

## Risk Assessment Form

<b>Session:</b>	Junior Club Tuesdays and Thursdays in term time Sept 20 – March 21	<b>Date Completed:</b>	10/09/2020
<b>Venue:</b>	Winterslow Village Hall	<b>Completed by:</b>	Dave Key
<b>COVID-19 Officer:</b>	Dave Key		

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                             <ul style="list-style-type: none"> <li>○ Chairs to be arranged with correct distancing before session starts</li> <li>○ Each member has their own chair for the evening</li> </ul> </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>• <a href="#">Club process</a> provides guidance</li> </ul>	Low	Dave Key
<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.                             <ul style="list-style-type: none"> <li>○ Shuttles will be maintained in 5 separate sets with one set being used each session. This means that there will be 2 weeks fallow time per set to ensure virus is not transmitted</li> </ul> </li> <li>• No water bottles will be provided to share, players asked to bring clearly marked bottle which they do not share</li> </ul>	Low	Dave Key

		<ul style="list-style-type: none"> <li>No water can be retrieved from the Kitchen. <ul style="list-style-type: none"> <li>If a player forgets their water bottle, the coach will provide a cleaned cup of water from the kitchen, sanitising hands before and after retrieval</li> </ul> </li> <li>Equipment bags to be stored under players designated chair</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> <li><a href="#">Club process</a> provides guidance</li> </ul>		
<b>Participant Activity</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>Coach 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>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> <li><a href="#">Club process</a> provides guidance</li> </ul>	Low	Dave Key
<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 choice about attending the session</li> </ul>	Low	Dave Key
<b>Travelling to session and possible site requirements</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>Must travel to venue on foot or 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> <li><a href="#">Club process</a> provides guidance</li> </ul>	Low	Dave Key
<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> </ul>	Low	Dave Key

		<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 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.</li> <li>• N.B No social gatherings/groups</li> <li>• <a href="#">Club process</a> provides guidance</li> </ul>		
<b>Cross infection through Poor hygiene</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• Coach to lay hall out with correctly spaced chairs and setup badminton equipment before the session</li> <li>• Coach to clean all Badminton equipment, chairs, door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire with sanitary wipes before the session</li> <li>• Covid-19 officer to supply hand sanitiser and make available on entrance to the hall and back of courts – players to apply as they start and end games</li> <li>• Shuttlecocks will not be used for 2 weeks 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> <li>• <a href="#">Club process</a> provides guidance</li> </ul>	Low	Dave Key
<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 <ul style="list-style-type: none"> <li>○ Gloves, aprons and masks available in Village Hall first aid kit</li> </ul> </li> <li>• Covid-19 Officer to follow the <a href="#">Village Hall Treatment Plan</a></li> <li>• Follow the guidance issued by <a href="#">The Resuscitation Council UK</a> on CPR delivery</li> </ul>	Low	Dave Key