

## Risk Assessment Form – Template

<b>Session:</b>	Friday 7-9pm & Saturday 9-11am	<b>Date Completed:</b>	23/09/2020
<b>Venue:</b>	Devizes Leisure centre	<b>Completed by:</b>	Chris Eagleton
<b>COVID-19 Officer:</b>	Chris Eagleton		

What is the Hazard?	Who might be harmed	Action Taken	Risk rating after controls (Low, Medium, High)	Actioned by
<b>Social Distancing and spread of COVID-19</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• Booking system in place to manage session numbers</li> <li>• 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</li> <li>• No bodily contact, including handshakes and high fives</li> <li>• No gatherings once training (or games) has finished</li> <li>• Players advised to only attend if they do not have any symptoms of COVID-19. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></li> </ul>		
<b>Use of equipment during session</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• Covid-19 officer to communicate before session on what equipment players should bring and following list will be reinforced in session.</li> <li>• All players and coaches must bring their own equipment they need for the session</li> <li>• Players cannot share equipment</li> <li>• Players must only use their own racket(s).</li> <li>• 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.</li> <li>• Players to only use shuttles from their designated playing group of 6</li> <li>• No water bottles will be provided to share, players asked to bring clearly marked bottle which they do not share</li> <li>• Equipment bags to be stored behind players playing court and at least 2 metres from the back of the court and any other players</li> <li>• Covid-19 Officer only to use and touch 'peg-board' system in session</li> <li>• Ensure participants take all their belongings with them at the end of the session</li> </ul>		

		<ul style="list-style-type: none"> <li>• 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</li> </ul>		
<b>Participant Activity</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• Coach/co-ordinator session plan can be delivered in line with completed Risk Assessment</li> <li>• Covid-19 Officer to communicate playing groups of 6 before session</li> <li>• Look to stagger start and finish times to reduce numbers of participants during sessions</li> <li>• Direct participants to stay home if they are sick, and if they are displaying symptoms of COVID-19</li> <li>• 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</li> <li>• <b>Junior sessions only</b> – only one parent/carer to supervise their child/children while following social distancing guidelines</li> </ul>		
<b>Increased risk to participants with underlying medical conditions and BAME groups</b>	Those with underlying health conditions	<ul style="list-style-type: none"> <li>• Organiser to identify high risk participants or those from vulnerable groups before session</li> <li>• Share Risk Assessment information before sessions start, allowing these participants to make an informed choice about attending the session</li> </ul>		
<b>Travelling to session and possible site requirements</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• Must travel to venue by car either on own or with members of the same household only</li> <li>• If using public transport, they must ensure that face coverings are worn</li> <li>• 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</li> </ul>		
<b>Entry and exit to building</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• Entry and exit will be via a designated entrance communicated in advance</li> <li>• Participants must arrive at the venue for the allotted start time of the session</li> <li>• 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</li> <li>• On entry to the venue, participants/coaches enter and go straight to their assigned court and seating area</li> <li>• End of session, everyone must leave the site in order of nearest court first. They should leave immediately once returned to their cars.</li> </ul> <p>N.B No social gatherings/groups</p>		

<b>Cross infection through Poor hygiene</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• 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</li> <li>• Shuttlecocks will not be used for 72 hours after each session</li> <li>• First Aiders wash hands and arms before (during, if necessary) and after dealing with a first aid situation</li> <li>• First Aiders wear appropriate protective clothing to stop personal contamination e.g. gloves and ensure its safe disposal or cleaning</li> <li>• First Aiders avoid hand-mouth or hand-eye contact</li> <li>• Disinfect equipment and after any first aid incident</li> </ul>		
<b>Provision of first aid</b>	Players, coaches, and volunteers	<ul style="list-style-type: none"> <li>• 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</li> <li>• Patient to be given a face mask to wear during treatment</li> <li>• If contact is necessary, the First Aider will ensure they wear adequate PPE equipment as per Government Guidelines</li> <li>• Covid-19 Officer to complete the Accident &amp; Incident Report Form;</li> <li>• Patient not to handle/touch the Report Form</li> <li>• Follow the guidance issued by <a href="#">The Resuscitation Council UK</a> on CPR delivery</li> </ul>		