

Risk Assessment Guidance Pack

Introduction

The template risk assessment is designed to support clubs in their thinking on how they will protect themselves and keep their participants safe during sessions while managing the risk of COVID-19. We recommend all clubs should undertake a basic risk assessment to establish what measures may need to be taken.

We would recommend it is the responsibility of the COVID-19 Officer to ensure that this risk assessment remains up-to-date and in line with current Badminton England and Government guidance (note this guidance is ever evolving).

Risk Assessment Template

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals. This template assists in identifying the control measures to consider reducing the risk of infections and as part of a proactive monitoring process and checking that preventative and protective control measures are implemented in line with current health and safety guidelines.

Use the template as a guide to complete your own COVID-19 risk assessment. Take into consideration what risks might apply to your club / coaching sessions and continue by identifying the hazards that are the real priorities in your case and complete the table to suit your venue. This template is to be used as a guide to complete a full risk assessment for your club / coaching sessions to safely return to playing, you will need to speak with your booking venue to understand their risk assessment.

Please note that the risk and issues highlighted in template is in no way exhaustive and individual circumstances will differ. We recommend that you complete a full risk assessment for your session returning to court. It is critical to complete a Covid-19 risk assessment prior to activity taking place.

A risk assessment is an important document for assessing the health and safety of not only the activities you carry out and equipment you use but also the activities and equipment you provide your members. If you are looking to carry a more detailed plan of future risk you may wish to complete a risk register. This is a simple and effective tool that can help you identify, document, and manage all risks facing your club and not just those relating to health and safety. [Sport England Club Matters](#) can help you explore risk registers in more detail

Badminton specific facilities

We recommend you visit [CIMPSA guidance](#), as it has produced a comprehensive overview of a facility reopening management process

Risk Assessment Form – Template

Session:	Tuesday, Friday and Saturday sessions	Date Completed:	September 2023
Venue:	Helenswood Sports Centre, Hastings, TN37 7PS	Completed by:	David Fletcher HJBC Head Coach
COVID-19 Officer:	David Fletcher, Peter Cox		

What is the Hazard?	Who might be harmed	Action Taken	Risk rating after controls (Low, Medium, High)	Actioned by
Social Distancing and spread of COVID-19	Players, coaches, and volunteers	<ul style="list-style-type: none"> • Covid-19 officer to ensure social distancing guidelines and ensure anyone not playing on court must remain at least 2 meters from those playing and each other • No bodily contact, including handshakes and high fives • No gatherings once training (or games) has finished • Players advised to only attend if they do not have any symptoms of COVID-19. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ 	Low	David Fletcher Peter Cox
Use of equipment during session	Players, coaches, and volunteers	<ul style="list-style-type: none"> • Covid-19 officer to communicate before session on what equipment players should bring and following list will be reinforced in session. • All players and coaches must bring their own equipment they need for the session • Players cannot share equipment • Players must only use their own racket(s). • Sharing of shuttles - players reminded to have thoroughly washed their hands (in accordance with Government guidance) or use hand sanitiser immediately before and after play. • No water bottles will be provided to share, players asked to bring clearly marked bottle which they do not share • Equipment bags to be stored behind players playing court and at least 2 metres from the back of the court and any other players • Covid-19 Officer only to use and touch 'peg-board' system in session • Ensure participants take all their belongings with them at the end of the session • Session organiser to inform players not to use/touch equipment such as nets, posts or floor mops. If they do, hand sanitiser will be available 	Low	Hand Sanitizer available Coach to check courts / hall is fit for use. Any equipment to be removed and left at reception lost property Any rubbish to be removed and disposed of

Participant Activity	Players, coaches, and volunteers	<ul style="list-style-type: none"> • Coach/co-ordinator session plan can be delivered in line with completed Risk Assessment Covid-19 Officer to communicate playing groups of 6 before session • Direct participants to stay home if they are sick, and if they are displaying symptoms of COVID-19 • Instruct participants to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19 • Junior sessions only – parents/carers to supervise their child/children while following social distancing guidelines 		Players details are registered with the club including visitors
Increased risk to participants with underlying medical conditions and BAME groups	Those with underlying health conditions	<ul style="list-style-type: none"> • Organiser to identify high risk participants or those from vulnerable groups before session • Share Risk Assessment information before sessions start, allowing these participants to make an informed choice about attending the session 		Members are aware they are responsible to notify the club of both long and short term injury or illness
Travelling to session and possible site requirements	Players, coaches, and volunteers	<ul style="list-style-type: none"> • Must travel to venue by car either on own or with members of the same household only • If using public transport, they must ensure that face coverings are worn • Inform participants of the status of changing facilities and toilet facilities – recommend that players arrive changed and ready to play. Do not use the venue’s changing areas 		
Entry and exit to building	Players, coaches, and volunteers	<ul style="list-style-type: none"> • Entry and exit will be via a designated entrance communicated in advance • Participants must arrive at the venue for the allotted start time of the session • Participants must, on entry and exit from the facility, use the hand sanitizer gel to clean their hands when using the Hand Sanitizer station provided at the entry/exit point • On entry to the venue, participants/coaches enter and go straight to their assigned court and seating area • End of session, everyone must leave the site in order of nearest court first. They should leave immediately once returned to their cars. N.B No social gatherings/groups 		Players can enter / exit using either the main or side entrance

<p>Cross infection through Poor hygiene</p>	<p>Players, coaches, and volunteers</p>	<ul style="list-style-type: none"> • Covid-19 officer to supply hand sanitiser and make available on entrance to the hall and back of courts – players to apply regularly through session • Shuttlecocks will not be used for 72 hours after each session • First Aiders wash hands and arms before (during, if necessary) and after dealing with a first aid situation • First Aiders wear appropriate protective clothing to stop personal contamination e.g. gloves and ensure its safe disposal or cleaning • First Aiders avoid hand-mouth or hand-eye contact • Disinfect equipment and after any first aid incident 		
<p>Provision of first aid</p>	<p>Players, coaches, and volunteers</p>	<ul style="list-style-type: none"> • Any treatment will be via participate self-management, with the First Aider maintaining social distancing at all times unless contact is deemed absolutely necessary based a significant risk to the athlete of being left to self-manage • Patient to be given a face mask to wear during treatment • If contact is necessary, the First Aider will ensure they wear adequate PPE equipment as per Government Guidelines • Covid-19 Officer to complete the Accident & Incident Report Form; • Patient not to handle/touch the Report Form • The following equipment/PPE will be provided for the First Aider; <ul style="list-style-type: none"> ○ Protective medical Gloves ○ Face masks for general first aid • Follow the guidance issued by The Resuscitation Council UK on CPR delivery 		<p>The centre have a duty first aider and they fill in the necessary forms</p>