

Foxhills

MANAGEMENT RISK ASSESSMENT

| | | | | |
|---------------------------|---|---|--------------------------------|-------------------------------|
| Department: Tennis | Area/Task: Phased return to golf operations during Novel Coronavirus (Covid 19) pandemic | Assessor/s: Chris Fitt/Steve Barrass | Date: 12/13/18 May 2020 | RA Ref No: FOX/L/T/MRA |
|---------------------------|---|---|--------------------------------|-------------------------------|

Note: Following an announcement by the UK Government and subsequent guidance from ministers, PHE and the LTA Foxhills will open a selection of tennis courts on Wednesday 13 May 2020. Reference documents from the LTA – Guidance for venues, tennis players and tennis coaches.

ASSOCIATED RISK ASSESSMENT (RA) DOCUMENTATION

| | | | | | |
|--|--|--|---|---|--|
| Manual Handling RA Ref: Currently not applicable | COSHH RA Ref: Currently not applicable | DSE RA Ref: Currently not applicable | Lone Working RA Ref: Currently not applicable | Young Person RA Ref: Currently not applicable | Fire Risk Assessment Ref: Currently not applicable |
|--|--|--|---|---|--|

Hazard Identification and Initial Risk Level Classification

Within the department, review the work area or tasks that are undertaken. Consider the **significant** hazards in the work area or within the task or job. Observe all of the work area or how the task is undertaken. When conducting this assessment, ensure you consult personnel who work in the area or who are involved in or may be involved in the task. Allocate a risk rating and consider if the risks are adequately controlled.

| Step 1 IDENTIFY THE HAZARDS | | | | | | | | | | | | |
|-----------------------------|--------------------------------------|----|-------------------------------------|----|---|----|-------------------------------------|----|-----------------------------------|----------------------------|----------------------|---|
| 1 | Slips & Trips | 6 | Storage, space & obstructions | 11 | Use of vehicles & buggies/driving at work | 16 | Fire hazards | 21 | Food preparation/allergens | List any specific Hazards: | | |
| 2 | Storage at height Falling objects | 7 | Use of electrical equipment | 12 | Working outdoors/ extremes of weather | 17 | Flammable materials | 22 | Extremes of temperature | 26 | Contracting Covid-19 | ✓ |
| 3 | Inappropriate housekeeping | 8 | Use of portable tools | 13 | Working at height | 18 | Work in confined spaces | 23 | Lone working | 27 | | |
| 4 | Manual handling tasks/activities | 9 | Fixed work equipment | 14 | Noise & Vibration | 19 | Work with hazardous substances | 24 | Out of hours/night working | 28 | | |
| 5 | Display screen equipment | 10 | Lighting levels – internal/external | 15 | Naked flames | 20 | Condition of the building/structure | 25 | Violence or verbal abuse to staff | 29 | | |

Proceed to Step 2 and list the hazards that have been identified, along with what is being done to control the risk and any further action to eliminate or reduce the risk

| Step 2 EVALUATE THE RISK CONTROLS | | | | | | | |
|-----------------------------------|---------------------------------------|----------------------|---|------------------------------------|-----|----|---|
| Hazard No | Hazard Description | Who could be harmed? | Existing Control Measures | Is the risk adequately controlled? | | | Further action to reduce the risk |
| | | | | Risk H/M/L | YES | NO | |
| Covid-19 Generic | | | | | | | |
| 26 | Spread of Covid-19 Coronavirus | Members. & staff | Hand Washing <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. | M | ✓ | | Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose, or mouth with unclean hands. |

| Step 2 | | | | | | | EVALUATE THE RISK CONTROLS | | |
|-------------------------|---------------------------------------|----------------------|---|------------------------------------|-----|----|--|--|--|
| Hazard No | Hazard Description | Who could be harmed? | Existing Control Measures | Is the risk adequately controlled? | | | Further action to reduce the risk | | |
| | | | | Risk H/M/L | YES | NO | | | |
| Covid-19 Generic | | | | | | | | | |
| 26 | Spread of Covid-19 Coronavirus | Members. & staff | <ul style="list-style-type: none"> Gel sanitisers (60% alcohol based) in any area where washing facilities not readily available | M | ✓ | | | | |
| 26 | Spread of Covid-19 Coronavirus | Members. & staff | <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches in the Woodie toilet using appropriate cleaning products and methods.</p> | M | ✓ | | Checks will be carried out by managers to ensure that the necessary procedures are being followed. | | |
| 26 | Spread of Covid-19 Coronavirus | Members. & staff | <p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in canteen area and smoking area.</p> | M | ✓ | | Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. | | |
| 26 | Spread of Covid-19 Coronavirus | Members. & staff | <p>Wearing of Gloves Where the wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> | M | ✓ | | | | |

| Step 2 | | | | | | | EVALUATE THE RISK CONTROLS | | |
|-------------------------|---------------------------------------|----------------------|--|------------------------------------|-----|----|---|--|--|
| Hazard No | Hazard Description | Who could be harmed? | Existing Control Measures | Is the risk adequately controlled? | | | Further action to reduce the risk | | |
| | | | | Risk H/M/L | YES | NO | | | |
| Covid-19 Generic | | | | | | | | | |
| 26 | Spread of Covid-19 Coronavirus | Members, & staff | <p>Face Coverings Tasks and activities fall outside of a clinical setting. The role of PPE in providing additional protection is extremely limited.</p> <p>Other controls should be used such as screens, social distancing, increased hand, and surface washing and wearing gloves</p> <p>However, a face covering may be worn in enclosed spaces where social distancing is not possible. Face coverings are available to staff from their manager.</p> | M | ✓ | | <p>Evidence from PHE confirms that the benefit of using a face covering is weak compared against other ways of managing Covid-19 risk. Social distancing, increased hand and surface washing and wearing gloves.</p> <p>If worn, dispose of face covering in a secure bin prior to leaving the complex.</p> <p>Management/Duty Manager checks to ensure compliance.</p> | | |
| 26 | Spread of Covid-19 Coronavirus | Members. & staff | <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature, or loss of smell or taste in the workplace, they will be sent home and advised to self-isolate at home for 14 days and contact 111.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> | M | ✓ | | <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> | | |
| 26 | Spread of Covid-19 Coronavirus | Members. & staff | <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress</p> | L | ✓ | | <p>Regular communication of mental health information and open-door policy for those who need additional support. Initially contact relevant manager or Hospitality Action</p> <p>Hospitality Action</p> <p>0808 8020282 www.hospitalityaction.org.uk</p> | | |

| Step 2 | | | | | | | | EVALUATE THE RISK CONTROLS | | | |
|---------------------------------------|--|----------------------|--|------------------------------------|-----|----|---|----------------------------|--|--|--|
| Hazard No | Hazard Description | Who could be harmed? | Existing Control Measures | Is the risk adequately controlled? | | | Further action to reduce the risk | | | | |
| | | | | Risk H/M/L | YES | NO | | | | | |
| Tennis Courts and Public Areas | | | | | | | | | | | |
| 26 | Access/Security Access via the gate adjacent to Lyne House | Members. & staff | Essential access gate will be left open during agreed tennis court times | M | ✓ | | Managers and staff to monitor area/situation to ensure compliance | | | | |
| Booking | | | | | | | | | | | |
| 26 | Booking a tennis court | | Members only to book a court. Booking a court time by e mail or via the website 2 hour bookings M-F and 1.5 hours S-S Court opening times 07.00 – 21.00 | L | ✓ | | If any player who shows signs of the virus on the court will be instructed to leave and return home immediately. If this is not possible staff or other players will call 111. Take advice and call an ambulance. | | | | |
| Playing | | | | | | | | | | | |
| 26 | Tennis Courts Access | Members. & staff | To observe social distancing, allocated courts to be played only. | M | ✓ | | Managers and staff to monitor area/situation to ensure compliance | | | | |
| 26 | Tennis Courts Playing | Members. & staff | Members to bring their own tennis rackets, tennis balls and hand sanitiser. Observe social distancing | M | ✓ | | | | | | |
| 26 | Tennis Courts Coaching | Members. & staff | 1-1 coaching sessions in line with LTA guidance. Copy attached | M | ✓ | | | | | | |
| 26 | The Woodie Access to toilets | Members. & staff | Toilet open only during agreed playing times. Woodie not open | M | ✓ | | Managers and staff to monitor area/situation to ensure compliance | | | | |
| 26 | Mobile Phones Handled by a player other than the owner. | Members. & staff | Players have been instructed not to share mobile phones. | M | ✓ | | | | | | |
| 26 | Spread of Covid-19 Coronavirus Lack of customer confidence | Members, Guests | Covid-19 specific information on website for guests and e mailed to members. Foxhills Charter and specific Covid risk assessments displayed on website and in each bedroom. Guests asked Covid-19 specific questions when booking. AA Covid Confident accreditation | M | ✓ | | General Manager to monitor area/situation to ensure compliance | | | | |

If you have identified that there is a need for any specific risk assessments to be completed, **list these in Step 3 below**

Risk Matrix – calculate the level of risk (High/Medium/Low), using the likelihood and severity risk matrix

| | | SEVERITY | | | | |
|------------|-----------------|----------|------------|------------|------------|------------|
| | | Nil 1 | Minor 2 | 3-day 3 | Major 4 | Fatal 5 |
| LIKELIHOOD | Very likely – 5 | 5 | 10 | 15 | 20 | 25 |
| | Probably - 4 | 4 | 8 | 12 | 16 | 20 |
| | Possible – 3 | 3 | 6 | 9 | 12 | 15 |
| | Remote – 2 | 2 | 4 | 6 | 8 | 10 |
| | Improbable – 1 | 1 | 2 | 3 | 4 | 5 |

| LEVEL OF RISK | ACTION AND TIMESCALE |
|---------------|---|
| High | You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work. |
| Medium | You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures. |
| Low | You don't need to take action at this time. Monitoring is necessary to make sure that the controls are still effective and being used by those involved. |

| Step 3 SPECIFIC RISK ASSESSMENTS | | | | | | |
|--|-----|----|----------------|-------------|-----------------|---|
| The Management Risk Assessment has identified the need for the following specific risk assessments to be completed | | | | | | |
| | YES | NO | Responsibility | Target Date | Completion Date | Specific risk assessment reference number |
| Fire risk assessment | | ✓ | | | | |
| Manual handling risk assessment | | ✓ | | | | |
| Display screen equipment | | ✓ | | | | |
| Lone working | | ✓ | | | | |

| Step 4 RISK ASSESSMENT ACTION PLAN | | | | | |
|---|--|----------------------------|-------------|-----------------|----------|
| Following the completion of the Management Risk Assessment, the points detailed have been identified as requiring action by the person/s detailed below | | | | | |
| Hazard No | Action Plan Point | Action to be completed by: | Target Date | Completion Date | Comments |
| 26 | Managers and staff to monitor area/situation to ensure compliance | Staff on site | Ongoing | Ongoing | |
| 26 | If a member of staff or a player shows signs of the virus they will be instructed to leave and return home immediately. If this is not possible staff or other players will call 111, take advice and call an ambulance. | Staff on site | Ongoing | Ongoing | |

| Initial Assessment | | |
|---|--|--|
| Signature of Assessor/s | Signature of Assessor/s | Signature of Head of Department/Manager |
| Name: Chris Fitt Date: 13 May 2020 | Name: Steve Barrass Date: 13 May 2020 | Name: Date: |

| Step 5 RISK ASSESSMENT DISTRIBUTION | | | | | |
|-------------------------------------|--------------------|--------------------|--------------|--------------------|--------------|
| Senior Manager | Head of Department | Facilities Manager | H&S Champion | Employees | Contractor/s |
| Copy to: | Copy to: | Copy to: | Copy to: | Copy to: | Copy to: |
| Tej Walia Chris Fitt | Pippa Britton | | | All relevant staff | |

| Step 6 RISK ASSESSMENT REVIEW | | | | | |
|-------------------------------|------|-----------|-------------|------|-----------|
| Review Date | Name | Signature | Review Date | Name | Signature |
| | | | | | |

