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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 controlledon the risk reduction plan |
| **Risk: Slips, Trips and Falls** |
| Accumulation of dust and dirt causing slipping | Event staffPlayers/parents/coachesVenue 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
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| Spillages of water/liquids on floor causing slips | Event staffPlayers/parents/coachesVenue staff | * All spillages cleaned up immediately
* First aider available on site throughout opening hours
* First Aid supplies available
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| Slips due to sweat accumulating on the floor during activity | Event staffPlayers/parents/coachesVenue 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
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| Equipment storage | Event staffPlayers/parents/coachesVenue staff | * Where possible, equipment stored in locked storerooms and / or away from playing areas
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| Shuttles left on and around courts | Event staffPlayers/Coaches | * Bins provided in hall for used shuttles
* Used shuttles cleared from courts at regular intervals
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| Cables (electric and data) | Event staffPlayers/parents/coachesVenue staff | * Any cables used to power equipment and data cables must be taped down, or covered, to avoid trips
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| **Risk: Collision** |
| Collision with other person, wall or equipment | Event staffPlayers/parents/coachesVenue 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
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| Collision with open doors | Event staffPlayers/parents/coachesVenue 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
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| **Risk: Equipment** |
| Badminton Court nets and posts | Event staffVenue staff  | * Venue staff / event officials trained in correct set up
* Any issues with equipment are notified and rectified
* Nets checked regularly
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| Equipment storage generally | Event staffVenue 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
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| General movement of equipment | Event staffVenue 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
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| General set-up of equipment | Event staffVenue staff | * Ensure wires are secured or taped to avoid trip hazards
* All unnecessary obstructions shall be removed from the field of play
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| **Risk: Working at height** |
| Umpire Chair (if in use) | Event staffVenue 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
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| **Risk: Electricity** |
| Electrocution | Event staffVenue 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
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| **Risk: COVID-19 Specific Measures – whilst not legally required, the NGB consider these measures morally appropriate** |
| Someone attending with COVID-19 | Event staffPlayers/parents/coachesVenue 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
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| Individuals coming into contact with contaminated areas | Event staffPlayers/parents/coachesVenue 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
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| Proximity, activity related gatherings | Event staffPlayers/parents/coachesVenue 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 |  |
| Date |  |
|  | Review Conducted by: | Name (Print) |  |
|  | Position |  |
|  | Date |  |