

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 V7 update 2/10/20 V8 16/5/21 V9 1/8/21	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 Fitness suite Sauna Bar and lounge 	<ul style="list-style-type: none"> Squash/Squash57 only 	09 <i>Updates from previous version are highlighted</i>
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 At any one time at present, there are no more than c30 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://the cpsu.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 Phase 1 re-start July 2020 <i>Update 16/5/21: regular committee and Club Council meetings have been held throughout the pandemic, most recently on 10th May to prepare for Step 2 17/5/21</i> By way of minuting the meetings, Covid-Secure Action Plan prepared and tracked for safe re-start of squash and squash57 July 2020 <i>Update 16/5/21: Action Plan updated for Step 3 17/5/21</i> <i>Update 1/8/21: Step 4 national easing of all legal restrictions has now taken place</i>				Y	None at this stage <i>Update 1/9/20: the monthly Club 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 1/9/20: protocols updated now that we are progressing to Phase 2 of return-to-play</i> <i>Update 16/5/21: reminder of protocols issued to members by email</i>				Y	Effectiveness to be reviewed once re-start has commenced <i>Update 1/8/21: all protocols have now been lifted. Improved hygiene and cleaning best practice remain in place</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 30/8/20: 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 1/9/20: September monthly Newsletter issued, containing the England Squash return-to-play Phase 2 guidelines – Squash Bubbles</i> <i>Update 16/5/21: May monthly Club Newsletter issued advising about Step 3, plus follow-up update to squash & squash57 members with detailed ES guidelines and summary of key points</i> <i>Update 1/8/21: July monthly Club Newsletter issued advising about Step 4</i>				Y	Squash committee members to monitor when they are at the club and take enforcement action if necessary <i>Update 29/7/20: good compliance from members so far</i> <i>Update 1/8/21: all protocols have now been lifted. Improved hygiene and cleaning best practice remain in place</i>
	1.4 Members unaware of new infection controls	Communication of playing protocols to members England Squash guidance posters on doors of each court <i>Update 2/10: club signage updated following new Government guidance regarding 'rule of 6', wearing of facemasks, and protocols for hospitality venues (i.e. our club bar)</i> <i>Update 16/5/21: club signage all updated in readiness for Step 3</i> <i>Update 1/8/21: club signage and ES guidance posters removed where no longer applicable, following Step 4</i>				Y	Reminders/ reinforcement messages to be issued if necessary <i>Update 30/8/20: the Squash Committee issue a monthly Newsletter (now succeeded by a Club Newsletter) to all members and this is used as a comms channel for this purpose. WhatsApp chat groups and Twitter (@BerkoSquashRbll) are also used</i>
	<i>New: 30/8/20</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"> • whenever Govt &/or ES guidance is updated; and • at minimum monthly intervals

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			Green	Amber	Red		
2. CLUB ENVIRONMENT	2.1 Infection	Signage/wayfinding already installed as part of previous re-starts of: outdoor tennis; hospitality, i.e. the club bar and lounge; and toilets				Y	Effectiveness to be reviewed once squash has re-started <i>Update 1/8/21: wayfinding removed following Step 4</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 <i>Update 16/5/21: daily court cleaning still in place, as the courts remained open for elite players</i>				Y	None at this stage <i>Update 1/8/21: all courts are cleaned every day</i>
	2.3 Infection	Hand sanitisers are positioned at all entry/exit points <i>Update 16/5/21: and outside the squash courts, together with sanitiser wipes and pedal bins</i>				Y	None at this stage <i>Update 1/8/21: these remain in place</i>
	2.4 Infection	Bar staff have a hygiene protocol for regular cleaning during bar opening hours. <i>Update 30/8/20: Standard operating procedures now include: screens installed at the bar; one-way route for ordering, paying (cashless-only) and collecting; and no seating at the bar</i>				Y	None at this stage <i>Update 1/8/21: screens removed following Step 4</i>
	2.5 Infection	Similarly with the kitchen area; 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					None at this stage
	2.6 Infection	Furniture has been removed and/or repositioned, indoors and outdoors, to limit gatherings and to maintain social distancing. <i>Update 30/8/20: 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 <i>Update 1/8/21: much of the furniture is back in place, but not all of it – to retain some spatial distancing</i>
	2.7 Infection	<i>Update 2/10/20: bar and lounge protocols updated following new Government guidance regarding wearing of 'rule of 6', wearing of facemasks, and rules for hospitality venues</i>				Y	None at this stage
	2.8 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
	2.9 Infection	The gym remains closed for the time being. <i>Update 29/7/20: 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 30/8/20: 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 <i>Update 1/8/21: the gym is now open for members following Step 4, but hygiene protocols have been retained</i>
	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 13/8/20: 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"> • 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 30/8/20: decision made to open changing rooms and showers so those who want to have a drink after playing can wash and change rather than, in sweaty kit and still perspiring, sit in chairs that others will use</i> <i>Update 7/9/20: as part of the club opening and closing the routine, the windows in the shower area are now 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 2020				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 30/8/20: all corridor doors are kept open with door stops to help air ventilation/circulation</i>				Y	Review effectiveness once underway <i>Update 1/8/21: one-way system now removed following Step 4</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 <i>Update 1/8/21: pre-Covid booking times have been re-instated following Step 4</i>
	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 <i>Update 1/8/21: intermission time has been removed following Step 4</i>
	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. 				Y	None at this stage <i>Update 1/8/21: intermission time/buffer gap between court bookings has been removed following Step 4</i>
	3.7 Infection	Court bookings and payments will be contactless. Kiosk touchscreen booking machine will be turned off				Y	Turn off the Kiosk <i>Update 1/8/21: the Kiosk is back in operation but rarely used now that members are accustomed to contactless payment on their mobile</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 1/8/21: recording of player names remains in place as an ongoing best practice procedure</i>
	3.9 Infection	The playing protocols make it clear that play is restricted to the formats prescribed by England Squash <i>Update 7/9/20: players are required to record their squash bubble membership with the club office & provide email confirmation that they have read – and will adhere to – the ES guidance</i> <i>Update 2/10/20: club boxes are being re-introduced from 10/10. The league management system will, in effect, be the record of squash bubble membership</i>				Y	Issue the playing protocols to members <i>Update 16/5/21: full play recommences from 17/5/21 with no requirement for bubbles or modified play</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 7/9/20: Done</i>
	3.11 Infection	Hand sanitisers, wipes and pedal bins will be positioned outside each court				Y	Install the equipment <i>Update 29/7/20: 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 30/8/20: the England Squash performance hub players are subject to increased scrutiny, with temperature taking and verbal healthcheck questionnaires on arrival. These are coach-led 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 29/7/20: Done</i> <i>Update 1/9/20: reminder issued for Phase 2</i> <i>Update 1/8/21: this guidance – not to attend the club if feeling unwell or displaying any potential Covid-19 symptoms – remains in place</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 30/8/20: 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 1/9/20: 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 29/7/20: Done</i> <i>Update 1/8/21: the ball handling protocol is now removed following Step 4</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 1/8/21: 'no wiping of hands on court walls' remains in place as a best practice procedure</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 1/8/21: the water fountain is now available following Step 4, but is seldom used now that members are accustomed to bringing their own water bottle</i>
	4.5 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 13/8/20: changing rooms and showers will re-open on 17/8. See section 2.11 above</i> <i>Update 30/8/20: as per Govt advice, social distancing is to be maintained in all communal areas, including the bar and lounge area</i> <i>Update 16/5/21: if players want to have a post-match drink indoors, they are required to shower and change – no sweaty bodies or kit in the club lounge</i>				Y	Issue the playing protocols to members <i>Update 1/8/21: 'no sweaty bodies or kit in the lounge' remains in place as a best practice procedure</i>
	4.6 Infection	All coaches are required to 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	Club Chairman, Squash & Squash57 Chairman and COVID-19 Officer for Squash & Squash57	15th July 2020