

Risk Assessment Form – Template

To be completed ahead of each club night session and issued to nominated Covid-Officer (along with player guidance, court groups) to update with session monitoring observations and returned to WyvernBC@Gmail.com

Session:	Club Night	Date Completed:	
Venue:	Hans Price Academy	Completed by:	
COVID-19 Officer:			

What is the Hazard?	Who might be harmed	Action Taken	Risk rating after controls (Low, Med, High)	Actioned by
Social Distancing and spread of COVID-19	Players, coaches, and volunteers	<ul style="list-style-type: none"> 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 <p>Guidance Issued to Players on Protocols:</p> <ul style="list-style-type: none"> 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. <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p>	Low	<p>Booking System (Committee pre-session)</p> <p>Player Guidance Issued (Committee pre-session)</p> <p>Session Monitoring – Covid Officer Initial Here:</p>
Use of equipment during session	Players, coaches, and volunteers	<p>Guidance Issued to Players on Protocols:</p> <ul style="list-style-type: none"> 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 (Not anticipated to be used in Wyvern club nights) Ensure participants take all their belongings with them at the end of the session Players not to use/touch equipment such as nets, posts or floor mops. If they do, hand sanitiser will be available Face Coverings are not required, but if participants choose to wear one they may <p>Communicated before session on what equipment players should bring and above list will be reinforced in session by the allocated Covid-Officer.</p>	Low	<p>Player Guidance Issued (Committee pre-session)</p> <p>Session Monitoring – Covid Officer Initial Here:</p>

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Participant Activity	Players, coaches, and volunteers	Guidance Issued to Players on Protocols: <ul style="list-style-type: none"> Session plan delivery in line with completed Risk Assessment Committee communication of playing groups of 6 before session and sending of track and trace to venue Entry & exit procedures stated in player guidance Participants directed 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 	Low	Session organisation (Committee pre-session)
Increased risk to participants with underlying medical conditions and BAME groups	Those with underlying health conditions	Membership form updated to include: <ul style="list-style-type: none"> Identification of high-risk participants or those from vulnerable groups to inform organizer before session and gather consent to participate Share Risk Assessment information before sessions start, allowing these participants to make an informed choice about attending the session – captured through membership form 	Low	Membership Form to be Updated & Issued (Club Secretary)
Travelling to session and possible site requirements	Players, coaches, and volunteers	Guidance Issued to Players on Protocols: <ul style="list-style-type: none"> 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 	Low	Player Guidance Issued (Committee)
Entry and exit to building	Players, coaches, and volunteers	Guidance Issued to Players on Protocols: <ul style="list-style-type: none"> 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	Low	Player Guidance Issued (Committee) Session Monitoring – Covid Officer Initial Here:
Cross infection through Poor hygiene	Players, coaches, and volunteers	<ul style="list-style-type: none"> 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 Shuttlecocks will not be used for 72 hours after each session First Aiders (Sports Centre Staff wash hands and arms before (during, if necessary) and after dealing with a first aid situation 	Low	Player Guidance Issued (Committee pre-session) Per Session – <ul style="list-style-type: none"> Sanitiser available & used Shuttles stored at end of session Covid Officer Initial Here:

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		<ul style="list-style-type: none"> 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	<p>Confirmed that Hans Price staff will continue to provide some support for first aid provision (e.g. defibrillator), however Wyvern BC first-aiders are responsible for ensuring:</p> <ul style="list-style-type: none"> 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 Venue staff 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; <ul style="list-style-type: none"> Protective medical Gloves Face masks for general first aid <p>Follow the guidance issued by The Resuscitation Council UK on CPR delivery</p>	Low	Club Secretary on behalf of Committee