**Risk Assessment Form – Template**

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

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| 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 | * Booking system in place to manage session numbers * 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 * No bodily contact, including handshakes and high fives * No gatherings once training (or games) has finished * 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 | * 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 only use shuttles from their designated playing group of 6 * 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 * Covid-19 Officer only to use and touch ‘peg-board’ system in session * 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 | * Coach/co-ordinator session plan can be delivered in line with completed Risk Assessment * Covid-19 Officer to communicate playing groups of 6 before session * 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 * **Junior sessions only** – only one parent/carer to supervise their child/children while following social distancing guidelines |  |  |
| **Increased risk to participants with underlying medical conditions and BAME groups** | Those with underlying health conditions | * 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 | * Must travel to venue by car either on own or with members of the same household only * If using public transport, they must ensure that face coverings are worn * 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 |  |  |
| **Entry and exit to building** | Players, coaches, and volunteers | * 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 * End of session, everyone must leave the site in order of nearest court first. They should leave immediately once returned to their cars.   N.B No social gatherings/groups |  |  |

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| **Cross infection through Poor hygiene** | Players, coaches, and volunteers | * 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 * Clean all shuttlecocks before and after each 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 and after any first aid incident |  |  |
| **Provision of first aid** | Players, coaches, and volunteers | * 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 * 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;   + Protective medical Gloves   + Face masks for general first aid * Follow the guidance issued by [The Resuscitation Council UK](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/) on CPR delivery |  |  |