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](https://learn.sportenglandclubmatters.com/course/view.php?id=71&_ga=2.212216084.1462925342.1594380804-605836916.1589806293) can help you explore risk registers in more detail

**Badminton specific facilities**

We recommend you visit [CIMPSA guidance](https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/reopen-sport-and-physical-activity-sector-facility-reopening-guidance), as it has produced a comprehensive overview of a facility reopening management process

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**Review**

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your club. We have provided a library of resources and guidance that can be monitored for the latest information.

**Communication to players**

Communication is key and there are a lot of changes that your players need to digest and consider before returning to court. Continuous communication throughout this process is key and demonstrates you are putting your members’ safety first

**Review and Complete Risk Assessment**

All clubs, coaches and groups must complete a Covid-19 specific risk assessment before returning to court.

Below is a partially populated example that can be used to help inform your risk assessment. It is critical that this is completed in full detail.

Use our template as a guide and starting point to create your own Covid-19 risk assessment.

This is not an exhaustive list and we highly recommend that you complete a full risk assessment before returning to court. It is critical to complete a Covid-19 risk assessment prior to activity taking place.

The risk assessment, which must be carried out by a person who has a good understanding of the 5 basic steps to conducting a Risk Assessment\*, is a careful examination of what, while playing, could cause harm to players so that you can decide whether you have taken enough precautions or should do more to prevent harm.

*\* If you are in a role that requires that you conduct a risk assessment(s) in the first instance visit the* [*https://www.hse.gov.uk/risk/controlling-risks.htm*](https://www.hse.gov.uk/risk/controlling-risks.htm)

There is a lot of information out there regarding Covid-19 and details change daily. We have therefore structured our resource to provide a logical thought process to follow:

Where do you start?

**Risk Assessment Form – Template**

| **Session:** | Harpenden Racqueteers Badminton Club – club night: Wednesday | **Date Completed:** | 10th August 2020 |
| --- | --- | --- | --- |
| **Venue:** | St George’s School Sports Hall, Harpenden | **Completed by:** | Martin Winstone |
| **COVID-19 Officer:** | Stuart Phillips – Badminton England training completed: in process to identify reserves | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | * Booking system in place to manage session numbers * 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.  Manual booking system being implemented and trialled during August.  Confirmation from St George’s that courts are separated by at least 2m.  E-mail sent to all players setting out measures in place which must be adhered to.  Printed copy of measures available for each court in use.  Included in measures to be followed.  Included in measures to be followed. |  |
| **Use of equipment during session** | Players, coaches, and volunteers | * 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. * Players to only use shuttles from their designated playing group of 6 * 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  Included in measures to be followed by all players.  Included in measures to be followed.  Included in measures to be followed.  Included in measures to be followed.  Separate tubes of shuttles will be provided for each court. Additional shuttles provided on request. Court bubble collects shuttles up at end of session and returns to collection point. Shuttles isolated for at least 72 hours before further use.  As above.  Included within measures to be followed.  Included in measures to be followed.  Club does not use peg board.  Included in measures to be followed.  Included in measures to be followed. |  |
| **Participant Activity** | Players, coaches, and volunteers | * 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 * Look to stagger start and finish times to reduce numbers of participants during sessions * 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** – only one parent/carer to supervise their child/children while following social distancing guidelines | Low  Activities will all be games of singles or doubles between the 6 (or less) people in each fixed bubble.  Groups of up to 6 will be established in advance of session.  There will be up to 24 individual players (12 initially) in bubbles up to 6. With fixed start and finish times, arrivals/departures not staggered. Face masks will be worn when proceeding through the facility to the sports hall.  Included in measures to be followed.  Included in measures to be followed.  Club does not run junior sessions. |  |
| **Increased risk to participants with underlying medical conditions and BAME groups** | Those with underlying health conditions | * 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 | Low  Email sent to all members (including those from vulnerable groups) with details of requirements and the measures being taken to protect all players. Individuals will be asked to make committee aware of any vulnerabilities to enable the provision to be reviewed. All individual members are responsible for making their own decision regarding whether to attend based on the information provided.  Will be loaded to club website – club restricted area – and all members informed. |  |
| **Travelling to session and possible site requirements** | Players, coaches, and volunteers | * 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 | Low  Will be included within measures to be followed as advice plus people from same social bubble.  Using public transport, must follow appropriate guidelines.  No requirement to use St George’s changing rooms. Agreed use of toilets will be distributed to club members. |  |
| **Entry and exit to building** | Players, coaches, and volunteers | * 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 | Low  As agreed by St George’s and notified to all club members.  Entrance/exit will be managed in accordance with agreement with St George’s.  Sanitiser will be provided for each court to be used by club members as required including on arrival and departure.  Included in measures to be followed. |  |
| **Cross infection through Poor hygiene** | Players, coaches, and volunteers | * 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 | Sanitiser will be provided at the back of each court.  Shuttles used in the session will be quarantined for minimum of 72 hours after the session.  First Aid – First aiders /resources are provided by and the responsibility of the venue management. They will follow venue training and guidance – see below for their confirmation. | Confirmed by St George’s. E-mail to M Winstone on 17th August 2020 |
| **Provision of first aid** | Players, coaches, and volunteers | * 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;   + Protective medical Gloves   + Face masks for general first aid * Follow the guidance issued by [The Resuscitation Council UK](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/) on CPR delivery | Medium – venue responsibility  The provision of first aiders and first aid activities is the responsibility of the venue management. Venue has first aid trained staff who will be following the venue’s own training requirements and guidance. Venue have confirmed that all points noted here have been addressed in their internal guidance.  The Accident and Incident report form will be completed by the venue first aider, in line with venue requirements. If necessary, the Covid-19 officer will review it for accuracy. | Confirmed by St George’s. E-mail to M Winstone on 17th August 2020 |