

England Squash COVID-19 Club Risk Assessment (template)

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/ Date of last update	Person Undertaking Risk Assessment (COVID-19 Officer)	Club name	Facility Address	Activity	Risk Assessment issue Number
30/07/2020 / 27/09/2020	James Roberts	Lichfield Squash Club	King Edward VI Sports Centre, Kings Hill Road, Lichfield, WS14 9EF	Squash and racketball (Squash 57)	03
Persons Exposed e.g. Employee(s), Visitor, Member of Public etc.		Maximum Number of People Exposed		Frequency and Duration of Exposure	
Sports Centre staff, club members		2 Sports Centre staff, up to 30 members		Sports Centre staff – 4pm – 8pm Mon – Fri Members – 2 or 3 visits per week, maximum 5 visits, depending on frequency of play.	
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	Responsibility Actioned Y/N	Further Controls/ Action Required
GOVERNANCE & MANAGEMENT	Inadequate procedures to keep participants safe	<p>Clear COVID-19 secure policy developed and communicated to all members via email and placed on website.</p> <p>Control the number of people attending the courts at any one time through limiting the number of court sessions, limiting to 2 players per court maximum and introducing staggered court times.</p> <p>Introduction of a 30 minute buffer zone between court sessions to allow for contact surface cleansing by players after session and to allow any droplets in the air to settle.</p> <p>Only allow members of Lichfield Squash Club to book courts by password protecting the online court booking system and issuing log in instructions to members who have acknowledged club policy.</p> <p>Ensure full traceability of who has attended the courts through the court booking system, which will also ask for registration of the opponent's name and phone number, who also must be a member of the club.</p> <p>Only allow members to book 1 single court session per day to minimise dwell time.</p> <p>Ensure all players attending the courts sign in on arrival using a dedicated daily signing in register, to be retained in a separate file.</p> <p>Display statement on booking page stipulating that players only attend if they and their opponent are well and displaying no symptoms of Covid-19.</p> <p>Procedure developed for situation where a member who has attended the courts and subsequently tests positive for Covid-19. Procedure circulated to members via email and placed on dedicated Covid-19 page on club website.</p> <p>Continually monitor government, Sport England and England Squash guidelines and adjust club procedures and policies accordingly. Risk Assessment to be reviewed monthly initially.</p>				<p>Club Y</p> <p>Club Y</p> <p>Club Y</p> <p>Club Y</p> <p>Club Y</p> <p>Club Y</p> <p>School Y</p> <p>Club Y</p> <p>Club Y</p> <p>Club Ongoing</p>	Regular reminders of policy to be sent.

		<p>Regularly communicate with members via email and dedicated Covid-19 page on club website to keep them informed of any changes in guidance.</p> <p>Work with school to coordinate policies and procedures related to Covid-19.</p>				<p>Club Ongoing</p> <p>Club and School Ongoing</p>	
	Inadequate procedures to keep participants safe	<p>Updated first aid procedures/protocols in line with current HSE guidance. School duty staff appropriately briefed and trained.</p>				School Y	
	Processes not Applied	<p>Clear communication with members and process for managing members that do not adhere to processes.</p> <p>Steps to be taken:</p> <p>Members will be emailed prior to reopening with guidelines on what is permitted and what we expect of them. They will also be informed of the consequences of not adhering to these rules. If members fail to adhere to the rules, they will be contacted and if they subsequently breach the rules again, they will have their court booking rights removed for 1 month.</p>				Club Y	
	Members unaware of new infection controls	<p>Clear and frequent communications with members.</p> <p>Steps to be taken:</p> <ul style="list-style-type: none"> - email sent to members with guidance on how to use the courts - Posters and signs around Club reminding people of Rules - Zoom session prior to opening to answer questions - School duty staff available to monitor and provide advice where necessary 				<p>Club</p> <p>Club</p> <p>Club School</p> <p>Y</p>	

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CLUB ENVIRONMENT	Infection	Steps taken to reduce the risk of infection within the general (off court) club environment: Signage and wayfinding in all circulation areas including reminders regarding social distancing.				Club Y	
	Infection	Ensure entry and exit routes in the building are different: Players to enter building via main reception and exit via fire exit next to Selby Court. Signage erected to make this clear. Ensure all internal doors en route to the courts are wedged open to avoid unnecessary contact.				School Y School Y	
	Infection	Daily initial deep clean of all contact surfaces prior to players and / or staff entering the building.				School Y	
	Infection	Daily cleaning schedule for off-court areas throughout the day.				School Y	
	Infection	Players to disinfect court doors and handles prior to entering court and immediately on leaving court using the sprays and paper towels provided. Immediate disposal of all used paper towels and used materials in the bins provided by each court.				Club School Y	Club to include in policy. School to provide cleaning materials and bins
	Infection	Removal of any unnecessary furniture to discourage socialising and reduce number of contact surfaces. Players to be told to not use the tiered seating behind courts in any circumstances. Players to take personal effects onto court and place under tin. Players to not go off court between games or dwell there after the session has finished. Appropriate signage to all the above to be erected behind both courts.				School Y Club Y Club Y Club Y Club Y	Consideration to taping up seating to prevent players usage.

	Infection	Hand sanitiser provided at the main entrance to the building for use by players and staff prior to entering courts area. Players to be encouraged to sanitise hands immediately on entering the building. Players to also be encouraged to bring their own hand sanitiser for use during session, if required.				School Y Club policy Y	
SQUASH COURTS	Infection	Steps to be taken to reduce the risk of infection with regard to how the courts are used:					

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	Infection	Daily cleaning schedule for squash courts at the end of each day.				School Y	
	Infection	Daily disposal of all used cleaning materials.				School Y	
	Infection	<p>Strict rules in place for how courts can be used including:</p> <ul style="list-style-type: none"> • Contactless booking / payment – members only can book, no guest players. Players discouraged from paying their share of court fees with cash. • Limited numbers to meet government guidelines - max 2 per court, even if from same household • Strict limits on the ‘type’ of activities permitted e.g. no match play - solo practice, pairs activities or ‘sides’ games only allowed if not in ‘squash bubble’ • Squash bubbles only allowed with prior approval of Club Covid Officer. Squash Bubbles to only be formed and operated following the full England Squash ‘squash bubble guidance’, which is available here: https://www.englandsquash.com/back-to-squash/guidance-for-players 				Club Y	<p>Spot checks to ensure players conform with playing guidance.</p> <p>Send example videos of permitted types of play to members.</p>
	Infection	No spectators allowed in the squash courts area – only 2 players per court allowed and those who have booked court sessions.				Club Y	School to help monitor
	Infection	Players to be responsible for providing their own squash equipment - no sharing or hiring of equipment.				Club Y	

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TOILETS & SHOWERS	Infection	Keep showers and changing areas closed until further notice to reduce infection risk.				School Y	
	Infection	Initial deep clean of toilets prior to players and/or staff entering the building. Encourage emergency use only of the toilets and members to be aware of social distancing around toilet areas.				School Y Club Y	School to help monitor

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PLAYERS & STAFF	Infection	Strict rules on players not entering the building if they are unwell or show any COVID-19 symptoms. Players to confirm via booking system that they and their opponent are well and have not come into contact with anyone with Covid-19 prior to entering the building and a daily attendance register maintained (for contact tracing purposes).				Club Y School Y	Spot checks to ensure compliance with requirement to log opponent name.
	Infection	Only players approved by club management to access the courts – members only, log in instructions issued to approved players only.				Club Y	Spot checks to ensure only authorised players attend courts. Reminder to members that log in details should not be shared.
	Infection	PPE is available for use if required (masks and gloves) plus hand sanitiser. PPE to be disposed of in line with PHE/Government guidance.				School Y	
	Infection	Handling of the same ball by different players during a session is discouraged (unless from same household). 1 player to be the nominated handler of ball and court door handle or Each player to handle own ball unless from same household.				Club Y	Spot checks to ensure compliance and reminder sent to members.
	Infection	To reduce sweat droplets encourage the use of sweatbands and regularly change playing kit. Encourage use of eyewear to prevent touching of eyes. Wiping hands on walls or rear glass back wall is strictly prohibited. Appropriate signage to be erected on glass backs by doors.				Club Y	
	Infection	Bring own fluids/refreshments and use own water bottle at all times. School communal water fountains will still be in situ, but use of these is to be actively discouraged. All personal 'waste' (empty water bottles, wrappers etc) to be taken home.				Club Y	Reminder to be sent.
	Infection	Each player to bring kit bag and any personal belongings onto court and place under the tin. Non court shoes to be removed at rear of court and left by tiered seating.				Club Y	Spot checks to ensure compliance

	Infection	Players should arrive in kit and no earlier than five minutes before the session start time. Players should exit the building immediately following the end of the session using the fire exit by the Selby court.				Club Y School	To reduce risk of players continuing to play beyond session, spot checks and threat of serious sanctions. Regular reminders to players. School to help monitor.
	Infection	All players are strongly recommended to wear a face covering inside the Sport Centre, unless on court or with an underlying health condition.				Club Y School	Spot checks to ensure compliance. School to help monitor.

Manager's Signature	Date	Assessment Review Date