

Risk Assessment Generic Format

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| Location/Dept: Gyle Shopping Centre | Date Assessed: 24/08/2020 | Assessed by: Lindsay Muir, Gordon Muir, Krzysztof Borkowicz |
| Task/ Activity: Table Tennis | Review Date: 24/08/2020 | 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. | All players, volunteers, parents and caregivers | <p>Club keeps a record of who attends training by implementing a booking and registration process. See 'Guidance for Managing Session Numbers'</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 unwell or showing symptoms, advise self-isolation as per government guidelines.</p> <p>Keep a record of vulnerable</p> | 3 | 1 | 3 | |

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|---|---|--|---|-------------------|---------------------|-------------------|--|
| | | | <p>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> | | | | |
| Pre-activity Social Distancing (2m rule) | <p>Participants are either unaware of 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> | All players, volunteers, parents and caregivers | <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. See Table Tennis Scotland 'Ready to Return' for guidance and templates</p> <p><i>See Table Tennis Scotland 'Ready to Return' for guidance and templates.</i></p> | 3 | 1 | 3 | |
| Pre-activity Coaching & support resources | Coaches don't feel like they're equipped with drills and skills that minimise close contact. | All coaches, volunteers and players | Educate coaches on requirements and any changes that are made to these. | 3 | 1 | 3 | |

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| | Coaches are competitive and ignore guidelines. | | | | | | |
| During Activity: Controlled sporting activities | Coronavirus infection within group. Injury to participant. | All participants | <p>See Table Tennis Scotland 'Ready to Return' for guidance and templates.</p> <p>Avoid unnecessary contact e.g. no handshaking/slapping hands</p> <p>Players to use their own bat.</p> <p>Balls to be washed regularly to minimise risk (this has been adjusted from the previous guidance about using different balls for each player).</p> <p>No breathing on the ball to clean it, or hand wiping on the table.</p> <p>Implement good hygiene practices at training, including regular handwashing and wiping down tables after use. See downloadable club posters.</p> <p>Ensure appropriate warm up and cool down as part of training.</p> <p>Ensure age and skill appropriate training.</p> | 4 | 1 | 4 | |

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| | | | Encourage players to build up to match play and higher intensity, to reduce risk of ill health or injury. | | | | |
| During activity: Number of participants involved | Clubs/coaches do not abide by limited numbers. Coronavirus infection within group. | All participants 1 table at the venue Only 2 persons | Individuals should train with the same person throughout the session. Allow a minimum of 10 minutes between changing users of tables. | 3 | 1 | 3 | |
| During activity: Social distancing (2m rule) | Participants are either unaware of don't abide by the social distancing rules. Coronavirus infection within group. | All participants | Determine maximum number of participants, based on venue size, to allow social distancing. Ensure no more than this maximum number is involved in any activity. Training partners are at least 2 metres (length of the table) apart at any time. All tables used are separated by partitions/barriers/nets, unless in a one table venue and no one else is present in the playing hall. | 3 | 1 | 3 | |

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| | | | Each table area is ideally a minimum of 5 metres x 10 metres. | | | | |
| During activity: Hygiene protocols (individuals, venue, facilities, equipment) | Participants are either unaware of aren't practising hygiene protocols. There are no cleaning facilities at the place of training. | All participants | <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 practices at training.</p> <p>Place hand sanitiser/soap and water around the venue and in toilet/ bathroom facilities.</p> <p>Ask participants to bring their own hand sanitiser and regularly wash their hands.</p> | 4 | 1 | 4 | |
| During activity: Sporting equipment (controlled use) | Coronavirus infection within group. | All participants | <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 practices at training.</p> | 3 | 1 | 3 | |

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|--|---|-----------------------------|--|-------------------|---------------------|-------------------|---|
| | | | Place hand sanitiser/soap and water around the venue and in toilet/ bathroom facilities. Ask participants to bring their own hand sanitiser. | | | | |
| During activity: Communal facilities (controlled use) | The extent of hygiene protocols used by other groups is unknown. Coronavirus infection within group. | All participants | Limit the use of communal spaces and keep them closed if possible. Wipe down surfaces before and after training. Implement good hygiene practices at training. Place hand sanitiser/soap and water around the venue and in toilet/ bathroom facilities. Ask participants to bring their own hand sanitiser. Changing rooms and showers are not to be used for showering or changing. This should be done at home instead. Ensure first aid kit is equipped with protective equipment e.g. gloves, facemask, plastic apron, safety glasses and hand sanitiser. | 3 | 1 | 3 | |

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| During activity: Training practice (duration restriction) | The longer the period of time together, the greater the risk of virus transfer. | All participants | Encourage players to be considerate of booking times (not arriving early or hanging around afterwards). | 4 | 1 | 4 | |
| During activity: Coaching and support resources (controlled provisions) | Coaches don't feel they're equipped with drills and skills that minimise close contact. Coaches are competitive and ignore guidelines. | All coaches, volunteers, and players | 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 the balls. Player and feeder should stay a minimum of 2 metres apart at all times. | 3 | 1 | 3 | |
| Post activity: Response procedures | A participant notifies the club that they or a family member has a suspected case of coronavirus. | All participants | Keep up-to-date record of the protocol the club has put in place to mitigate the risk of contracting coronavirus. Advise the affected member to follow government guidelines. | 3 | 1 | 3 | |

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| | A participant notifies the club that they or a family member has contracted coronavirus. | | <p>All participants are required to report to the club by telephone as soon as possible if they or contacts become unwell after they have attended a session – this is written into member information, and shared in advance of return, as well as a follow up to sessions.</p> <p>Ensure regular education of club members about COVID protocols e.g. 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 |

