

# Hermits Table Tennis Club

## Resumption of Table Tennis Club Activity: Method Statement

### Introduction

To enable table tennis to return safely to clubs and other indoor venues, Table Tennis England have been working on a set of recommendations that can enable table tennis to start again safely. It is important to note that these will be a set of recommendations for clubs, leagues, coaches and other organisations to implement and will need to be adapted for individual environments.

The Method Statement Template outlined below provides some areas for Clubs and Leagues to consider when preparing to return for activity following the Coronavirus Pandemic, and may be used in conjunction with a Risk Assessment. A template Risk Assessment can also be found in Stage 2 Guidance.

The latest Government Guidelines should always be considered, and the below may need to be adapted for individual venues to ensure that Government Guidelines can be adhered to.

This document is not designed to replace any existing risk management structures or systems adopted by the respective clubs and leagues. It is intended to complement existing risk management systems to support the safe resumption of community table tennis.

### How to use this Template

A method statement is a description of how a particular area of work will be carried out safely – in this case the 'Pre-activity' element to returning to Club or League Activity. The method statement should link with the risk assessment, and contain sufficient detail to enable everyone involved in an operation to be clear about what has to be done, where and with what.

Rather than repeating what's included in a risk assessment, a method statement enhances the information gathered for the risk assessment and goes further in planning the sequence of the activity.

A club or league may decide that multiple Method Statements are required to provide the needed level of detail to accompany the risk assessment. Additional Method Statements may also be helpful for 'During Activity' and 'Post Activity'.

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<b>Method Statement – RETURNING TO CLUB OR LEAGUE ACTIVITY (Pre-Activity)</b>	
COVID-19 Response – Basic Information	
Responsible person: e.g. Health and safety lead / hygiene officer	Committee  John Rawnsley, Stewart Stead, Tom Sampson, Phil Craven, Chris Town and Steve Morris
Address of premises:	22a Kingsway, Wrose, Bradford BD2 1PN
Reviewed by:	Steve Morris
Date method statement completed:	24 <sup>th</sup> July 2020
Suggested date for review:	25 <sup>th</sup> July 2021 (before if Government guidelines change)

Health & Safety Contact Details			
Name:	Steve Morris	Contact Number:	07846532002
Name:	John Rawnsley	Contact Number:	01274 411438

## Further Information

Health & Safety Procedures			
Name of on-site first aiders:		On-site first aid box location:	Kitchen, metal filing cabinet
Address of nearest hospital:	Bradford Royal	Designated evacuation meeting point:	Outside Eccleshill Football Social club entrance

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## Training Requirements

*Consider here who needs to receive training on procedures relating to COVID-19, how this will be delivered and who is responsible. E.g. online committee meeting for volunteers delivered by Club Chair / newsletter for members written by Media officer and approved by Hygiene/Health & Safety Officer.*

Committee held at venue to agree what procedures are required

## Equipment Needed

*Consider here what equipment is needed to take the steps outlined in your risk assessment. E.g. social distancing markers, posters outlining good hygiene, hand sanitizer/soap etc.*

Each room to have social distance posters, general COVID posters issued by Table Tennis England, hand sanitizers, disinfectant spray and paper towel roll for wiping down tables and door handles after each session.

Two electric hand driers (one for each toilet area)

## Order of Operations

*A step-by-step method that should include: working procedures; the equipment and materials needed; what hazards will be present; how to reduce the risks associated.*

1. Phil to establish booking and registration process
2. Steve to purchase hand sanitizers / soap
3. Phil/Steve to print signage for the hall (including entrance signage)
4. Steve to ensure that those responsible for running the Club / Session are aware of COVID-19 procedures by updating website / creating newsletter
5. Phil to contact all members in advance outlining codes of conduct and booking process by updating website / creating newsletter (including how to get in contact if they or someone in their household tests positive for Coronavirus either in advance of returning or after attending the Club).
6. Chris to contact all parents of juniors in advance outlining codes of conduct and booking process by updating website / creating newsletter
7. Steve to put up signage in venue
8. Steve to ensure soap or hand sanitizer is widely available

## Any other important information

6 players max per room

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