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| This is a template for Tournament Organisers to use when planning their event. You should consider risks specific to the venue you are using and confirm/change any details highlighted red within this form. | | | | | |
| **List significant hazards** | | | **List groups of people who are at risk from the significant hazards identified** | **List existing control measures or note where the information may be found**  List risks which are not adequately controlled  on the risk reduction plan | |
| **Risk: Slips, Trips and Falls** | | | | | |
| Accumulation of dust and dirt causing slipping | | | Event staff  Players/parents/coaches  Venue staff | * Badminton Hall floor clean requested prior to tournament * Area checked regularly by event staff * First aider available on site throughout opening hours * First Aid supplies available | |
| Spillages of water/liquids on floor causing slips | | | Event staff  Players/parents/coaches  Venue staff | * All spillages cleaned up immediately * First aider available on site throughout opening hours * First Aid supplies available | |
| Slips due to sweat accumulating on the floor during activity | | | Event staff  Players/parents/coaches  Venue staff | * Area checked regularly by event officials, venue staff and volunteers – immediate action taken to clean up any wet areas * Court mops available / towelling * First aider available on site throughout opening hours * First Aid supplies available | |
| Equipment storage | | | Event staff  Players/parents/coaches  Venue staff | * Where possible, equipment stored in locked storerooms and / or away from playing areas | |
| Shuttles left on and around courts | | | Event staff  Players/Coaches | * Bins provided in hall for used shuttles * Used shuttles cleared from courts at regular intervals | |
| Cables (electric and data) | | | Event staff  Players/parents/coaches  Venue staff | * Any cables used to power equipment and data cables must be taped down, or covered, to avoid trips | |
| **Risk: Collision** | | | | | |
| Collision with other person, wall or equipment | | | Event staff  Players/parents/coaches  Venue staff | * Spectators must watch from viewing areas and etiquette dictates that people should not walk behind court during rallies * Courts cleaned daily and checked regularly * Equipment stored outside of hall or around edges of hall | |
| Collision with open doors | | | Event staff  Players/parents/coaches  Venue staff | * Store doors must be shut once set up is complete and play commences * Customers not permitted to enter hall until set up is complete – customers advised that the session time includes time for set up of equipment * Auto-door closers used and regularly checked * Area checked regularly by venue staff | |
| **Risk: Equipment** | | | | | |
| Badminton Court nets and posts | | | Event staff  Venue staff | * Venue staff / event officials trained in correct set up * Any issues with equipment are notified and rectified * Nets checked regularly | |
| Equipment storage generally | | | Event staff  Venue staff | * Portable equipment stored in locked stores, not in the Badminton Hall when not in use * Only venue staff / event officials with authority able to access and move equipment * Manual Handling training provided to anyone moving equipment | |
| General movement of equipment | | | Event staff  Venue staff | * Venue staff and event officials trained in Manual Handling to move equipment * Ensure that there is sufficient space for movement * Use of trolley(s) to move large/heavy equipment if trained in it’s use * Staff to wear the appropriate PPE * Ensure all staff are aware that equipment is moved by a sufficient amount of people – especially heavy items * Ensure all staff are aware of any other potential hazards – especially tripping hazards | |
| General set-up of equipment | | | Event staff  Venue staff | * Ensure wires are secured or taped to avoid trip hazards * All unnecessary obstructions shall be removed from the field of play | |
| **Risk: Working at height** | | | | | |
| Umpire Chair (if in use) | | | Event staff  Venue staff | * Umpire chairs will be checked prior to installation to sure that the structure is in safe condition, the feet have non-slip grips on them, and the rungs of the ladder also have non-slip grips on them. * Users should wear shoes with appropriate grip on them and take time to properly ascend / descend the chair via the ladder. Users should ensure there are always three points of contact on the ladder during ascent / descent * Only appointed Umpires, the event staff & volunteers shall use this equipment | |
| **Risk: Electricity** | | | | | |
| Electrocution | | | Event staff  Venue staff | * All portable electrical equipment undergoes annual PAT testing (check with your venue!) * Any faulty equipment is immediately isolated and reported to the venue / not used | |
| **Risk: COVID-19 Specific Measures – whilst not legally required, the NGB consider these measures morally appropriate** | | | | | |
| Someone attending with COVID-19 | | | Event staff  Players/parents/coaches  Venue staff | * Players asked not to consider not attending event if they, or someone they live with, have symptoms * Players and families encouraged to take lateral flow test on the day before event | |
| Individuals coming into contact with contaminated areas | | | Event staff  Players/parents/coaches  Venue staff | * Procedures may be put in place to reduce common touch points to reduce the risk of transmission * Hand sanitiser may be available around the venue and could be provided by the event organiser at the match desk | |
| Proximity, activity related gatherings | | | Event staff  Players/parents/coaches  Venue staff | * Respect the wishes for others to remain distanced, consider using distanced end-of match congratulations (racket tap) * Face masks to be worn when enforced by the venue | |
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|  | Review Conducted by: | Name (Print) |  |
| Position |  |
| Date |  |
| Review Conducted by: | Name (Print) |  |
| Position |  |
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