

**Wycombe Squash & Racketball Club COVID-19 Club Risk Assessment**



Date of assessment	Person(s) Undertaking Risk Assessment (COVID-19-19 Officer)	Club name	Facility Address	Activity	Risk Assessment issue Number
20/07/2020 updated 28/08/2020	Julian Rhodes/Jason Pell	WSRC	Wycombe Air Park Clay Lane Marlow. SL7 3DJ	Squash and Racketball	01
Persons Exposed e.g. employee(s), visitor(s) or member of the public etc		Maximum number of people exposed		Frequency and Duration of Exposure	
Employee(s), volunteers, members & visitors		30-50 per day		Members: 45minutes – 90minutes Staff: 2/8hrs	
Level of Risk					
Low		Medium		High	

**Identified Risks:**

- COVID-19 is highly infectious disease.
- Infection through lack of social distancing (1 metre minimum).
- Infection through droplets from individuals which could subsequently be inhaled into the lungs.
- Infection through touching a surface, object, or the hand of an infected individual that is contaminated with respiratory secretions and then touching their own mouth, nose or eyes.

Additional information can be found here:

- Public Health England Advice - <https://www.gov.uk/government/organisations/public-health-england>
- HSE Guidelines - <https://www.hse.gov.uk/news/coronavirus.htm>
- Safeguarding guidance - <https://thecpsu.org.uk/>



Area	Identified Risk	Actions to Control Risk	Green	Amber	Red	Actioned Y/N	Further Controls/Action Required
GOVERNANCE & MANAGEMENT	Inadequate procedures to keep participants safe	<p>Clear COVID-19 secure procedures and policies.</p> <p>These can be found on club website, COVID-19 folder at reception and posters around the club. Further guidance is available at <a href="http://www.englandsquash.com">www.englandsquash.com</a></p>	X			Y	
	Inadequate procedures to keep participants safe	<p>Updated first aid procedures/protocols in line with current <a href="#">HSE guidance</a>.</p> <p>All staff first aid qualified and recently purchased new first aid box.</p>	X			Y	
	Processes not Applied	<p>Clear communication with members and process for managing members that do not adhere to processes.</p> <p>COVID-19 officer in place, members have received communications regarding rules.</p>	X			Y	
	Members unaware of new infection controls	<p>Clear and frequent communications with members.</p> <p>Regular comms with all members and posters around the club.</p>	X			Y	
CLUB ENVIRONMENT	Infection	Sanitising stations around the club.	X			Y	
	Infection	Initial deep clean of all contact surfaces prior to players and / or staff / volunteers entering the building. Regular cleaners cleaning the building 6 days a week. Members have been instructed to clean touch points after every game. Staff sanitise touch points every 2-3 hrs.		X		Y	
	Infection	Daily cleaning schedule for off-court areas throughout the day. See COVID-19 folder.		X		Y	
	Infection	Immediate disposal of all used cleaning wipes and used materials. Bins outside every court		X		Y	


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	Infection	<i>Numerous hand sanitiser and wipes provided for use by players and staff in addition to hand washing stations. We have installed stations for both staff and members</i>	X			Y	
SQUASH COURTS	Infection	<i>Initial deep clean of courts prior to players and/or staff entering the building. Touch points sanitised and courts dry mopped.</i>		X		Y	
	Infection	<i>Where possible, ensure entry and exit routes to the court area are different. We have made these possible by staggering times.</i>	X			Y	
	Infection	<i>Initial deep clean of squash courts prior to players and / or staff / volunteers entering the building. Regular cleaning of door handles</i>	X			Y	
	Infection	<i>Daily cleaning schedule for squash courts following the end of each training session AND the end of each day. See COVID-19 folder</i>	X			Y	
	Infection	<i>Immediate disposal of all used cleaning wipes and used materials in the bins provided outside each court.</i>	X			Y	
	Infection	<i>Daily (possibly multiple times daily dependent on level of use) clean of squash court floors. See COVID-19 folder</i>	X			Y	
	Infection	<i>Hand sanitiser and wipes provided at courtside for use by players and staff in addition to hand washing stations.</i>		X		Y	
	Infection	<p><i>Strict rules in place for how courts can be used including:</i></p> <ul style="list-style-type: none"> <li><i>• Contactless booking / payment</i></li> <li><i>• Limited numbers to meet government guidelines (e.g. max 2 per court)</i></li> <li><i>• Bubbles now in place, if playing in your bubble then goggles are strongly recommended</i></li> </ul> <p><i>Regular comms to all members regarding rules when playing. Staff will continuously monitor.</i></p>		X		Y	
	Infection	<i>Maximum numbers allowed in squash areas to allow for social distancing. All members have received the rules and guidance via email.</i>		X		Y	

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	Infection	Players to be responsible for providing their own squash equipment - no sharing or hiring of equipment. All members have received the rules and guidance via email.	X			Y	
	Infection	Daily cleaning of all used equipment following the end of each training session NOT the end of each day (GLL). <i>Only applicable to coach led sessions.</i>		X		Y	
	Infection	Disposal of all used cleaning wipes and used materials at the end of each session in the bins outside each court.				Y	
	Infection	Daily (possibly multiple times daily dependent on level of use) clean of court floor (hoover and mop). See COVID-19 folder		X		Y	
STORE AREAS	Infection	Initial deep clean of all kit stores that will be in use, prior to players and/or staff entering the building. <i>Only applicable to coach led sessions.</i>		X		Y	
	Infection	All unnecessary equipment to be removed / stores locked.	X			Y	
KITCHEN & BREAKOUT AREA	Infection	Close kitchen and breakout areas due to the high contamination risk of these areas and the challenges of maintaining social distancing kitchen and breakout areas		X		Y	
CLUB OFFICE	Infection	Initial deep clean of office prior to players and/or staff entering the building. Cleaned every morning and staff following regime. See COVID-19 folder	X			Y	
	Infection	Initial deep cleaning of all fixtures and fittings (TV, desks, cabinets etc). <i>Only bar staff to use</i>	X			Y	
	Infection	Office staff to observe social distancing rules and work over 2m apart.		X		Y	
	Infection	Follow agreed seating plan throughout the office and only operate at your designated desk until further notice. See COVID-19 folder	X			Y	
	Infection	Daily cleaning of all used areas following the end of day. See COVID-19 folder	X			Y	
	Infection	Waste bins emptied daily, and all cleaning wipes disposed of. See COVID-19 folder	X			Y	
	Infection	Weekly deep clean to include all areas of the office. See COVID-19 folder	X			Y	

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TOILETS & SHOWERS	Infection	<i>Changing rooms and showers open, with 'safe' changing protocols in place. See COVID-19 folder</i>	X			Y	
	Infection	<i>Changing rooms/showers open. Staged areas and social distancing. Regular cleaning (see COVID-19 folder)</i>		X		Y	
	Infection	<i>Daily cleaning of all used areas. See COVID-19 folder</i>	X			Y	
PLAYERS / MEMBERS & STAFF	Infection	<i>Strict rules on players not entering the building if they are unwell or show any COVID-19 symptoms. Staff to complete a self-declaration questionnaire each day prior to entering the building and a daily attendance register maintained (for contact tracing purposes). Staff to sign declaration and members sent guidelines regarding playing. Members have to show names on booking sheet when playing.</i>		X		Y	
	Infection	<i>Only staff and players approved by club management to access the club. Members only. Visitors to register personal details at reception</i>		X		Y	
	Infection	<i>PPE is available for use if required (masks and gloves) plus hand sanitiser. PPE to be disposed of in line with PHE/Government guidance. We have a large stock of PPE for everyone</i>	X			Y	
	Infection	<i>Handling of the same ball by different players during a session is discouraged.  This message has been broadcast to all members, plus we have posters everywhere and sanitising wipes available outside each court so players can wipe the ball off</i>		X		Y	
	Infection	<i>To reduce sweat droplets adopt the use of sweatbands and regularly change playing kit. Wiping hands on walls or rear glass back wall is strictly prohibited. Posters and communication made for all members.</i>		X		Y	
	Infection	<i>Coaches entering the court area must maintain strict social distancing at all times.  During group sessions limit the amount of times going onto a court, try and stay off the court altogether. In individual coaching sessions where coach and student on the court together, try and maintain some distance during exercises, avoid any contact with the student, particularly for Demonstrations. When talking keep the 2m distance.</i>	X			Y	

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	Infection	<i>Bring own fluids/refreshments and use own water bottle at all times.</i>  <i>No use of communal water fountains. All waste (used water bottles, wrappers etc) to be disposed of in rubbish bins provided.</i>	X			Y	
	Infection	<i>Players bring kit/equipment into the club.</i>  <i>All players to bring their own goggles, squash rackets, shoes to the courts. These should be taken away with them at the end of the session too.</i> <i>During the session equipment to be stored outside the court will be playing on</i> <i>No sharing of equipment</i> <i>If equipment is borrowed, it must be wiped down by the person that used it and then not used for a 24 hour period.</i> <i>Goggles to be worn by juniors.</i>	X			Y	
	Infection	<i>Players should arrive in kit and no earlier than five minutes before the session start time. All members have received club rules and ES guidance via email.</i>	X			Y	
	Infection	<i>Members (juniors and adults) arriving for coaching sessions.</i>  <i>All members (juniors and adults) attending coaching sessions will be collected from the bar upstairs (where social distancing rules will be adhered to) and taken to their allotted court by the coach. The coach will ensure all participants are aware of regulations in place. Comms have been sent to all club members.</i>	X			Y	
	Infection	<i>Members (juniors and adults) exiting after coaching sessions.</i>  <i>After a coaching session, juniors must NOT go upstairs to the bar, parents of juniors will be asked to collect them from downstairs and exit the club efficiently. All members must shower and change after a game or coaching session if they wish to go upstairs and use the bar.</i>  <i>The coach will ensure all participants are aware of regulations in place. Comms have been sent to all club members.</i>	X				

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	Infection	<p><i>Track and Trace protocol needs to be adhered to</i></p> <p><i>All members/players (juniors and adults) are required to book onto coaching sessions via MyCourts /Group Coaching Session tab. If parents are staying in the bar area during the juniors session, they will need to provide their contact details at reception.</i></p> <p><i>All members have received comms via email.</i></p>	X			Y	
	Infection	<p><i>Socially distanced coaching routines in line with guidance from ES</i></p> <p><i>Practices and Routines to limit cross over movement of players on the court. These will include (but not solely be) socially distanced practices as suggested by ES guidance.</i></p>	X			Y	
VISITORS	Infection	<p><i>New members enquiries or visitors (non-members)</i></p> <p><i>Non-members accessing the club will be at the permission of the Club Manager only. All non-members (new member enquiries / trial sessions / parents bringing juniors) will be asked to provide contact details at reception and follow all club regulations as outlined and ES Guidance. Posters are displayed around the club, hand sanitiser is located next to entry &amp; exit points to the club.</i></p> <p><i>All members have received comms via email.</i></p>		X		Y	

Manager's Signature	Date	Assessment Review Date
	Thursday 10 <sup>th</sup> September 2020	Phase 3 (in accordance with ES Guidance)