

Risk Assessment Form

Session:	Comets Junior Badminton Club	Date Completed:	5Sep20
Venue:	Herts Sports Village	Completed by:	GB & DB
COVID-19 Officer:	Gill Bartlett		

What is the Hazard?	Who might be harmed	Action Taken	Risk rating after controls (Low, Medium, High)	Date & Actioned by
1 Social Distancing and spread of COVID-19	Players, coaches, and volunteers	1. Booking system in place to manage session numbers	Low	2Sep20; DB
		2. Players must not attend if they or any of their contacts have any symptoms of COVID-19. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/	Medium	2Sep20; DB
		3. Coach/co-ordinator session plan delivered in line with completed Risk Assessment	Low	2Sep20; DB
		4. 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	Medium	2Sep20; GB
		Players coaches and volunteers informed that: <ol style="list-style-type: none"> 1. No mixing between groups 2. No bodily contact, including handshakes and high fives 3. No gatherings once training (or games) has finished 4. Parent/carers informed they are not allowed in the building 	Medium	2Sep20; DB
2 Use of equipment during session	Players, coaches, and volunteers	1. 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 use only shuttles from their designated playing group of 6 Players should bring clearly-marked water bottles which they do not share	Medium	5Sep20; GB

		<p>Outdoor shoes and jackets to be stored behind players' playing court and at least 2 metres from the back of the court and any other players Players are requested not to bring racket covers into the hall. Covid-19 Officer only to use and touch 'peg-board' system in session (if in use) Ensure participants take all their belongings with them at the end of the session</p> <p>2. 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</p>	Medium	5Sep20; GB
3 Increased risk to participants with underlying medical conditions and BAME groups	Those with underlying health conditions	1. High risk participants or those from vulnerable groups asked to identify to the covid officer before session	Medium	5Sep20; GB
		2. Share Risk Assessment information before sessions start, allowing these participants to make an informed choice about attending the session	Medium	5Sep20; GB
4 Travelling to session and possible site requirements	Players, coaches, and volunteers	<p>Players, coaches, and volunteers informed they:</p> <p>1. must travel to venue by car either on own or with members of the same household only 2. if using public transport, they must ensure that face coverings are worn 3. should arrive changed and ready to play if possible 4. cannot not use the venue's changing areas, but toilets are open.</p>	Medium	5Sep20; DB
5 Entry and exit to building	Players, coaches, and volunteers	<p>Players, coaches, and volunteers informed that:</p> <p>1. Entry and exit will be via HSV Main Entrance, but they must wait outside until invited in 2. They must arrive at the venue for the allotted start time of the session 3. They 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 4. On entry to our allocated hall, they should go straight to their assigned court and seating area as advised by covid officer 5. End of session, everyone must leave the hall in order of nearest court first. 6. They should leave the site immediately once returned to their means of transport. N.B No social gatherings/groups</p>	Medium	5Sep20; DB

6 Cross infection through Poor hygiene	Players, coaches, and volunteers	During each session: 1. Covid-19 officer to supply hand sanitiser and make available on entrance to the hall– players to apply at the start and end of session 2. Shuttlecocks will not be used for 72 hours after each session	Medium	5Sep20; DB
7 Provision of first aid	Players, coaches, and volunteers	First Aiders during sessions provided by HSV trained staff to their high-quality standards. 1. Covid-19 Officer to complete the Accident & Incident Report Form; 2. Patient not to handle/touch the Report Form	Medium	5Sep20; DB

Note: DB David Bartlett, Chairman and Head Coach
 GB Gill Bartlett, Covid Officer and Club Organiser