

## Risk Assessment Form – Template

<b>Session:</b>	Lewes Senior Badminton Club	<b>Date Completed:</b>	12 <sup>th</sup> September 2020
<b>Venue:</b>	Lewes Leisure centre	<b>Completed by:</b>	Philip Huggett
<b>COVID-19 Officer:</b>	Philip Huggett		

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 with participants allocated to each session and notified to restrict 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	PH
<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 the following list will be reinforced in the 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>• Any Equipment bags to be stored on the spare court at least 2 metres from playing court and any other player/household bubble's bag.</li> </ul>	Low	PH

		<ul style="list-style-type: none"> <li>• Covid-19 Officer only to use and touch ‘peg-board’ system in session if necessary.</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>		
<b>Participant Activity</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• Co-ordinator session plan can be delivered in line with completed Risk Assessment.</li> <li>• Badminton must be booked to comply with NHS Test and Trace.</li> <li>• Covid-19 Officer to communicate playing groups of 6 before session.</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>• If a participant needs to pass the rear of a court they must wait until play has paused to ensure the 2.0m social distancing guidelines are met.</li> </ul>	Low	PH
<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>• 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 decision about attending the session.</li> </ul>	Low	PH
<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	PH
<b>Entry and exit to building</b>	Players, coaches, volunteers and sport centre staff	<ul style="list-style-type: none"> <li>• Entry via reception doors.</li> <li>• Exit via a designated fire exit in activity area.</li> <li>• Participants must arrive at the venue for the allotted start time of the session.</li> </ul>	Low	PH

		<ul style="list-style-type: none"> <li>• Participants must, on entry and exit from the facility, use the hand sanitizer gel to clean their hands using the Hand Sanitizer station provided at the entry/exit point or in the hall. (Personal hand sanitizer gel can also be used).</li> <li>• On entry to the venue, participants enter and go straight to their assigned court and seating area.</li> <li>• End of session, everyone must promptly leave the site via the designated exit in the activity space. No social gatherings/groups.</li> </ul>		
<b>Cross infection through Poor hygiene</b>	Players, coaches, and volunteers	<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>• Nets &amp; Posts to be adjusted only by COVID-19 officer before start of play.</li> </ul>	Low	PH
<b>Provision of first aid</b>	Players, coaches, and volunteers and sport centre staff	<ul style="list-style-type: none"> <li>• Treatment of minor injuries and ailments to 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>• More serious injuries to be managed by member of Sport centre staff qualified in first aid, and who is on duty at all times.</li> <li>• Disinfect equipment and after any first aid incident.</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/First Aider to complete the Accident &amp; Incident Report Form;</li> <li>• Patient not to handle/touch the Report Form.</li> </ul>	Low	PH