

## Risk Assessment Form

<b>Session:</b>	Badminton	<b>Date Completed:</b>	9/7/20
<b>Venue:</b>	Broadway Badminton Centre	<b>Completed by:</b>	Linda Pilkington
<b>COVID-19 Officer:</b>	Linda Pilkington		

What is the Hazard?	Who might be harmed	Action Taken	Risk rating after controls (Low, Medium, High)	Actioned by
<b>Social Distancing and spread of COVID-19</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• Booking system in place to manage session numbers (need BE Reg.)</li> <li>• Cash payments will be acceptable but only with the envelope system</li> <li>• Leaders of individual groups are responsible for carrying out their own risk assessment prior to returning and should only come back when it is safe to do so for their players</li> <li>• 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</li> <li>• No bodily contact, including handshakes and high fives</li> <li>• No gatherings once training (or games) has finished</li> <li>• Players advised to only attend if they do not have any symptoms of COVID-19. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></li> <li>• If we are advised that a Centre user has contacted Covid-19 we will contact St Helens Council Public Health and follow their instructions <b>01744 676789 (8:00am to 6:00pm weekdays, 10am to 2pm Saturdays)</b></li> </ul>	Low	All
<b>Use of equipment during session</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• Covid-19 officer to communicate before session on what equipment players should bring and following list will be reinforced in session.</li> <li>• All players &amp; coaches must bring their own equipment they need for the session</li> <li>• Players cannot share equipment</li> <li>• Players must only use their own racket(s).</li> <li>• 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. Signage to remind players to sanitise hands regularly.</li> <li>• Players to only use shuttles from their designated playing group of 6</li> <li>• No water bottles will be provided to share, players asked to bring clearly marked bottle which they do not share</li> <li>• Equipment bags to be stored behind players playing court and at least 2 metres from the back of the court and any other players</li> </ul>	Low	All

		<ul style="list-style-type: none"> <li>• Ensure participants take all their belongings with them at end of session</li> <li>• Session Coach to inform players not to use/touch equipment such as nets, posts or floor mops. If they do, hand sanitiser will be available</li> </ul>		
<b>Participant Activity</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• Coach/co-ordinator session plan can be delivered in line with completed Risk Assessment</li> <li>• Ensure the fan is turned on for ventilation during the session</li> <li>• Covid-19 Officer to communicate playing groups of no more than 6 people before the session</li> <li>• Look to stagger start and finish times to reduce numbers of participants during sessions</li> <li>• Direct participants to stay home if they are sick, and if they are displaying symptoms of COVID-19</li> <li>• 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</li> <li>• <b>Junior sessions only</b> – only one parent/carer to supervise their child/children while following social distancing guidelines</li> </ul>	Low	All
<b>Increased risk to participants with underlying medical conditions and BAME groups</b>	Those with underlying health conditions	<ul style="list-style-type: none"> <li>• Coach to identify high risk participants or those from vulnerable groups before session</li> <li>• Share Risk Assessment information before sessions start, allowing these participants to make an informed choice about attending the session</li> <li>• Players to complete Membership form highlighting any medical conditions</li> </ul>	Low	Coach
<b>Travelling to session and possible site requirements</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• Must travel to venue by car either on own or with members of the same household only</li> <li>• If using public transport, they must ensure that face coverings are worn</li> <li>• 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</li> </ul>	Low	Players/ Parents
<b>Entry and exit to building</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• Entry and exit will be via a designated entrance communicated in advance</li> <li>• Participants must arrive at the venue for the allotted start time of the session only. Early/late arrivals will not be admitted and children to be collected promptly after the session.</li> <li>• On entry participants will have their temperature taken and if found to be high will be denied entry until it returns to normal (Club decision)</li> <li>• 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 (provided by relevant club)</li> <li>• On entry to the venue, participants/coaches enter and go straight to their assigned court and seating area</li> <li>• One-way system introduced and marked out and managed, with separate entry and exit points.</li> <li>• End of session, everyone must leave the site in order of nearest court first.</li> </ul>	Low	Covid-19 Officer

		<p>They should leave immediately once returned to their cars. N.B No social gatherings/groups</p>		
<b>Cross infection through Poor hygiene</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• Each group (including 1-1 coaches) will be responsible for cleaning when they come into the facility. A cleaning box will be provided at the annex.</li> <li>• 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 and on exit</li> <li>• Each group is responsible for cleaning shuttlecocks after each session or keep in a separate bag until the following week or players provide their own shuttles (Club decision)</li> <li>• First Aiders wash hands and arms before (during, if necessary) and after dealing with a first aid situation</li> <li>• First Aiders wear appropriate protective clothing to stop personal contamination e.g. gloves and ensure its safe disposal or cleaning</li> <li>• First Aiders avoid hand-mouth or hand-eye contact</li> <li>• Disinfect equipment and after any first aid incident</li> <li>• Only one disabled toilet available to limit the number of people at any one time. Signage to inform user of limited capacity</li> <li>• Paper towels only to be used for hand-drying and cleaning</li> <li>• Players to arrive in their kit and ready to play as the changing rooms and showers will not be available. This will reduce the time people spend in the facility. Bring only equipment required for the session.</li> </ul>	Low	All/Covid-19 Officer
<b>Provision of first aid</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• 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</li> <li>• Patient to be given a face mask to wear during treatment</li> <li>• If contact is necessary, the First Aider will ensure they wear adequate PPE equipment as per Government Guidelines</li> <li>• Covid-19 Officer to complete the Accident &amp; Incident Report Form;</li> <li>• Patient not to handle/touch the Report Form</li> <li>• The following equipment/PPE will be provided for the First Aider; <ul style="list-style-type: none"> <li>○ Protective medical Gloves</li> <li>○ Face masks for general first aid</li> </ul> </li> <li>• Follow the guidance issued by <a href="#">The Resuscitation Council UK</a> on CPR</li> </ul>	Low	Covid-19 Officer/ First Aider
<b>Car park area</b>		<ul style="list-style-type: none"> <li>• Signage outside facility and in car parking areas to promote guidelines</li> <li>• Social gatherings in car park will be discouraged; kitchen and communal seating areas will be out of bounds and signage used to inform players/parents before entering</li> </ul>	Low	Covid-19 Officer/ Parents