

# RISK ASSESSMENT FORM

Assessment No:43	Locations/ Dept Jean Brown Arena	Persons Involved in or affected by task:	
Assessment Date: 27.5.20	Assessor's Name: Matthew Crane		
Task/ Activity/ Area Assessed Jean Brown Indoor Arena - Badminton		Employees	X
		Visitors	X
		Contractors	
		Members of the public	X
		Others	

What are the hazards?	Who might be harmed, and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
COVID-19	Staff, members, hirers contractors by becoming contaminated from equipment, touch points and surfaces and via droplets from sneezing, coughing, sweating, and exhaling while exercising by someone who has COVID-19	Floor and wall signage to be fixed in agreed locations to enforce one-way system (inside and outside the hall) implemented to maintain 2m social distancing.	Member communication advising of the new design of the gym and requirements upon re-opening	MR	July 2020	✓
		Hand Dispensers positioned at each entry/exit point for both users and staff.	Send regular communications to staff, members, hirers, and contractors of COVID-19 guidelines.	MR	July/August 2020	✓
		Signage to be placed at all entrances and exits re-enforcing the COVID-19 procedures.	Review of the badminton booking procedure to stagger booking times	Management	June / July 2020	✓
		Doors will be kept open during opening times to reduce touchpoint areas.	Staff training for cleaners, duty staff and receptionists to understand the COVID -19 policies and procedures.	WA / Jan	June / July	✓
		Booking system configuration changed to control capacity per hour to help sustain social distancing during opening hours. Bookings to be staggered to reduce numbers at the changeover.				

		<p>Non-members and Members online bookings made available and singles play only in line with Government advice</p> <p>No selling of equipment. Members are to provide and only use their own.</p> <p>No spectators</p> <p>Badminton England in line with Government advice will provide an update on the use of shuttles between players.</p> <p>Curtains to remain shut to provide three separate playing areas.</p> <p>Chairs and benches have been moved removed</p> <p>Fogging machines will be used when and where necessary to disinfectant large areas.</p> <p>Natural ventilation to remain open at 100% to allow air to circulate. Review Government / UK active guidelines.</p> <p>PPE items to be provided to all cleaners, including disposable head caps, face masks, gloves, apron and show covers. Training will be provided on the cleaning of shields and the disposal of disposal PPE items.</p> <p>Monitor Government guidance and make necessary changes as the situation changes.</p>	All staff will be trained on the cleaning of reusable PPE clothing following government guidance.	WA / Senior Management	July/August	<i>Ongoing</i>
Badminton Activity	Risk of injury through inadequate teaching and accident.	<p>Qualified 1<sup>st</sup> Aider is on-site at all times.</p> <p>All injures reported.</p> <p>Programmed sessions are controlled and organized.</p> <p>Coaching staff fully trained and qualified.</p>				

		Notices state that members and their guests are reminded that it is their responsibility to ensure that their medical condition is satisfactory for the activity they wish to pursue.				
Slips, trips and falls, equipment left in the hall; benches & chairs, chalk on the floor.	Staff and members of the public may be injured if they trip over objects, or slip on spillages, e.g. drinks.	Benches and seating kept to a minimum and located at the edge of the hall.  Court checked before play can start.  Staff clean up spillages immediately and leave the floor dry. Slip signs to be put out to advise users of the surface being wet.  Covers are fitted over the holes for badminton and netball posts.  Bins are provided in each section of the hall to prevent rubbish on the playing surface.				
Manual Handling, setting up and putting away equipment	Staff risk injuries or back pain from handling heavy/bulky objects.	At least one member of the duty team to co-ordinate operation. Staff trained in manual handling techniques.				
Lighting/Cables and Rigs falling and causing harm	Users, visitors and staff	Annual visual checks being completed. Regular maintenance and service checks completed on cables, hoists, lights and rigs				

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
Further actions that may require longer-term consideration:	Action Review Date	Action Completed (Name and title) / Date

Signature: <i>Matt Crane</i>	Date: 27/05/2020
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Assessment Review Date (as required): 26/05/2021	Assessment Review Date (as required):
New risk assessment required: No	New risk assessment required: Yes / No
Completed by (Name):	Completed by (Name):
Signature:	Signature: