

England Squash COVID-19 Club Risk Assessment

You should review and update this template in line with the specific situation and circumstances of your club/venue. This may mean adding or removing items from this risk assessment – ultimately it is your responsibility to ensure that this is comprehensive and correct for your club/venue.

Date of assessment	Person Undertaking Risk Assessment (COVID-19 Officer)	Club name	Facility Address	Club Activities	Risk Assessment Scope	Risk Assessment issue Number
15 th July 2020 V2 update 29/7/2020 V3 update 13/8/2020 V4 update 30/8/2020 V5 update 1/9/2020 V6 update 7/9/20	John Shaw Squash & Squash57 Chairman	Berkhamsted LT&SRC	Lower Kings Road Berkhamsted HP4 2AL	<ul style="list-style-type: none"> Tennis (indoor and outdoor) Squash/Squash57 Gym suite Bar 	<ul style="list-style-type: none"> Squash/Squash57 only 	06
Persons Exposed e.g. Employee(s), Visitor, Member of Public etc.			Maximum Number of People Exposed		Frequency and Duration of Exposure	
Office managers, squash coaches, bar staff, members who play squash and squash57, members in the clubhouse common areas			1000 (total membership of BLT&SRC) <i>Within this total, there are c300 squash & squash57 members</i> <i>At any one time at present, there are no more than c20 people in the indoor areas of the club</i>		Daily between 9am and 8pm Reduced outlier numbers before 9am and after 8pm	
Level of Risk: Index to RAG categorisation in the following risk assessment						
Low			Medium		High	
Content: Index to sections in the following risk assessment						
Section 1	Governance & Management					
Section 2	Club Environment					
Section 3	Squash Courts					
Section 4	Players & Staff					

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	RAG status post-control			Actioned Y/N	Further Controls/Action Required
			Green	Amber	Red		
1. GOVERNANCE & MANAGEMENT	1.1 Inadequate procedures to keep participants safe	Regular squash/squash57 section committee meetings held by Zoom to prepare for the re-start (Phase 1) By way of minuting the meetings, Action Plan prepared and tracked for safe re-start of squash and squash57				Y	None at this stage <i>Update 1/9: the monthly Newsletter serves as a useful comms tool for issuing updates</i>
	1.2 Inadequate procedures to keep participants safe	Clear Covid-19 secure playing protocols issued to members by email and posted to club website <i>Update 1/9: protocols updated now that we are progressing to Phase 2 of return-to-play</i>				Y	Effectiveness to be reviewed once re-start has commenced <i>Update 29/7: protocols are working well so far</i>
	1.3 Processes not Applied	Clear covering letter to members (for the above protocols) emphasising the responsibility of everybody and signalling that members will not be allowed to play if they flout the protocols <i>New 30/8: any breaches in playing protocols are to be reported to the club's COVID-19 Officer (john.gs@btinternet.com), either directly or via the club's general office email (manager@bltsrc.co.uk)</i> <i>Update 1/9: September monthly Newsletter issued, containing the England Squash return-to-play Phase 2 guidelines – Squash Bubbles</i>				Y	Squash committee members to monitor when they are at the club and take enforcement action if necessary <i>Update 29/7: good compliance from members so far</i>
	1.4 Members unaware of new infection controls	Communication of playing protocols to members England Squash guidance posters on doors of each court				Y	Reminders/ reinforcement messages to be issued if necessary <i>Update 30/8: the Squash Committee issue a monthly Newsletter to all members and this is used as a comms channel for this purpose. WhatsApp chat groups and Twitter (@BerkoSquashRbl) are also used</i>
	<i>New: 30/8</i> 1.5 Procedures become outdated as Govt/England Squash guidance evolves	<i>Regular review of procedures and update of COVID-19 risk assessment accordingly</i> <i>The latest version is posted to the club website (top right of main landing page) www.bltsrc.co.uk</i>				Y	<i>Risk assessment to be reviewed:</i> <ul style="list-style-type: none"> <i>whenever ES guidance is updated; and</i> <i>at minimum monthly intervals</i>

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2. CLUB ENVIRONMENT	2.1 Infection	Signage/wayfinding already installed as part of previous re-starts of: <ul style="list-style-type: none"> • outdoor tennis; • hospitality, i.e. the club bar and lounge; and • toilets 				Y	Effectiveness to be reviewed once squash has re-started <i>Update: 29/7 - so far, members seem clear on the routes</i>
	2.2 Infection	Since the bar (and, therefore, the clubhouse) re-opened, daily (early morning) cleaning of the off-court areas has re-commenced				Y	None at this stage
	2.3 Infection	Hand sanitisers are positioned at all entry/exit points				Y	None at this stage
	2.4 Infection	Bar staff have a hygiene protocol for regular cleaning during bar opening hours. <i>Update 30/8 - Standard operating procedures now include:</i> <ul style="list-style-type: none"> • screens installed at the bar; • one-way route for ordering, paying (cashless-only) and collecting; and • no seating at the bar 				Y	None at this stage
	2.5 Infection	Furniture has been removed and/or repositioned, indoors and outdoors, to limit gatherings and to maintain social distancing. <i>Update 30/8: the removal of bar stools and other furniture has the effect of limiting capacity to 20 people in the lounge area at any one time (perfectly sufficient in the absence of any arranged social functions at the moment)</i>				Y	None at this stage
	2.6 Infection	Similarly with the kitchen area. It is currently off-limits to members. The company to whom the club has outsourced the bar and catering has established a hygiene protocol for regular cleaning				Y	None at this stage
	2.7 Infection	Regular email contact and website updates have occurred as part of the previous re-starts, so that members are up to date on (a) the actions the club has taken, and (b) the actions expected of members				Y	None at this stage
	2.8 Infection	The gym remains closed for the time being. <i>Update 29/7: the gym has now re-opened but for PT sessions only. The club chairman has issued a note to all members and the club website has been updated</i> <i>Update 30/8: during every PT session, the gym door is kept open; after every PT session (just 1:1 at present), all equipment used is wiped down</i>				Y	None at this stage
	2.9 Infection	The club office has an established hygiene and social distancing protocol, from when the outdoor tennis courts reopened				Y	None at this stage
	2.10 Infection	The toilets have an established hygiene and social distancing protocol, from when the outdoor tennis courts re-opened				Y	None at this stage
	2.11 Infection	The showers and changing rooms remain closed for the time being <i>Update 13/8: changing rooms and showers will re-open on 17/8. Club Council meeting held to consider the position, review guidance from Gov.UK and LTA and England Squash governing bodies, plus stance taken by other local indoor sports facilities, and the decision was made to re-open under strict protocols that mirror Herts Sports Village, an England Institute of Sport site. Our rules:</i> <ul style="list-style-type: none"> • only available for use after playing; • nothing to be left in the changing rooms; • social distancing is to be maintained, with no more than 6 people in the men's changing rooms / 4 people in the ladies changing rooms at the same time; • of which, no more than 2 people in the showers at the same time; • wipes and pedal bins to be provided in the changing rooms; • daily cleaning to be part of the cleaners' morning routine; and • hand sanitisers to be provided outside the changing rooms in the main corridor 				Y	None at this stage <i>Update: 30/8 – we have arrived at this decision to open the changing rooms and showers so that those who want to have a drink after playing are able to wash and change rather than, in sweaty kit and still perspiring, sit in chairs that others will use</i> <i>Update: 7/9 – as part of the club opening and closing the routine, the windows in the shower area are not kept open during the day to help natural ventilation</i>

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3. SQUASH COURTS	3.1 Infection	Initial deep clean of the courts will be undertaken on Friday 24th July				Y	None at this stage
	3.2 Infection	Thereafter, there will be an early morning daily thorough cleaning of all courts				Y	None at this stage
	3.3 Infection	Entry and exit routes to the courts have been clearly communicated to members <i>Update 30/8: all corridor doors are kept open with door stops to help air ventilation/circulation</i>				Y	Review effectiveness once underway <i>Update 29/7: no pinch-points identified so far</i>
	3.4 Infection	Booking times have been staggered at 10min intervals, to minimise any risk to social distancing outside the courts				Y	None at this stage
	3.5 Infection	There will be 10 minute 'lights off' intermissions between court bookings to allow for air circulation and evaporation of sweat				Y	None at this stage
	3.6 Infection	Initial 5 mins of each court booking is allocated for sanitisation of equipment and common touch areas (e.g. door handles), giving a combined buffer gap of 15 mins between play. England Squash have suggested a buffer of 20-25 mins, however: <ul style="list-style-type: none"> we are adhering to World Squash Federation guidance of 15 mins; we believe 15mins is a reasonable period particularly as, in our case, the lights are off for most of our intermission - our buffer time cannot be compromised; our courts are fairly well ventilated, with a full length balcony and 4 glass backs, i.e. we are not like a lot of clubs with old-fashioned concrete courts that are bricked into their 4 walls; and we don't envisage a high demand for courts in this initial stage of the phased return to play, so we doubt there will be consistent back-to-back bookings – particularly as, at this stage, there is no pro squad/team matches/box games/school bookings/after-school clubs 				Y	None at this stage <i>Update 1/9: Phase 1 return-to-play saw very little court utilisation. That will change with the progression to Phase 2 (the pro squad has re-started in the daytime and the instigation of Squash Bubbles will make the courts busier in the evenings) but, nonetheless, we believe our intermission arrangements are rigorous</i>
	3.7 Infection	Court bookings and payments will be contactless. Kiosk booking machine will be turned off				Y	Turn off the Kiosk <i>Update 29/7: Done</i>
	3.8 Infection	Both player names (or 'solo') must be entered on the booking system, or the booking will be automatically cancelled By doing this, (a) a record will be kept of everyone entering the club to play squash, and (b) we are able to evidence that attendance numbers present no risk to social distancing				Y	None at this stage <i>Update 29/7: the coaches will keep an attendance book of sessions</i>
	3.9 Infection	The playing protocols make it clear that play is restricted to the formats prescribed by England Squash <i>Update 7/9: players are required to record their squash bubble membership with the club office and to provide email confirmation that they have read – and will adhere to – the ES guidance</i>				Y	Issue the playing protocols to members <i>Update 29/7: Done</i> <i>Update 1/9: Done for Phase 2</i>
	3.10 Infection	Kit store is closed for the time being. All players must bring own kit <i>Update 30/8: in our next Newsletter we will suggest that all members wash their kit at the highest temperature possible for the fabric – such as 40 rather than 30</i>				Y	Include washing advice in next newsletter <i>Update 7/9: Done</i>
	3.11 Infection	Hand sanitisers, wipes and pedal bins will be positioned outside each court				Y	Install the equipment <i>Update 29/7: Done</i>

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4. PLAYERS & STAFF	4.1 Infection	The playing protocols are explicit that anyone feeling unwell or showing any Covid-19 symptoms must not visit the club <i>Update 30/8: the England Squash performance hub players are subject to increased scrutiny, with temperature taking and verbal healthcheck questionnaires on arrival. These are coached sessions hosted by Level 3 coaches Adam Fuller and/or Paul Carter. We are not equipped to do this for everybody entering the club as we do not have a reception desk and any full time staff who could undertake this task</i>				Y	Issue the playing protocols to members <i>Update 29/7: Done</i> <i>Update 1/9: reminder issued for Phase 2</i>
	4.2 Infection	In line with the playing protocols, the ball must be cleaned with a disinfectant wipe before entering the court <i>Update 30/8: where possible, the ball should be handled by only one player, in line with the guidance for 'Sides' provided by England Squash</i> <i>Update 1/9: protocols updated to reflect new Social Bubbles guidance as part of England Squash's return-to-play Phase 2</i>				Y	Issue the playing protocols to members <i>Update 29/7: Done</i>
	4.3 Infection	Each player is required to bring a towel onto court to wipe away sweat, and it is explicit that there is to be no hand wiping on court walls				Y	Issue the playing protocols to members <i>Update 29/7: Done</i>
	4.4 Infection	Similarly, each player is advised to bring their own filled water bottle, as the communal water fountain will be unavailable				Y	Issue the playing protocols to members <i>Update 29/7: Done</i>
	4.5 Infection	All players are required to remain on court during the duration of the court booking				Y	Issue the playing protocols to members <i>Update 29/7: Done</i>
	4.6 Infection	All players are required to arrive changed no earlier than 5 minutes before their court booking. Warm-ups are to be done outside or at home pre-arrival				Y	Issue the playing protocols to members <i>Update 29/7: Done</i>
	4.7 Infection	All players are required to leave the court area immediately at the end of their court booking				Y	Issue the playing protocols to members <i>Update 29/7: Done</i>
	4.8 Infection	If players wish to remain at the club for a post-match drink, they are required to bring either a tracksuit or a change of shirt <i>Update 30/8: as per Govt advice, social distancing is to be maintained in all communal areas, including the bar and lounge area</i>				Y	Issue the playing protocols to members <i>Update 29/7: Done</i>
	4.9 Infection	All coaches are required to maintain social distancing at all times and restrict their sessions to the types of play and number of participants as prescribed by England squash				Y	None at this stage

Completed by	Role	Assessment Review Date
John Shaw	Squash & Squash57 Chairman and COVID-19 Officer for Squash & Squash57	15th July 2020