

Risk Assessment

Activity:	Coronavirus	Reference:	RA172
Task Description:	Safety measures for Phase 1 opening of outside tennis facilities		
Assessor:	Gary Neal	Date:	12/05/20

Assessment of Risk

Hazard	Likelihood			Severity			Risk		
	L	M	H	L	M	H	L	M	H
Infected persons at work		X				X			X
Contact with other infected persons		X			X			X	
Failure to self isolate		X				X			X
Spread of infection through close contact		X			X			X	
Hand to face infection	X			X			X		
Contaminated surfaces	X			X			X		
Poor hygiene		X			X			X	
Contact with vulnerable at risk groups	X			X			X		
Staff shortages		X		X			X		
Travel	X			X			X		

People at Risk

Queens Club Workers

Queens Club Members

Tenants

Contractors

Other:

None Identified

Controls

Risk	Control Measures
<p>General Coronavirus precautions</p>	<p>Follow Government and LTA guidance relating to the opening of outdoor tennis by allowing singles play to commence and doubles by those living within the same household. Players should arrive changed ready for tennis as in Phase 1 there will be no changing facilities for Members. Members are encouraged to leave site as soon as their booking has finished.</p> <p>All court bookings to be done on-line or via the telephone to reduce the contact with the reception staff. We have suspended the requirement to check-in during the Phase 1 opening period. First Aiders will be on site throughout the duration of the opening hours of Phase 1. A First Aider can be summoned by contacting security on 0207 386 3453 and an immediate response will be actioned.</p> <p>Follow any further national government advice provided during the outbreak.</p> <p>COVID-19 is a new disease and assessment to be reviewed as new information and guidance is made available from the government, NHS and WHO.</p> <p>All Members have received information about what to do on site during this phase.</p>

Risk	Control Measures
<p>Spread of infection among staff, Club Members, Tenants and Contractors.</p>	<p>Members have been told not to come to the Club if they are displaying symptoms.</p> <p>Any staff displaying a high temperature or having a new or continuous cough instructed to self isolate at home for at least 7 days.</p> <p>Any staff with household members with the symptoms or who have come into close contact with someone with symptoms are to self isolate for at least 14 days.</p> <p>Staff instructed to self-isolate if symptoms appear.</p> <p>Self isolation actively encouraged, with full support from the Club to reduce risk of non-compliance.</p> <p>Do not attend GP or public places. Follow NHS / 111 advice.</p>
<p>Spread of infection from others</p>	<p>Due to the risk of infection all non-essential contact is minimised.</p> <p>Social distancing to be implemented across all areas of the business by display of notices and also briefing of staff.</p> <p>No gatherings, visitors or meetings being held. Only outdoor tennis courts to be used by Members under the Government Guidelines. it is also recommended there is a rule of no spitting across the site as this could cause a risk in the spread of any infections.</p> <p>A limited number of staff will be on-site during Phase 1 (Grounds, Security, Cleaners, Reception and DM) . All other staff to remain furloughed or working from home. Access for Members is to Outdoor Courts only and specified toilets.</p> <p>Reception will be open and there are social distancing rules with 2m floor signage and perspex barriers installed for the safety of staff and Members. It is also recommended during Phase 1 that there would be no congregating of persons within small areas such as the reception and Reception is limited to a maximum of one member at anytime in this area.</p>

Risk	Control Measures
<p>Contact from person to person</p>	<p>Home working enforced for all work that can be done remotely. All non-essential activities that cannot be done remotely suspended except for the use of the outdoor tennis facilities.</p> <p>Guidance provided to staff and Members on hand washing and social distancing. Members and staff to use the Hand sanitiser units located around the Grounds and Members to sanitise their hands before and after playing a game of tennis.</p> <p>All staff and Members to remain a distance of at least 2m. It is recommended that members do not change ends during a game and they have all been advised not to go on court until the previous players have departed. Members are also encouraged to remove any rubbish and tennis balls from the courts after play.</p> <p>We are investigating the possibility of installing a one way system of walkways where the 2m distancing rule cannot be adhered to for the outdoor courts.</p> <p>Good hygiene practices are encouraged. Any members or staff with a cough or temperature is to self isolate. Coughs to be caught in tissues and immediately placed in the bin. Wash hands frequently. Do not cough or sneeze into hands.</p> <p>Anyone with symptoms, or who has been in close contact with someone with symptoms, is not to attend the The Queen's Club under any circumstances. Self isolate in accordance with government guidance.</p>
<p>Hand to face infection</p>	<p>Raise awareness of the importance of hand washing. We have installed Covid-19 awareness signage at main entrance points to inform staff and club Members and numerous other hand washing signs.</p> <p>Welfare facilities and arrangements are provided for all persons on site, including soap and water and suitable clean washing facilities. Additional hand sanitisers provided at points around the site.</p> <p>Wash hands regularly and always after handling packages, touching equipment, before eating or drinking, after coughing or sneezing, before and after breaks.</p> <p>Wash for at least 20 seconds and ensure all areas of hands and wrists are properly cleaned. Avoid touching face at all times.</p> <p>Every workstation to be provided with disinfectant wipes. All those working at a work station are encouraged to assume personal responsibility for the cleanliness and hygiene of the immediate area.</p>

Risk	Control Measures
Spread of infection from contaminated surfaces	<p>Cleaning frequency, particularly of touch points, to be increased. Particular attention to fixtures, fittings and equipment regularly touched on the entrance to the club and any points around the Tennis courts. all turnstiles and gates to remain open where possible.</p> <p>All court furniture to be removed for the opening of Phase 1 to reduce surface contamination. Regular deep cleaning carried out with soap and water or disinfectant as appropriate.</p> <p>Sharing of equipment, particularly phones, stationary, PPE and personal equipment is discouraged. Personal responsibility for the cleanliness of workstations is encouraged using disinfectant wipes and sprays.</p>
Poor hygiene	<p>All buildings will be locked down during Phase 1 with the exception of the the south stand toilet and Gatehouse toilet for the use for members and staff. We will install a rigorous cleaning procedure in these areas to cope with the high use and demand. Good hygiene practices encouraged.</p> <p>Daily briefing during Phase 1 given the importance of hygiene for on site and remote workers. Updated government and NHS guidance distributed around the site.</p>
Spread of infection to vulnerable and high risk groups	<p>All staff identified as vulnerable or high risk to COVID-19 to work from home immediately and shield in accordance with government guidance. Club Members who are classified in the High risk category have been asked not to visit the Club.</p>
Increased risk due to staff shortages	<p>Staff availability closely monitored. All activities to be risk assessed and only proceed where safe to do so with consideration for the additional COVID-19 precautions now in place. Activities assessed daily and only proceed where minimum staff levels are met.</p>
Risk of spread of infection during travel	<p>All travel on Public transport should be avoided where possible. Members and staff encouraged to walk, use bikes or drive to the club. Everyone should try to park leaving a clear space between cars. Managers should looking at changes in working hours rotas for any staff who need to use public transport to avoid rush hours.</p> <p>Daily checks on government guidance and travel restrictions, and prepared that these could change at any time.</p>

Risk	Control Measures

Risk Level



Very Low

*safe to proceed
work under
standard
control
measures*



Low

*safe to proceed
work under
additional
control
measures*



Medium

*proceed with
caution under
additional
controls
measures*



High

*proceed with
caution under
further controls
supervised*



Very High

*unsafe DO NOT
proceed -
essential further
action needed*

Further Action Required

Action Required	Action Time frame	Date Complete	By Name
Ensure control measures remain valid for the duration of the outbreak or until guidance changes.	Ongoing	12/05/20	All Senior Managers
Update risk assessment if guidance or government recommendations change during outbreak.	Ongoing	12/05/20	Gary Neal
Inform staff, Members and Tenants of closures or changes to services.	Immediately	12/05/20	Giles Helbert
Carry out regular talks and briefings during the outbreak.	Daily	12/05/20	All Senior Managers

