

# 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

<b>Session:</b>	Monday & Friday Badminton Sessions (including ‘recommencing’ days)	<b>Date Completed:</b>	July 2020 updated March 2021
<b>Venue:</b>	Helenswood Sports Centre, Hastings	<b>Completed by:</b>	Tim Leakey Chairman Hastings YMCA Badminton Club
<b>COVID-19 Officers:</b>	Samantha Leakey, Tim Leakey, Linda Offen, Callum Napier, Neal King (during Coaching session only)		

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</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> </ul>	Low	All Covid Officers. All in place and bookings managed by Tim Leakey including no cash as all paid via Bank Transfers.
<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 and 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.</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</li> </ul>	Low	All Communicated via E-Mail/text and on the Club website <a href="http://www.hastingsymcabadmintonclub.co.uk">www.hastingsymcabadmintonclub.co.uk</a>  Hand Sanitiser to be used before and after each game (by the net on each court) and monitored by the Covid Officers. Gel also to be used when entering and leaving the hall itself as requested by the centre management.  Any Players no using the Gel will be reminded and any refusals to use the Gel then the player will be asked to leave

		<p>least 2 metres from the back of the court and any other players</p> <ul style="list-style-type: none"> <li>• Covid-19 Officer only to use and touch ‘peg-board’ system in session</li> <li>• Ensure participants take all their belongings with them at the end of the session</li> <li>• 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</li> </ul>		<p>the session.</p> <p>NO Large Bags to be brought into the hall – only one small plastic bag, two rackets, playing shoes, a small towel and a drink. Anyone bringing a large bag will be asked to leave this outside the hall.</p> <p>Covid officers will ensure that the hall is clear after each session.</p> <p>All shuttles will be removed by the Covid officers after use and not reused.</p>
<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>• Covid-19 Officer to communicate playing groups of 6 before 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>		<p>Coaching will be on a Friday or a Monday with one coach and a maximum of 5 players at any one time – the coach will be a Covid officer for that session.</p> <p>As part of email and on website, all players have been notified of not attending should they have any COVID-19 symptoms.</p> <p>All players’ details are held by the club secretary and Chairman (Samantha Leakey &amp; Tim Leakey respectively) for contact purposes.</p> <p>There will be no spectators unless they are registered members of the club.</p>
<b>Increased risk to participants with underlying medical conditions and</b>	Those with underlying health conditions	<ul style="list-style-type: none"> <li>• Organiser 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> </ul>		<p>All club players are fully aware that it is their responsibility to state anything relating to a long term condition to the Executive Committee including any short term injury and during coaching this will be the coaches responsibility.</p>

<b>BAME groups</b>				All club members are aware that this risk assessment exists.
<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>		<p>It is the player’s responsibility to travel to the venue and they are all aware of the current government guidance.</p> <p>Changing rooms at the venue are not to be used and only one set of toilets can be used near the front desk.</p>
<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</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</li> <li>• On entry to the venue, participants/coaches enter and go straight to their assigned court and seating area</li> <li>• 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</li> </ul>		<p>The centre have advised that the players should access one entrance at the side of the venue and enter the hall via that route and egress should be via the far fire exit door into the court park at the end of the session. All players have been made fully aware of this by the Covid officers.</p> <p>All players have been told that they must use hand sanitiser on entry to the hall and on exit to the hall each time, even if they have washed their hands after using the toilet.</p> <p>All players have been informed of the time of arrival and the social distancing that is required at all times during as well as before and after each session.</p>

<p><b>Cross infection through Poor hygiene</b></p>	<p>Players, coaches, and volunteers</p>	<ul style="list-style-type: none"> <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</li> <li>• Shuttlecocks will not be used for 72 hours after each session</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> </ul>	<p>Hand sanitiser is available at the entrance and exit of the hall as well as at the net of each court – one bottle each net side.</p> <p>Shuttlecocks will be removed by the COVID Officers after use and not replaced for the next session.</p> <p>First Aid is supplied by the Centre Management Team and they have their own risk assessment and guidance for this.</p>
<p><b>Provision of first aid</b></p>	<p>Players, coaches, and volunteers</p>	<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 delivery</li> </ul>	<p>First Aid is supplied by the Centre Management Team and they have their own risk assessment and guidance for this.</p>