

Risk Assessment Guidance Pack

Introduction

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

Where Do You Start?

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:

1

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>

2

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.

3

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.

Risk Assessment Form – Template

Session:		Date Completed:	
Venue:		Completed by:	
COVID-19 Officer:			

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	<ul style="list-style-type: none"> • Covid-19 officer to ensure social distancing guidelines are followed with anyone not playing remaining at least 2 meters from those playing and each other. • Players should avoid bodily contact, including handshakes and high fives • Players advised to only attend if they do not have any symptoms of COVID-19. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ 		
Use of equipment during session	Players, coaches, and volunteers	<ul style="list-style-type: none"> • 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 • 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 up to 16 • 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 • 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. 		
Participant Activity	Players, coaches, and volunteers	<ul style="list-style-type: none"> • Coach/co-ordinator session plan can be delivered in line with completed Risk Assessment • 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. 		

Increased risk to participants with underlying medical conditions and BAME groups	Those with underlying health conditions	<ul style="list-style-type: none"> • 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 		
Travelling to session and possible site requirements	Players, coaches, and volunteers	<ul style="list-style-type: none"> • Inform participants of the status of changing facilities and toilet facilities – recommend that players arrive changed and ready to play. 		
Entry and exit to building	Players, coaches, and volunteers	<ul style="list-style-type: none"> • 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 		
Cross infection through Poor hygiene	Players, coaches, and volunteers	<ul style="list-style-type: none"> • 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 • 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 after any first aid incident 		
Provision of first aid	Players, coaches, and volunteers	<ul style="list-style-type: none"> • 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; <ul style="list-style-type: none"> o Protective medical Gloves o Face masks for general first aid • Follow the guidance issued by The Resuscitation Council UK on CPR delivery 		