

# RETURN TO TABLE TENNIS GUIDELINES

These guidelines apply to Scotland only. They have been produced in line with the government guidance on public spaces, outdoor activity and exercise published on 24th June 2020, which can be viewed at **Scottish Government: Exercise & Activity Guidance**.



VERSION 1  
23rd July, 2020

# INTRODUCTION

On 21st May 2020, the Scottish Government published **Scotland's COVID-19 route map through and out of the crisis**, which sets out the order in which it plans to relax restrictions. Based on our discussions with the Scottish Government/**sportscotland** and following the easing of lockdown restrictions, Table Tennis Scotland (TTS) has developed a set of practical guidelines for clubs and participants to follow so that table tennis can resume in Scotland during lockdown, where the local environment allows.

These guidelines apply to table tennis and outdoor adaptations so that table tennis can happen in a way that is in line with Scottish Government advice and helps to prevent the spread of coronavirus (COVID-19).

Table Tennis venues/facilities across the country vary and operate in different local contexts, including club, private or local authority run. Assessing whether safe exercise can be provided depends on a range of factors, which apply differently at each venue/location. It is the responsibility of each venue, club and participant to risk assess based on their local environment.

Clubs and participants should be aware that not all facilities will be able to open immediately following guidance changes, and there will often be delays as plans are put in place to re-engage staff, set up operations and ensure the safety of participants.

These guidelines should be read in conjunction with any updated Scottish Government guidance on health, physical distancing and hygiene. Facility operators, clubs and participants should be aware of and be able to adapt to

changes in guidance at short notice. Information on the Scottish Government's approach to managing COVID-19 is available at **Scottish Government: Coronavirus in Scotland Guidance**.

People who are shielding should not visit venues or undertake activities. Further information is available at **Scottish Government: COVID-19 Shielding support & contacts**.

People who are symptomatic should self-isolate for 7 days, and household members for 14 days, as per NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.

**IMPORTANT:** Do not leave your home to undertake exercise or outdoor activity if Scottish Government advice directs you to stay at home because you or someone you live with has or has had symptoms of COVID-19, or you are in the most vulnerable category and have been advised to shield from coronavirus.

# CONTENTS

4 Phase Process.....	1
----------------------	---

Guidelines & Procedures.....	5
------------------------------	---

General guidelines.....	6
-------------------------	---

Procedures for facility operators and clubs.....	7
--	---

Procedures for participants .....	10
-----------------------------------	----

Resources.....	13
----------------	----

Information for club members.....	14
-----------------------------------	----

Guidance for managing session numbers.....	15
--	----

COVID-19 Health and Safety role description.....	20
--	----

Risk assessment templates .....	21
---------------------------------	----

Template method statement .....	31
---------------------------------	----

Venue Layouts .....	35
---------------------	----

Small clubroom.....	36
---------------------	----

Leisure centre .....	37
----------------------	----

Sports hall .....	38
-------------------	----

Posters/Assets.....	39
---------------------	----

How to play table tennis safely .....	40
---------------------------------------	----

Returning to club activity.....	41
---------------------------------	----

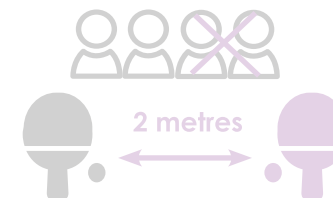
# COVID 19: READY TO RETURN 4 PHASE PROCESS

## PHASE 1

### Play and exercise at home and limited outdoor play



- ✓ Playing at home with members of your household
- ✓ **Playing on outdoor tables -**
  - no more than two people at any one time on the same table
  - no sharing of equipment
  - observe social distancing guidelines at all time
- ✓ Online learning via video calls
- ✗ No indoors table tennis activity in clubs/leagues
- ✓ Some 121 coaching is permitted outdoors



## PHASE 2

### Play and exercise at home and limited outdoor play

(Continuation of Phase 1)

## WHERE WE ARE NOW

## PHASE 3

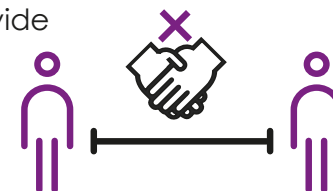
### Limited club activity



- ✓ Some local club activity may be able to resume with restrictions in place, connected to hygiene, social distancing and space available
- ✓ 1-2-1/personal coaching may be able to return
- ! Competitive play is likely to be restricted to ensure minimum restrictions are met

### Preparing for localised competition

- ✓ Local competitive opportunities may look to resume with certain restrictions in place
- ✓ Table Tennis Scotland to provide some ideas for clubs and leagues to consider



## PHASE 4

### Local competition resumption



- ✓ Local leagues to resume with restrictions, and some other competitions may look to resume
- ✓ Phase 3 restrictions start to be lifted

### Full play and spectating in place



- ✓ Club, league, community and competitive play resumes with no restrictions in place

# GUIDELINES & PROCEDURES

# GENERAL GUIDELINES

- Travel restrictions outlined by the Scottish Government should always be adhered to. Further information is available at **Travel & Meeting Others Outdoors**.
- At all times, participants and facility operators should adhere to the Scottish Government's physical distancing guidelines of staying at least 2 metres away from others.
- Only outdoor facilities should be opened, with all indoor areas remaining closed, including changing rooms, toilets, exercise rooms/halls and social areas.
- Clubhouses should only be opened for operational purposes e.g. to switch on floodlights, maintenance checks and to undertake essential work, unless:
  - the area of play can only be accessed through the clubhouse. In such cases, the club must ensure that players enter and exit one at a time, ensuring physical distancing guidance is always adhered to.
  - personal equipment needs to be retrieved from the club/facility. In these exceptional circumstances physical distancing should be maintained and appropriate hygiene practices put in place.
- All social spaces and gyms should remain closed.
- Clubs, deliverers and operators should check with their insurance company that correct and full insurance cover is in place and valid before any activity takes place.
- Guidelines will be updated as we progress through the different phases of the Scottish Government route map. Please check Table Tennis Scotland's official position at **[tabletennisscotland.co.uk](https://tabletennisscotland.co.uk)** on a regular basis to keep up to date with the latest guidelines.
- Furloughed staff (where appropriate):
  - It is for each venue/club employer to decide when it is appropriate for staff to return to work from the **Coronavirus Government Job Retention ('furlough') scheme**.
  - A furloughed employee can take part in volunteer work if they do not provide services to or generate revenue for or on behalf of or linked to your club/organisation.

# PROCEDURES FOR FACILITY OPERATORS & CLUBS

- Ensure your facility management team or club committee has put in place appropriate mechanisms for overseeing operations and risk management. Venues should only open when it is safe to do so. Only outdoor facilities should be opened, with all indoor areas remaining closed, including changing rooms, toilets, exercise rooms/halls and social areas.
- **sportscotland** has produced the **Getting your Facilities Fit for Sport** guidance to help owners and operators of sports facilities as they prepare for when sport/activity resumes. The guidance is applicable to all phases of the Scottish Government route map, and can be adapted to support other planning-based work being undertaken by sports, clubs and community organisations.
- **Risk assessments should be carried out and documented for all activities and facilities. Consider safety first, particularly minimising the risk of infection/transmission and following Scottish Government guidance regarding health, hygiene, travel, and physical distancing. A risk assessment template is available from Table Tennis Scotland.**
- Any measures that venues put in place to enable activity to resume must be flexible and able to adapt quickly if tighter movement/physical distancing is reintroduced in the future or when restrictions are further relaxed.

## HEALTH, SAFETY & HYGIENE

- Ensure usual access to first aid and emergency equipment is maintained. Please ensure the first aid equipment has been updated appropriately for the COVID pandemic and that first aiders have undertaken appropriate additional training.
- Make hand sanitisers or wipes available for use at the entrance/exit to venue/facility where possible. Hand sanitiser should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standard or any detergent used be followed by chlorine releasing agent.
- Clean all common touchpoint surfaces (gates, door handles, handrails etc) regularly, wearing disposable gloves.
- A checklist of considerations and actions is available here: **Getting your Facilities Fit for Sport**
- Detailed guidance is also available at:

**Health Protection Scotland: General guidance for non-healthcare settings**

**UK Government/HPE: Cleaning in a non-healthcare setting**

**Health Protection Scotland: Hand hygiene techniques**

## FACILITY ACCESS/ PHYSICAL DISTANCING

- Ensure measures are in place to minimise encounters between participants, including in car parks and at entrances.
- Clubs/facilities should manage the number of participants accessing the activity or facility to ensure the safety of users. **See guidance for managing session numbers.**
- Where safe and appropriate, doors and gates should be left open during activity hours.
- Consider different entry and exit routes to the facility where possible and ensure these are clearly marked.
- Consider marking 2 metre distances at appropriate points, such as the entry to the facility.
- A checklist of considerations and actions is available here: **Getting your Facilities Fit for Sport**

## EQUIPMENT

- Participants should, where possible, use their own personal equipment and ensure appropriate hygiene rules are adhered to.
- Where shared equipment is used, appropriate hygiene measures must be put in place to ensure equipment is thoroughly cleaned before, during and after use.
- Hand sanitiser should be at least 60% alcohol based and detergent wipes appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standard or any detergent used be followed by chlorine releasing agent.

- Where possible, ensure all equipment is checked prior to use so that participants don't have to adjust or touch it.
- Remove unnecessary equipment from the venue/facility e.g. benches/scoreboards.
- No personal equipment should be left at the facility by participants once the activity has ended.

## BOOKINGS & PAYMENT

- Where possible, operate electronic bookings/payments for sessions. Avoid cash handling.
- Implement a short buffer period (e.g. 10 minutes) between booking slots to allow time for participants to leave before the next participant arrives.
- Consider staggering the start times of bookings so that participants do not all arrive/leave at the same time.

## COMMUNICATION

- Communicate with members/customers clearly and regularly, making them aware in advance of the measures you are putting in place at your venue, and the guidelines you are asking them to follow.
- Ensure signage on the guidelines for participating safely and promoting hygiene measures are clearly displayed (and updated as restrictions change).



## COACHING

- When participating in training or coaching, where possible, avoid touching surfaces and sharing equipment, as well as touching your mouth and face.
- Coaches, personal trainers, and instructors should risk assess and plan appropriately for sessions in advance, be aware of responsibilities and clear on expectations with participants. They should also build in a review period to reflect on the effectiveness and safety of sessions.
- Further guidance on the appropriate steps to take when providing coaching are available at **Getting sport ready for coaching**.

## SPECTATORS

- Spectating should be discouraged. Where the attendance of a non-participating parent or guardian is required, this should be limited to one per participant where possible. Physical distancing should be strictly observed while watching the sessions.

## COMPETITIONS

- Some formats of competition may be able to resume before others. Further information will be provided at the appropriate time and in line with Scottish Government directives.



# PROCEDURES FOR PARTICIPANTS

Table Tennis Scotland asks participants to observe the following guidance, which has been established in line with Scottish Government guidelines to ensure a safe environment for participants and on-site staff. All guidance is subject to change, so participants should check [tabletennisscotland.co.uk](https://tabletennisscotland.co.uk) and their venue/club for regular updates.

## BEFORE PARTICIPATING

- These guidelines should be read in conjunction with any updated Scottish Government guidance on health, physical distancing and hygiene. Participants should be aware of and adapt to changes in guidance. Information on the Scottish Government's approach to managing COVID-19 is available at **Scottish Government: Coronavirus in Scotland Guidance**.
- People who are shielding should not visit venues or undertake activities. Further information is available at **Scottish Government: COVID-19 Shielding support & contacts**.
- People who are symptomatic should self-isolate for 7 days, and household members for 14 days, as per NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.

**IMPORTANT:** Do not leave your home to undertake exercise or outdoor activity if Scottish Government advice directs you to stay at home because you or someone you live with has or has had symptoms of COVID-19, or you are in the most vulnerable category and have been advised to shield from coronavirus.

- Travel restrictions outlined by the Scottish Government should always be adhered to. Further information is available at; **Travel & Meeting Others Outdoors**.
- At all times, participants should adhere to the Scottish Government's physical distancing guidelines of staying at least 2 metres away from others.
- Guidelines will be updated as we progress through the different phases of the Scottish Government route map. Please check Table Tennis Scotland's official position at [tabletennisscotland.co.uk](https://tabletennisscotland.co.uk) on a regular basis to keep up to date with the latest guidelines.
- Wash your hands with soap and water for at least 20 seconds before leaving home to go to the facility/venue. If washing hands is not possible, use an alcohol gel instead. Information on hand hygiene is available at **Health Protection Scotland: Hand hygiene techniques**.
- Be aware that guidance can change and restrictions may be reintroduced, so ensure you have checked the latest version of the guidelines at [tabletennisscotland.co.uk](https://tabletennisscotland.co.uk)

## BOOKINGS AND PAYMENT

- Where the venue/facility allows, ensure you book in advance and make payment online. Where possible, try to avoid paying by cash.
- Participation can only take place outdoors, with all indoor facilities remaining closed.
- **See our recommended booking systems resources.**

## PERSONAL EQUIPMENT

- Where possible, take your own equipment with you and do not share equipment.
- Only take the minimum amount of equipment that you need to participate.
- Clean and wipe down your equipment, including water bottles, before and after use.
- Bring a full water bottle, and do not share food or drink with others.
- Ensure you take all personal belongings and equipment with you at the end of the session, and do not leave anything at the venue/facility.

## TRAVELLING TO AND FROM THE VENUE

- Where possible, avoid using public transport and adhere to Scottish Government physical distancing and travel guidelines: **Travel & Meeting Others Outdoors.**
- Arrive as close as possible to the time when you need to be at the venue/facility.
- Avoid touching gates, fences, benches, etc. if you can.
- Allow others to leave before you enter the venue/facility. If you need to wait, then do so away from the facility and clear of the gates.
- Ensure you leave the facility before the end of your allotted time, so that it is empty for the next participant.
- Arrive changed and ready to participate. Shower at home, as the facility changing rooms will be closed.
- Do not congregate with others and ensure you adhere to physical distancing rules. No extra-curricular or social activity should take place.

# DURING PARTICIPATION

## PARTICIPATION LIMITS

- Participants can take part in activity together. However, Scottish Government guidance on physical distancing and maximum numbers of households must be adhered to at all times.
- Always stay at least 2 metres away from other participants, including during participation, when taking breaks and before and after participation.
- Do not make physical contact with other participants (such as shaking hands or high fives).

## EQUIPMENT & FACILITIES

- Use your own clearly marked equipment.
- Avoid using your hands to pick up equipment that isn't yours i.e. use your foot to kick balls to your opponent or another person.
- Avoid using other equipment, such as benches.
- Be aware that on-site toilet facilities and other indoor spaces may not be open.

## HEALTH & HYGIENE

- If you need to, sneeze or cough into a tissue or upper sleeve. Dispose of your tissue in an appropriate bin at the venue or put it in a plastic bag and take it home. Wash your hands afterwards for 20 seconds.
- Avoid touching your face and ensure you clean your hands with at least 60% alcohol gel when you finish participating.

## SPECTATORS

- Spectating is discouraged. Where attendance of a non-participating parent or guardian is required, this should be limited to one per participant where possible. Physical distancing should be strictly observed while watching the sessions.

## COMPETITIONS

- Some formats of competition may be able to resume before others. Further information will be provided at the appropriate time and in line with Scottish Government directives.



# RESOURCES

# INFORMATION FOR CLUB MEMBERS

## CODE OF CONDUCT/PRINCIPLES OF RETURN

As a result of COVID-19, we at .....Table Tennis Club have updated our Codes of Conduct to ensure that a return to play following COVID-19 is safe and in accordance with Table Tennis Scotland and government guidelines.

Your welfare, and the welfare of fellow club members, is paramount. Please note that it is the responsibility of all members of ..... Club to ensure that the following principles are followed:

- If you are showing coronavirus symptoms, or any of your household are self-isolating, you must stay at home and not use our facilities.
- You must contact the club by telephone or email prior to attending if you or any of your contacts/household test positive for coronavirus.
- If you wish to play, you must book your place at a session in advance by (insert booking instructions).
- You must register or sign in on arrival so that we can keep a track of who has visited the club.
- You must adhere to social distancing guidelines at all times.
- Members must adhere to good hygiene practices throughout their time at the Club.
- Equipment cannot be shared during a session. Players should bring their own bats, and any equipment belonging to the club must be cleaned after use.
- Balls should be washed regularly to minimise risk (this has been adjusted from the previous advice about using different balls for each player).
- Players must only train with the same person during any one session.
- Table tennis etiquette that requires contact (shaking/slapping hands etc) must be suspended for the time being.
- Players should only use one side of the table and not swap ends.
- There must be a minimum 10-minute break when players using the same table swap over.
- Players must wipe down their side of the table after finishing their session.
- Proper hand washing with soap and water (or hand sanitiser as a second best) should occur before and after any activity at the club.
- Members must use their own drinks bottles, which should be brought in and taken away after every session.

..... Table Tennis Club is committed to the safety and welfare of its members. As such, we will take the following measures:

- We will keep members updated with changes in processes or protocol relating to club activity.
- We will keep communal areas closed, where possible, until restrictions are further lifted.
- We will implement a booking system to limit the numbers attending sessions to enable social distancing.
- We will provide information on good hygiene practices.
- We will ensure our coaches are equipped with the necessary knowledge to deliver sessions in accordance with government and Table Tennis Scotland guidelines.
- We will do our best to keep up to date with Table Tennis Scotland Ready to Return Guidance and government advice.
- We will make decisions based on the best interests of our membership.
- We will regularly review and update our risk assessment relating to COVID-19.

(optional signature – could be done in different ways, i.e. replying to email/ completing a form).

**I can confirm that I have read and agree to the Code of Conduct/Principles of Return.**

**Member Name:** .....

**Member Signature:** .....

As clubs start to return to activity, there may be a need to limit the numbers attending sessions in order to adhere to social distancing and hygiene requirements.

**There may also be a need for clubs to ensure they know who has attended the club, and each session, in case of an outbreak of COVID-19 among the membership.**

This guidance provides table tennis clubs with options to consider for both managing bookings in advance of sessions, and registering people on arrival.

It is important that booking and registration information is managed and stored in line with General Data Protection Regulations.

## CREATING A BOOKING PROCESS

Introducing a booking system will help you to manage the number of people attending sessions. Capturing the relevant information at this stage, will also make registration at the session easier, as you will already have most of the details you need.

### THE KEY INFORMATION NEEDED WHEN BOOKING:

- Person's full name
- Contact details
- Emergency contact details
- Which session they are planning to attend
- How they will pay (this should be cashless where possible – see Phase 1 guidance on online banking)

### OPTIONS FOR MANAGING BOOKINGS:

#### 1. See the recommended bookings templates

Example process:

- Club Secretary (or nominated committee member) emails all members, outlining session availability and asking which sessions members would like to attend.
- The template below, or similar, is populated based on responses to the Club Secretary (or nominated committee member).

#### 2. Online forms e.g. Google forms, Survey monkey

Example process:

- Club committee member creates online survey and emails the link to all members.
- Members complete survey to book onto sessions.
- Output varies depending on tool used, but whoever generated the survey should have sight of responses received.

More information about Google Forms and Survey Monkey here:

Google Forms: [google.com/intl/en-GB/forms/about](https://google.com/intl/en-GB/forms/about)

Survey Monkey: [surveymonkey.co.uk](https://surveymonkey.co.uk)

### REGISTRATION OF PLAYERS ON ARRIVAL

**Clubs will need to know who has attended sessions and how to contact them in case of a COVID-19 outbreak among the membership.**

Depending on the chosen booking method, your registration process may vary.

Many online forms enable the data collected to be exported in the form of an Excel spreadsheet that can be taken to the session.

Clubs may wish to consider having a member of the committee responsible for checking people in on arrival. This way, the information can be stored on a password-protected laptop or tablet.

## TEMPLATE 1: CLUB SESSIONS BOOKING SHEET – MANAGING SESSIONS

**One sheet required for each individual session**

Club name:

Session type: e.g. *Junior Coaching/open play*

Session date/time:

Session capacity:

Session lead:

Supporting club personnel:

Player name	Contact details (email/ telephone)	Emergency contact details	Payment method



## TEMPLATE 2: CLUB SESSIONS BOOKING SHEET – MANAGING TABLES

**One sheet required per day**

Club name:

Session date/time:

Session capacity:

Session lead:

Supporting club personnel:

Time	Session lead	Table one	Table two
4-5pm		Name: Contact details: Emergency details: Payment method:	Name: Contact details: Emergency details: Payment method:
5-5:15pm	Cleaning time		
5:15-6:15pm		Name: Contact details: Emergency details: Payment method:	Name: Contact details: Emergency details: Payment method:
6:15-6:30pm	Cleaning time		
6:30-7:30pm		Name: Contact details: Emergency details: Payment method:	Name: Contact details: Emergency details: Payment method:
7:30-7:45pm	Cleaning time		
7:45-8:45pm		Name: Contact details: Emergency details: Payment method:	Name: Contact details: Emergency details: Payment method:

## HYGIENE RECOMMENDATIONS

- Players to not attend any playing facility if they are having any symptoms or have been in contact with someone who has tested positive for COVID-19.
- Players use their own bats.
- Balls should be washed regularly to minimise risk (this has been adjusted from the previous advice about using different balls for each player).
- No handshaking/slapping hands.
- No breathing on the ball to clean.
- No hand wiping on the table.
- Hand hygiene (hand sanitisers, with a minimum of 60% alcohol level) on entry and exit to venues, as well as pre, post and during training. Emphasis should however be on each individual taking responsibility for their own hygiene and encouraged to bring own hand sanitisers.
- Washing of hands regularly and before the start of any activity.
- Tables should be cleaned and wiped dry using 2-3 sprays of a diluted soapy water solution. Avoid using alcohol based products and astringent cleaners, such as floor cleaners or wipes that may contain other substances, which can leave a residue and alter the matt finish on tables.

## SPATIAL AND FACILITY USAGE RECOMMENDATIONS

- Training partners are separated by at least 2 metres (length of the table) at any time.
- Training times are divided so that the minimum number of participants are engaged in a hall at any one time. For example, this may mean splitting a normal 2 hour session into 2 x 1 hour sessions.
- Implement a booking system to ensure any required limits can be adhered to and registers of participants kept.
- 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.
- Each table area is ideally a minimum of 5 metres x 10 metres.
- Individuals train with the same person throughout the session.
- Minimum 10-minute break is used when players using the same table are swapping over. Players must wipe down their side of the playing surface after finishing.
- Multi ball training is only permitted where the feeder also picks up all the balls. Player and feeder stay a minimum of 2 metres apart at all times.
- There is no change of sides between the two players.
- Changing rooms and showers are not to be used for showering or changing. This should be done at home instead.
- Clubs/leagues could appoint a 'hygiene' officer to monitor playing environments to ensure the guidelines clubs/leagues have set out are being adhered to.

## INJURY AND ILLNESS

- Players are encouraged not to take part in match play and more vigorous exercise straightaway. It is important to build up to match play and higher intensity play to prevent ill health and injury.
- You should feel you are in the correct physical condition before considering a return to training and match play.

As outlined earlier, this is not currently a live document. Please continue to check back to the Table Tennis Scotland website for the most up-to-date guidance and advice. We will continue to build on the information and templates provided for clubs and leagues over the coming weeks.



# COVID-19/HEALTH & SAFETY ROLE DESCRIPTION

## INTRODUCTION

Clubs and leagues may wish to consider introducing a COVID-19/Health & Safety role to support the return to play. The description below highlights some of the main tasks that could make up this role. It could either be a role for one person, or shared between a small group to reduce the amount of time required by individuals. If a Health & Safety Officer is already in place, the below tasks may be added to their current role if deemed necessary by the club or league.

## TEMPLATE ROLE DESCRIPTION

Role: **COVID-19/Health & 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 Scotland Ready 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 a process for reporting positive cases of COVID-19 to the club, and ensuring members have all 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.

# RISK ASSESSMENT TEMPLATES

## INTRODUCTION

The Risk Assessment Templates outlined below provide some areas for clubs and leagues to consider when preparing to return to activity following the coronavirus pandemic.

The latest government guidelines should always be considered, and the following guidance may need to be adapted for individual venues to ensure that government guidelines can be adhered to.

This document is not designed to replace existing risk management structures or systems adopted by 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 templates below outline some of the hazards/risks that a club or league may need to consider when returning to activity.

Pages 22 to 29 provide a space to record all the potential hazards or risks you can think of for your venue. We have added some examples to help get you started. These may need to be adjusted to suit your club or league circumstances.

Page 30 helps to assess the severity and likelihood of the hazards to assist with prioritising the action to be taken. Again, these may vary depending on individual club and league circumstances.



### Risk Assessment Generic Format

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

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
<b>Pre- activity:</b> 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. <b>See 'Guidance for Managing Session Numbers'</b></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>				

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
			<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>				
<p><b>Pre-activity</b> Social Distancing (2m rule)</p>	<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>		<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><b>Pre-activity</b> Coaching &amp; support resources</p>	<p>Coaches don't feel like they're equipped with drills and skills that minimise close contact.</p>		<p>Educate coaches on requirements and any changes that are made to these.</p>				

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
	Coaches are competitive and ignore guidelines.						
<b>During Activity:</b> Controlled sporting activities	Coronavirus infection within group.  Injury to participant.		<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.</p> <p><b>See downloadable club posters.</b></p> <p>Ensure appropriate warm up and cool down as part of training.</p> <p>Ensure age and skill appropriate training.</p>				



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
			Encourage players to build up to match play and higher intensity, to reduce risk of ill health or injury.				
<b>During activity:</b> Number of participants involved	Clubs/coaches do not abide by limited numbers.  Coronavirus infection within group.		Individuals should train with the same person throughout the session.  Allow a minimum of 10 minutes between changing users of tables.				
<b>During activity:</b> Social distancing (2m rule)	Participants are either unaware of don't abide by the social distancing rules.  Coronavirus infection within group.		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.				

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
			Each table area is ideally a minimum of 5 metres x 10 metres.				
<b>During activity:</b> 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.		<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>				
<b>During activity:</b> Sporting equipment (controlled use)	Coronavirus infection within group.		<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>				

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
			Place hand sanitiser/soap and water around the venue and in toilet/ bathroom facilities.  Ask participants to bring their own hand sanitiser.				
<b>During activity:</b> Communal facilities (controlled use)	The extent of hygiene protocols used by other groups is unknown.  Coronavirus infection within group.		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.				

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
<b>During activity:</b> Training practice (duration restriction)	The longer the period of time together, the greater the risk of virus transfer.		Encourage players to be considerate of booking times (not arriving early or hanging around afterwards).				
<b>During activity:</b> 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.		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.				
<b>Post activity:</b> Response procedures	A participant notifies the club that they or a family member has a suspected case of coronavirus.		Keep up-to-date record of the protocolthe club has put in place to mitigate the risk of contracting coronavirus.  Advise the affected member to follow government guidelines.				

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
	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

# TEMPLATE METHOD STATEMENT

## INTRODUCTION

The Method Statement Template outlined below provides some areas for clubs and leagues to consider when preparing to return to activity following the coronavirus pandemic, and may be used in conjunction with a Risk Assessment.

The latest government guidelines should always be considered, and the following guidance may need to be adapted for individual venues to ensure that government guidelines can be adhered to.

This document is not designed to replace existing risk management structures or systems adopted by 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

A method statement is a description of how a particular area of work will be carried out safely – in this case, the 'Pre-activity' element of returning to club or league activity. The method statement should link with the risk assessment, and contain sufficient detail to enable everyone involved in an operation to be clear about what has to be done, where and with what.

Rather than repeating what's included in a risk assessment, a method statement enhances the information gathered for the risk assessment and goes further in planning the sequence of the activity.

A club or league may decide that multiple method statements are required to provide the necessary level of detail to accompany the risk assessment. Additional method statements may also be helpful for 'During activity' and 'Post-activity'.



METHOD STATEMENT – RETURNING TO CLUB OR LEAGUE ACTIVITY (PRE-ACTIVITY)	
COVID-19 RESPONSE – BASIC INFORMATION	
Responsible person: e.g. Health & Safety lead/Hygiene Officer	
Address of premises:	
Reviewed by:	
Date method statement completed:	
Suggested date for review:	

HEALTH & SAFETY CONTACT DETAILS			
Name:		Contact Number:	
Name:		Contact Number:	

## FURTHER INFORMATION

HEALTH & SAFETY PROCEDURES			
Name of on-site first aiders:		On-site first aid box location:	
Address of nearest hospital:		Designated evacuation meeting point:	



### **TRAINING REQUIREMENTS**

Consider here who needs to receive training on procedures relating to COVID-19, how this will be delivered and who is responsible e.g. online committee meeting for volunteers delivered by Club Chair/newsletter for members written by Media Officer and approved by Hygiene/Health & Safety Officer.

### **EQUIPMENT NEEDED**

Consider here what equipment is needed to take the steps outlined in your risk assessment e.g. social distancing markers, posters outlining good hygiene, hand sanitiser/soap etc.

### **ORDER OF OPERATIONS**

A step-by-step method that should include: working procedures; the equipment and materials needed; what hazards will be present; how to reduce the associated risks.



**EXAMPLE:**

- ..... to establish booking and registration process
- ..... to purchase hand sanitisers/soap
- ..... to print signage for the hall (including entrance signage)
- ..... to create and maintain a list of vulnerable members who may have delayed return to training
- ..... to ensure that those responsible for running the club/session are aware of COVID-19 procedures by updating website/creating newsletter
- ..... to contact all members in advance, outlining codes of conduct and booking process by updating website/creating newsletter (including how to get in contact if they or someone in their household tests positive for coronavirus either in advance of returning or after attending the club).
- ..... to contact all parents of juniors in advance, outlining codes of conduct and booking process by updating website/creating newsletter
- ..... to put up signage in venue
- ..... to ensure soap or hand sanitiser is widely available
- ..... to check in participants, and check on wellness of members on arrival

**ANY OTHER IMPORTANT INFORMATION**

# VENUE LAYOUTS

# CLUB VENUES – LAYOUT & USE GUIDANCE

## SMALL CLUBROOM – 50+ (BAT & CHAT) OPEN PRACTICE

### General Principles

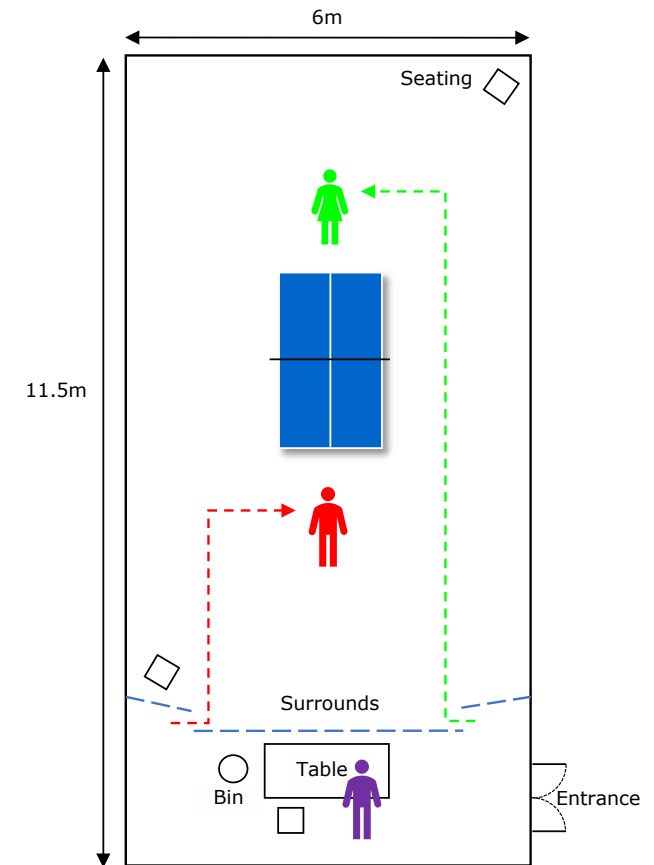
In line with our 4 Phase Process, Phase 3-Limited club activity, clubs will need to consider the following measures to ensure club rooms are as safe to play in as possible by: reducing table numbers, the length of sessions and the number of players allowed into the venue at any one time as well as increasing playing fees to cover costs. The guidelines below are recommendations for when club play resumes and may need to be tailored to fit individual facility constraints. As of the date below, we are still at phase 3 and clubs should not return to any table tennis activity in clubrooms until government guidance is updated.

### Venue Set-Up

- Court size 10x5m
- Designated walkways to courts, ensuring 2m distancing
- Bags to be placed on a designated chair
- Table placed in between chairs for hand gel
- Organiser to wear gloves for setting up and wiping down the tables and chairs after the session
- Organiser to keep a register of players

### Social Distancing Measures

- Government social distancing measures to be followed at all times
- Players not to attend if they or any member of their family has shown symptoms of coronavirus
- No cash payments to be taken
- Players to agree in advance to follow guidance provided
- Players to stay 2m apart by remaining in the court as much as possible
- Stay on one side of the court
- No handshaking, breathing on the ball or wiping hands on the table
- Towels and water bottles to always be kept in player bag
- Maximum of 2 players and 1 organiser only
- Keep to side of hall when accessing the court
- Not to enter the venue until the previous group has left
- Bring own personal bat and table tennis balls
- Own table tennis balls to be marked with initials or mark
- Players to pick up their own table tennis ball but to kick back ball belonging to practice partner
- Surrounds not to be handled by players
- Use of robot or multiball permitted, with ball collection by feeder using a net or tube
- No use of changing rooms or showers, except for toilets
- Players to use own hand gel each session



### Equipment requirements

- 1 table tennis table
- 1 net and post set
- 4 surrounds
- 3 chairs, 1 table, 1 rubbish bin
- Hand gel backup
- Cleaning spray (mild soapy water) and paper tissue roll for each table
- Each session to have an organiser (who may be a player) to ensure social distancing measures are observed

# CLUB VENUES – LAYOUT & USE GUIDANCE

## LEISURE CENTRE – CLUB OPEN PRACTICE

### General Principles

In line with our 4 Phase Process, Phase 3 – Limited club activity, clubs will need to consider the following measures to ensure club rooms are as safe to play in as possible by: reducing table numbers, the length of sessions and the number of players allowed into the venue at any one time, as well as increasing playing fees to cover costs. The guidelines below are recommendations for when club play resumes and may need to be tailored to fit individual facility constraints. As of the date below, we are still at phase 3 and clubs should not return to any table tennis activity in clubrooms until government guidance is updated.

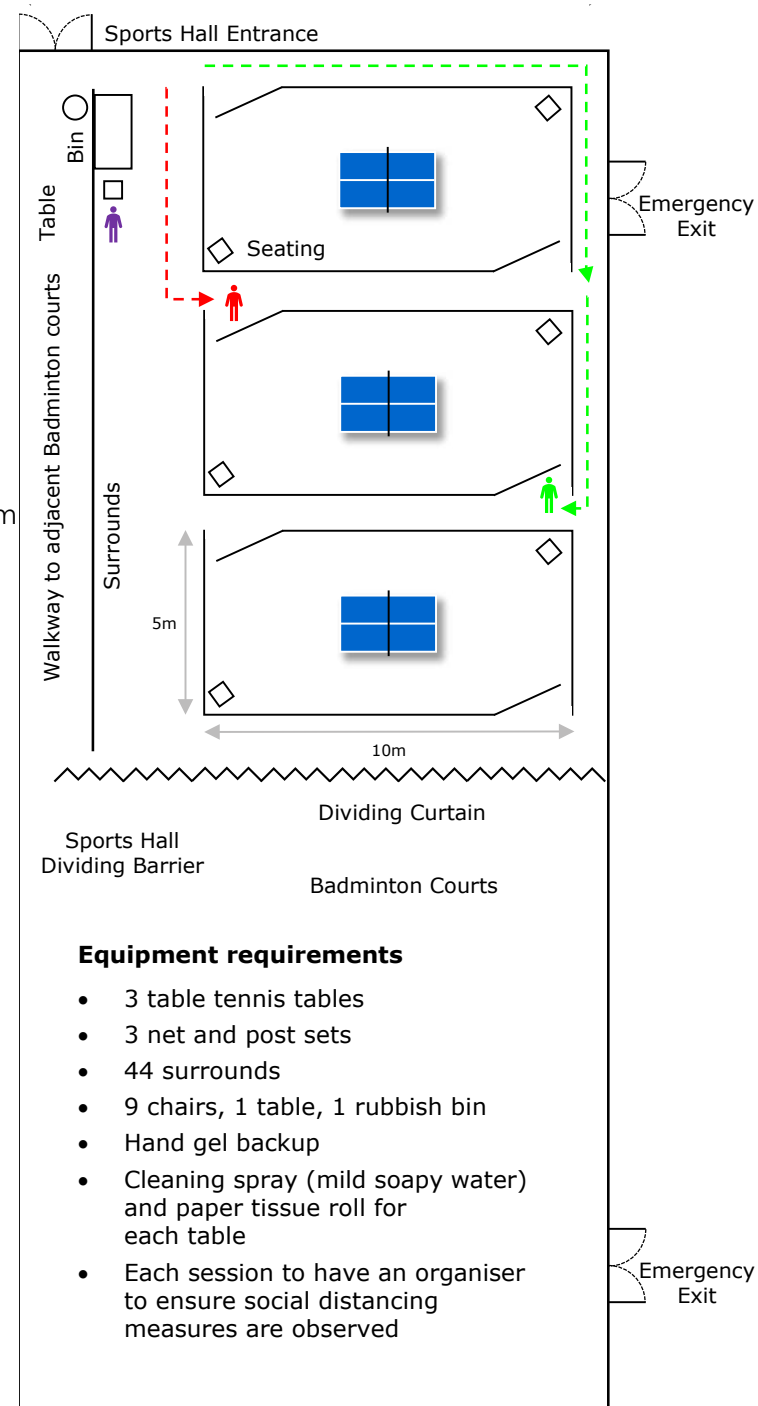
### Venue Set Up

- Court size 10x5m
- Designated walkways to courts, ensuring 2m distancing
- Bags to be placed on a designated chair
- Table placed in between chairs for hand gel
- Organiser to wear gloves for setting up and wiping down the tables and chairs after the session
- Organiser to keep a register of players

### Social Distancing Measures

- Government social distancing measures to be followed at all times
- Players not to attend if they or any member of their family has shown symptoms of coronavirus
- No cash payments to be taken
- Players to agree in advance to follow guidance provided
- Players to stay 2m apart by remaining in the court as much as possible
- Stay on one side of the court and no player rotation
- No handshaking, breathing on the ball or wiping hands on the table
- Towels and water bottles to always be kept in player bag
- Maximum of 6 players and 1 organiser only
- Keep to the side of the hall when accessing the court
- Not to enter the venue until the previous group has left
- Bring own personal bat and table tennis balls
- Own table tennis balls to be marked with initials or mark
- Players to pick up their own table tennis ball, but to kick back ball belonging to practice partner
- Surrounds not to be handled by players
- No use of robots or multiball training
- No use of changing rooms or showers, except for toilets
- Players to use own hand gel each session

37m



# CLUB VENUES – LAYOUT & USE GUIDANCE

## SPORTS HALL – CLUB OPEN PRACTICE

### General Principles

In line with our 4 Phase Process, Phase 3 – Limited club activity, clubs will need to consider the following measures to ensure club rooms are as safe to play in as possible by: reducing table numbers, the length of sessions and the number of players allowed into the venue at any one time, as well as increasing playing fees to cover costs. The guidelines below are recommendations for when club play resumes and may need to be tailored to fit individual facility constraints. As of the date below, we are still at phase 3 and clubs should not return to any table tennis activity in clubrooms until government guidance is updated.

### Venue Set Up

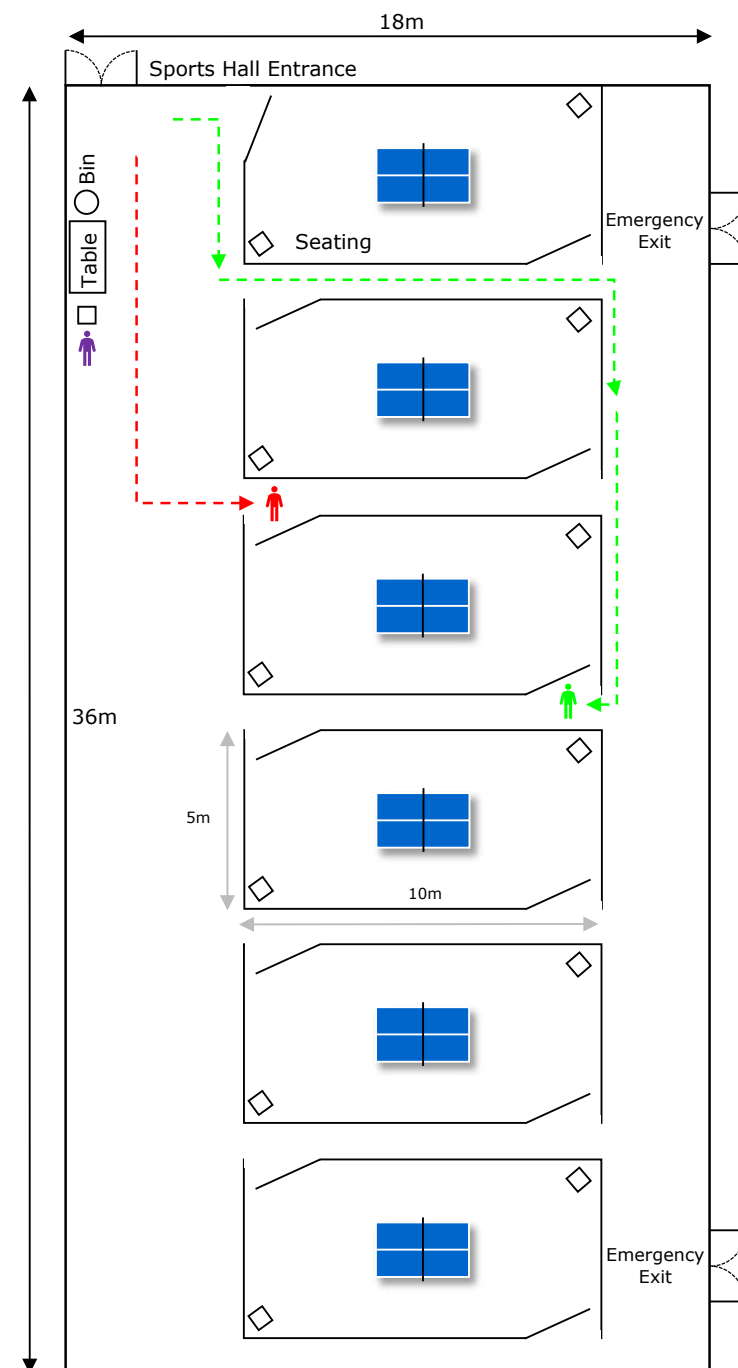
- Court size 10x5m
- Designated walkways to courts, ensuring 2m distancing
- Bags to be placed on a designated chair
- Table placed in between chairs for hand gel
- Organiser to wear gloves for setting up and wiping down the tables and chairs after the session
- Organiser to keep a register of players

### Equipment requirements

- 6 table tennis tables
- 6 net and post sets
- 65 surrounds
- 13 chairs, 1 table, 1 rubbish bin
- Hand gel backup
- Cleaning spray (mild soapy water) and paper tissue roll for each table
- Each session to have an organiser to ensure social distancing measures are observed

### Social Distancing Measures

- Government social distancing measures to be followed at all times
- Players not to attend if they or any member of their family has shown symptoms of coronavirus
- No cash payments to be taken
- Players to agree in advance to follow guidance provided
- Players to stay 2m apart by remaining in the court as much as possible
- Stay on one side of the court and no player rotation
- No handshaking, breathing on the ball or wiping hands on the table
- Towels and water bottles to always be kept in player bag
- Maximum of 12 players and 1 organiser only
- Keep to side of hall when accessing the court
- Not to enter the venue until the previous group has left
- Bring own personal bat and table tennis balls
- Own table tennis balls to be marked with initials or mark
- Players to pick up their own table tennis ball, but to kick back ball belonging to practice partner
- Surrounds not to be handled by players
- No use of robots or multiball training
- No use of changing rooms or showers, except for toilets
- Players to use own hand gel each session



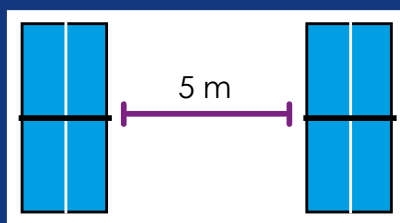
# POSTERS & ASSETS

# How to play table tennis safely

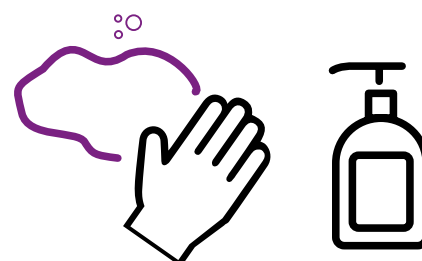


**Do not** use the facilities if you are having **any symptoms** or have been in contact with someone who has tested positive for Covid-19

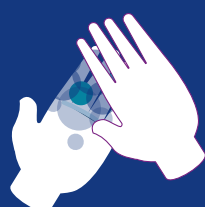
Ensure tables are spaced at least 5 metres apart



Clean tables before and after use with an anti-viral solution



Wash your hands before and after playing



Bring your own equipment and do not share with others



Buy equipment at [pingengland.co.uk/batsandballs](http://pingengland.co.uk/batsandballs) and [tkidz.co.uk](http://tkidz.co.uk)



Wash or wipe balls with disinfectant regularly

**Only play singles**

.. unless you're playing doubles with a member of your household or bubble



Do not change ends of the table between games



No handshaking or high fives





# PHASE 3 - RETURNING TO CLUB ACTIVITY

## Hygiene recommendations:



**Do not** come to the club if you are having **any symptoms** or have been in contact with someone who has tested positive for COVID-19

**Do not share equipment**



No breathing on the ball to clean



Wash or wipe balls with disinfectant regularly



**Do not wipe your hands on the table**



No handshaking/slapping hands



**Use hand sanitisers on entry and exit of venue, as well as before, after and during training**



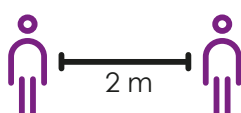
Take responsibility for your own hygiene by bringing your own hand sanitisers

**Wash hands regularly and before the start of any activity**



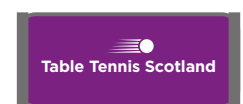
## Spatial and facility usage recommendations:

Keep a distance of at least 2 metres from your training partner at all times

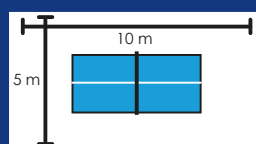


**Control number of participants using the facilities at any one time by restricting session times and using a booking system**

Separate tables with partitions, barriers or nets



**Table areas should be a minimum of 5 metres by 10 metres**



same person throughout the session



**After play, wipe down your side of the table**



**Wait 10 mins before others use the table**

**!** When multi ball training, the feeder should pick up all the balls. Player and feeder should stay a minimum of 2 metres apart at all times

**Do not change ends of the table between games**



Changing rooms and showers are not to be used



**Appoint a 'hygiene' officer to ensure guidelines are followed**



## Injury and illness:



✓ Players are encouraged not to take part in match play and more vigorous exercise straightaway. It is important to build up to match play and higher intensity play to prevent ill health and injury



✓ You should feel you are in the correct physical condition before considering a return to training and match play



## PHASE 3 - RETURNING TO CLUB ACTIVITY

### Hygiene recommendations:

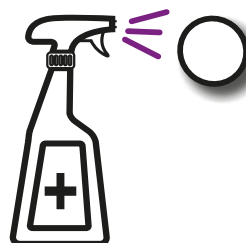


**Do not** come to the club if you are having **any symptoms** or have been in contact with someone who has tested positive for COVID-19

**Do not share equipment**



Wash or wipe balls with disinfectant regularly



**Do not wipe your hands on the table**



No handshaking/ slapping hands



No breathing on the ball to clean



**Use hand sanitisers on entry and exit of venue, as well as before, after and during training**



Take responsibility for your own hygiene by bringing your own hand sanitisers

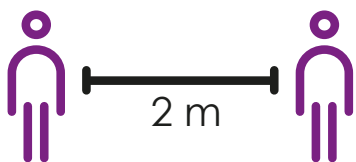
**Wash hands regularly and before the start of any activity**



# PHASE 3 - RETURNING TO CLUB ACTIVITY

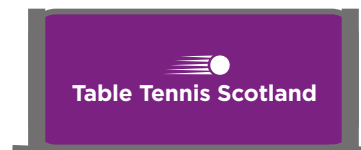
## Spatial and facility usage recommendations:

Keep a distance of at least 2 metres from your training partner at all times

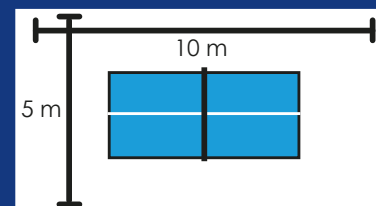


**Control number of participants using the facilities at any one time by restricting session times and using a booking system**

Separate tables with partitions, barriers or nets



**Table areas should be a minimum of 5 metres by 10 metres**



same person throughout the session



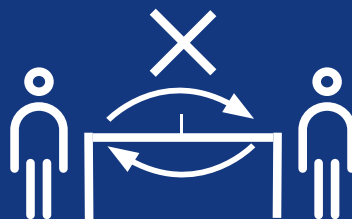
**After play, wipe down your side of the table**



**Wait 10 mins before others use the table**

**!** When multi ball training, the feeder should pick up all the balls. Player and feeder should stay a minimum of 2 metres apart at all times

**Do not change ends of the table between games**



Changing rooms and showers are not to be used



**Appoint a 'hygiene' officer to ensure guidelines are followed**



Grateful thanks to our colleagues at



**sportscotland**  
the national agency for sport



 [tabletenniscotland](#)  [TableTennisScot](#)

