



		Likelihood					
		Very Unlikely	Unlikely	Possible	Likely	Very Likely	
		1	2	3	4	5	
Negligible	1	1	2	3	4	5	
Minor	2	2	4	6	8	10	
Moderate	3	3	6	9	12	15	
Major	4	4	8	12	16	20	
Severity	Extreme	5	5	10	15	20	25

*Risk matrix used in risk assessment below
RR = Residual risk*

Coronavirus (COVID-19) Greenwich Park Risk Assessment

Assessment date: 19th October 2020

Review date: 26th October 2020 – Then weekly thereafter

Version: 5.0

Foreword:

Current Covid-19 Tier level: 2 HIGH

<https://www.gov.uk/guidance/local-covid-alert-level-high>

Will to Win take the safety of all staff, coaches, customers and contractors very seriously and ensure safety measures have been considered and put in place to prevent any risk to users of the facilities.

Unit managers and senior staff have identified the risks involved in reopening Will to Win centres and have ensured staff safety is paramount.

In line with recent updates to government guidelines on September 22nd – all customers entering this Will to Win venue are required to book a court via the online booking system and receive an access code. Groups of more than 6 people who live outside of their household will be asked to disperse when on Will to Win grounds however “exercise classes, organised outdoor sport or licensed outdoor physical activity and supervised sporting activity (indoors and outdoors) for under-18s” are permitted as an exemption to this rule of 6. Will to Win management and staff will adhere to current advice on coronavirus as per the government website: <https://www.gov.uk/coronavirus>

Hazard	Risk	Control measures	RR	Persons at risk
Risk of contracting or spreading coronavirus 1) Serving Customers who may be carrying	4x5= 20	<ul style="list-style-type: none"> All people playing tennis at the Greenwich facility will have booked a court through an online booking system therefore providing their details for test and Trace. 	4x2 = 8	All persons entering the facility

<p>COVID-19.</p> <p>2) Coming into contact with fellow colleagues/delivery drivers/contractors/ all other persons entering the facility</p> <p>3) Spread of COVID-19 - Failure to implement effective cleaning, handwashing and hygiene procedures</p> <p>4) Staff coming to work with Symptoms</p> <p>Current symptoms of the virus may include:</p> <ul style="list-style-type: none"> - A high temperature (fever) - A new continuous cough - A change to your sense of smell or taste <p>5) Non-essential workers returning to workplace outside of approved schedule</p> <p>6) Transmission of COVID-19 to clinically vulnerable and extremely clinically vulnerable</p> <p>7) Social distancing not possible due to decreased space in centre</p>	<p>Staff Requirements</p> <ul style="list-style-type: none"> • All staff must sign into the scheduling system (Deputy) prior to starting their shift and answer the following 5 questions: <ul style="list-style-type: none"> ○ <i>Have you or a member of your household experienced any of Covid-19 symptoms: high temperature/fever, cough, loss of/change to taste and smell, respiratory illness, breathing difficulty? If yes, when were these symptoms experienced last?</i> ○ <i>Have you tested POSITIVE for COVID-19? If yes, what was the date of test?</i> ○ <i>I will ensure that I wash my hands thoroughly and regularly</i> ○ <i>I will avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</i> ○ <i>I confirm that I am up-to-date with the Deputy Newsfeed</i> <p>An alert is sent to the line manager of any staff member who doesn't answer these questions or who indicates that they or someone in the same household has tested positive to or presents with symptoms of coronavirus. The manager will then ask the staff member to return home immediately and contact 111 (Public Health England) and inform the manager of any actions from the test and trace program.</p> <ul style="list-style-type: none"> • All staff are instructed (via Deputy sign in) to adhere to hygiene measures outlined by NHS at all times – These include using hand sanitiser. • Deliveries: there are no deliveries to Greenwich • High touch areas are cleaned every 2 hours by the coach on duty. • No groups of more than 6 are to congregate outside unless it is exempt by the government ie organised sporting activity. After sessions coaches are to disperse groups of more than 6. • All bookings are through the website and online only to limit contact with any customers at the site. Greenwich Park is a cashless centre and card payments cannot be made. • Staff will ensure they are sensitive of clinically vulnerable and extremely clinically vulnerable people around the courts. If someone identifies as this, staff will ensure other staff are aware and make any accommodations the person requires to ensure their safety. • If they are requesting tennis coaching – Private tennis coaching of 1-1 will be recommended to them. • Staff will consult with and continue following ongoing updates from the Head Office Team. <p>Customer Requirements</p> <ul style="list-style-type: none"> • Customers will book online prior to arrival for any court or weekly drill and will arrange and confirm with a coach 	
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	<p>prior to any private lesson. If booking a private lesson, payment will be made digitally to the coach.</p> <ul style="list-style-type: none"> • Customers asked to avoid physical contact during sessions and to maintain a social distancing (2m+) - court handshakes or other physical contact before, during or after matches is discouraged by coaches and staff. • No sharing of Tennis equipment – own rackets must be used. Will to Win are not renting any rackets or equipment. • Tennis Balls brought by each individual. Staff will verbally encourage players to mark their own tennis balls with permanent marker to identify them. This is to correctly identify tennis balls moving across courts to avoid many users contacting the same tennis balls. • Customers are to follow all additional instructions from coaches when at the facility if there are immediate changes to operations that may affect their visit. • Customers who are clinically vulnerable or extremely clinically vulnerable will identify this to a coach upon entry and any further requirements they may need to remain safe. <p>Coach Requirements</p> <ul style="list-style-type: none"> • All coaches are to read online messaging regarding updates to health and safety requirements of the facility (via scheduling software) and click confirm that they have read and understood this. • Head coach and Head Office to have a weekly meeting to discuss health and safety changes in the centre. This is documented with minutes and the head coach relays this information to the coaching team via Deputy. • Coaches will adhere to social distancing rules and maintain a distance of 2m+ from their clients at all times during private sessions. Coaches will not come to pupils' side of the court unless in a doubles scenario but will maintain social distancing of 2m+ at all times. • The coach will discourage any physical contact on court before, during or after the lesson. • No sharing of equipment – personal rackets must be used during all sessions. • Teach groups according to LTA group size guidelines. • Use 'live ball' exercises over basket feeding so less balls are needed. Where possible coaches only should handle the balls to limit the transmission of any contaminants on the balls. • Use balls relevant to level to ensure a continual rally and to avoid physical or close contact between coach and player. • When booking private lessons coach will inform clients to bring their own rackets and will not rent out any equipment. • Coaches will ensure clients pay via direct bank transfer • When booking courts for private lessons, coaches will book their courts online through the website up to two weeks in advance. • Coaches will adhere to the centres quality assurance document in line with booking courts. 	
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		<ul style="list-style-type: none"> • Coaches will use limited coaching equipment (e.g. cones) if used, these will be cleaned after the session. • Coaches will ensure all equipment is removed from the court at the end of the session and cleaned This contaminated blue roll will then be disposed of in the on-court bin. This bin is emptied when full or at a minimum daily and then collected by the refuse company each day. • Customers who are clinically vulnerable or extremely clinically vulnerable will identify this to a coach upon contact and discuss any further requirements they may need to remain safe. If safe, a coach will recommend a 1-1 lesson only for private coaching and discuss any further requirements for that person's safety. • Coaches are to follow any additional instructions relayed from Centre management regarding further changes to ensure the safety of staff in line with weekly reviews of this risk assessment. This may also include any changes that occur as a result of government guideline changes or governing body guideline changes. • Route of play: all players requested to leave the court before the hour to allow the next players to arrive without congestion • The seating area will be cordoned off to discourage close contact seating. 		
<p>Suspected case whilst working on site</p> <p>Current symptoms of the virus may include:</p> <ul style="list-style-type: none"> - A high temperature (fever) - A new continuous cough - A change to your sense of smell or taste 	4x4= 16	<p>If a worker develops a high temperature, change in taste or smell or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately, call 111 and arrange a covid-19 test. 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5) Coaches should maintain regular contact with a Head Office staff member whilst they are in self isolation. 6) Use a separate bathroom when at work and at home and clean and sanitise after this each use. 	4x1 = 4	Staff / Customers / Coaches / Any other person visiting
<p>Spread of COVID-19 by administering first aid</p>	4x4= 16	<p>Nominated First Aid person</p> <ul style="list-style-type: none"> • Greenwich Will to Win is not manned throughout all operating hours. Where possible the Head coach/Lead coach will be the nominated first aid person otherwise customers should call 999 for any serious incidents. • If there is a coach on site, they are the nominated first aider. This first aid person must wear full disposable PPE (gloves, apron, face mask) for the duration of the incident. The First aiders will then dispose of contaminated material in bin in the hut. This bin is emptied when full or at a minimum daily. <p>If there is a Will to Win First Aider</p> <ul style="list-style-type: none"> • Will wear full disposable PPE (face mask, gloves) and wash hands prior to attending any first aid incident. 	3x2 = 6	First aid trained staff/Any person requiring first aid/Any person in the immediate area of the incident

	<ul style="list-style-type: none"> • Will try to maintain social distancing measures at all times however in the case this is unavoidable refer to the section below about “unavoidable first aid contact”. • First aider will dispose of any contaminated material and used PPE in the bin. • First aider will wash their hands as per NHS guidelines after any incident (for a minimum 20 seconds). • The first aider will fully document any incident that occurs where first aid is required. This document is stored on the online storage server for 3 years from the date of the accident OR 3 years from a child’s 18th birthday. • First Aider will report any notifiable incidents to the WTW head office. <p>If Children aged 12 and above:</p> <ul style="list-style-type: none"> • First aider to wear face mask and disposable gloves if coming within 2m of person requiring first aid. • If casualty is a child 12 years or older or an adult, they are to wear a face mask at all times as per Government direction. • Where possible first aider is to limit contact with person and provide first aid assistance through instruction e.g. “Put bandage here”, “apply pressure here”, “place plaster here” etc. • If not possible to avoid contact refer to the below points. <p>If children aged 11 and below or serious /unavoidable First aid, contact required:</p> <ul style="list-style-type: none"> • First aider to wash hands thoroughly before AND after attending a first aid situation. • First aider to wear face mask and disposable gloves and apron (available from the office) • If casualty is a child aged 11 and below and a parent or guardian is not present – The first aider should follow first aid guidance and make all reasonable measures to contact the parent/guardian. • If casualty is a child 12 years or older or an adult, they are to wear a face mask at all times as per Government direction. • If there is a serious first aid, the first aider will ensure that they are in full PPE (facemask, Gloves,) and then notify emergency services on 999 before assisting the casualty. • First aider is to take all reasonable measures to remain socially distanced from the casualty. • If contact is required, first aider will ensure another staff member in the centre is aware of the incident, prior to commencing first aid. • First aider will administer first aid as per guidelines until emergency services arrives and then hand over all information to the emergency services. • Where CPR is required, first aider will only give compressions (at a rate of 100/minute) and will not administer emergency rescue breaths. A towel should loosely be placed over the casualty’s mouth and nose. <p>If there is not a Will to Win first aider – the injured person or a witness player should call 999 if it is a serious first aid incident. If the injured player has a first aid kit, they should self administer to the best of their ability maintaining social</p>	
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		distance from other players. They should then contact the Head coach – Their number is on the hut outside of court 1.		
Toilet facilities	N/A	There are no toilet facilities available	N/A	Staff / Customers / Coaches

Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

Management

- Head office to brief staff upon returning to work of the above risk assessments or for all staff to changes to the above risk assessment.
- Head office to ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person or Will to Win Covid-19 Officer.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce through Deputy. This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed weekly or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviors.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call **NHS on 111** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs