not abide limited numbers.</p> <p>Coronavirus infection within group.</p>		<p>Individuals should train with the same person throughout the session.</p> <p>Allow a minimum of 10 minutes between changing users of tables.</p>				
<p>During activity: Social distancing (2m rule)</p>	<p>Participants are either unaware or don't abide by the social distancing rules.</p> <p>Coronavirus infection within the group.</p>		<p>Determine maximum number of participants based on venue size to allow distancing.</p> <p>Ensure no more than this maximum number is involved in any activity.</p> <p>Training partners are separated by at least 2 meters (length of the table) at any time</p> <p>All tables used are separated by partitions/barriers/nets, unless in a</p>				

			<p>one table venue and no-one else is present in the playing hall</p> <p>Table areas are ideally a minimum of 5 metres by 10 metres</p>				
<p>During activity: Hygiene protocols (individuals , venue, facilities, equipment)</p>	<p>Participants are either unaware or aren't practising hygiene protocols.</p> <p>There are no cleaning facilities at the place of training.</p>		<p>Adopt mitigation/minimisation strategies as above.</p> <p>Educate participants – use emails to members, update your websites, use team communication channels and display materials around venue.</p> <p>Implement good hygiene practises at training.</p> <p>Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities.</p> <p>Ask that participants bring their own hand sanitiser and regularly wash their hands.</p>				
<p>During activity: Sporting equipment (controlled use)</p>	<p>Coronavirus infection within group.</p>		<p>Ask players to bring their own bats and balls. If shared equipment is used, this must be cleaned after every use.</p> <p>Implement good hygiene practises at training.</p>				

			<p>Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities.</p> <p>Ask that participants bring their own hand sanitiser.</p>				
<p>During activity: Communal facilities (controlled use)</p>	<p>The extent of hygiene protocols used by other groups is unknown.</p> <p>Coronavirus infection within group.</p>		<p>Limit the use of communal spaces and keep them closed if possible.</p> <p>Wipe down surfaces pre and post training.</p> <p>Implement good hygiene practises at training.</p> <p>Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities.</p> <p>Ask that participants bring their own hand sanitiser.</p> <p>Changing rooms and showers are not to be used for showering or changing, this should be done at home</p> <p>Ensure first aid kit is equipped with protective equipment eg. gloves, facemask, plastic apron, safety glasses</p>				

			and hand sanitizer.				
During activity: Training practice (duration restriction)	The longer the period of time together, the increase in risk of virus transfer.		Encourage players to be considerate of booking times (not arriving early or hanging around afterwards)				
During activity: Coaching and support resources (controlled provisions)	Coaches don't feel like they're equipped with drills and skills that minimise close contact. Coaches are competitive and ignore guidelines.		Direct coaches to training resources based on skills with set drills, but no close contact. Multi ball training is only permitted where the feeder also picks up all balls and the player and feeder stay a minimum of 2 metres apart at all times				
Post activity: Response procedures	A participant notifies the Club that they or a family member has a suspected case of		Keep an up to date record about the protocols that the club has put in place to mitigate the risk of contracting coronavirus. Advise the affected member to follow				

	<p>coronavirus.</p> <p>A participant notifies the Club that they or a family member has contracted coronavirus.</p>		<p>Welsh Government guidelines.</p> <p>All participants are required to report to club via telephone at earliest opportunity if they or contacts become unwell after they have attended a session in last 14 days – this is written into member information and shared in advance of return as well as follow up from sessions.</p> <p>Ensure regular education of club members about the COVID protocols. Eg. Newsletters, emails, website, briefing on arrival</p> <p>Establish a Communication Plan outlining who the Club needs to advise if there is a suspected or positive case of coronavirus and who is responsible for doing that.</p> <p>Maintain protocols for returning to training following a positive case.</p>				
--	---	--	---	--	--	--	--

Other							
-------	--	--	--	--	--	--	--

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so