



Test and Trace



RISK ASSESSMENT FOR THE WINDMILL ALL-WEATHER COURT

What are the hazards?

The spread of COVID-19

Who might be harmed?

Users of the all-weather court (AWC), Windmill volunteers, pitch contractors

Controls required	Additional controls	Action by whom?	Action by when?	Date completed
COVID-19 SELF ASSESSMENT				
Booking organiser should ensure all users self-assess for COVID-19 before attending	No user should leave home to attend booking if they or someone in their house has any COVID-19 symptoms	Booking organiser	Before booking starts	
PROMOTE GOOD HYGIENE				
All users should have an individually named water bottle and hand sanitiser which should be left at a safe distance from other users	Windmill staff to check periodically	Booking organiser	Before booking starts	
Additional hand sanitiser and hygienic wipes provided in AWC lighting box for users	Restock hand sanitiser and hygienic wipes weekly	Windmill staff	Weekly	

Controls required	Additional controls	Action by whom?	Action by when?	Date completed
KEEP FACILITIES & EQUIPMENT CLEAN				
Frequent touch points to be cleaned by users at start and end of booking	Windmill staff to check periodically	Booking organiser Windmill staff	At booking Weekly check	
All waste cleaning materials to be placed in dustbin near AWC	Dustbin to be emptied weekly	Windmill staff	Weekly	
MAINTAIN SOCIAL DISTANCING AND AVOID CONGESTION				
Users and spectators who are not using the AWC to maintain social distancing	Booking organiser to reinforce	Booking organiser	At booking	
10 minute changeover period between bookings to allow cleaning of frequent touch points before new user group comes onto AWC	Booking organiser to reinforce	Booking organiser Windmill staff	At booking	
	Windmill staff to check periodically	Windmill staff	Weekly	
NHS TRACK AND TRACE				
Named booking organiser to complete Windmill NHS Track and Trace attendance register each week and retain for 21 days	Date & time of booking; name of organiser; name and phone number of all users	Booking organiser	Weekly Retain for 21 days	
	Windmill staff to check periodically	Windmill staff	Weekly	
COMMUNICATION AND SIGNAGE				
Windmill to provide clear signage for AWC users concerning up-to-date COVID-19 guidance	Windmill staff to check signage is updated as required	Windmill staff	As required	
Windmill to publish Risk Assessment on website, and keep users informed of future changes	Windmill staff to review in light of changes in Government guidance	Windmill staff	As required	