

# RISK ASSESSMENT FORM



Issue 1

<b>Date: 10.04.2025</b>	<b>Review Date: 10.04.2026</b>
<b>Risk Assessment: Lanarkshire Badminton Group tournament delivery</b>	

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found
<b>Risk: Slips, Trips and Falls</b>		
Accumulation of dust and dirt causing slipping	Event staff Players/parents/coaches Venue staff	<ul style="list-style-type: none"> <li>Badminton Hall floor clean requested prior to tournament</li> <li>Area checked regularly by event staff</li> <li>First aider available on site throughout opening hours</li> <li>First Aid supplies available</li> </ul>
Spillages of water/liquids on floor causing slips	Event staff Players/parents/coaches Venue staff	<ul style="list-style-type: none"> <li>All spillages cleaned up immediately</li> <li>First aider available on site throughout opening hours</li> <li>First Aid supplies available</li> </ul>
Slips due to sweat accumulating on the floor during activity	Event staff Players/parents/coaches Venue staff	<ul style="list-style-type: none"> <li>Area checked regularly by event officials, venue staff and volunteers – immediate action taken to clean up any wet areas</li> <li>Court mops available / towelling</li> <li>First aider available on site throughout opening hours</li> <li>First Aid supplies available</li> </ul>
Equipment storage	Event staff Players/parents/coaches Venue staff	<ul style="list-style-type: none"> <li>Where possible, equipment stored in locked storerooms and / or away from playing areas</li> </ul>
Shuttles left on and around courts	Event staff Players/Coaches	<ul style="list-style-type: none"> <li>Bins provided in hall for used shuttles</li> <li>Used shuttles cleared from courts at regular intervals</li> </ul>
Cables (electric and data)	Event staff Players/parents/coaches Venue staff	<ul style="list-style-type: none"> <li>Any cables used to power equipment and data cables must be taped down, or covered, to avoid trips</li> </ul>
<b>Risk: Collision</b>		
Collision with other person, wall or equipment	Event staff Players/parents/coaches Venue staff	<ul style="list-style-type: none"> <li>Spectators must watch from viewing areas and etiquette dictates that people should not walk behind court during rallies</li> <li>Courts cleaned daily and checked regularly</li> <li>Equipment stored outside of hall or around edges of hall</li> </ul>

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Collision with open doors	Event staff Players/parents/coaches Venue staff	<ul style="list-style-type: none"> <li>▪ Store doors must be shut once set up is complete and play commences</li> <li>▪ Customers not permitted to enter hall until set up is complete – customers advised that the session time includes time for set up of equipment</li> <li>▪ Auto-door closers used and regularly checked</li> <li>▪ Area checked regularly by venue staff</li> </ul>
<b>Risk: Equipment</b>		
Badminton Court nets and posts	Event staff Venue staff	<ul style="list-style-type: none"> <li>▪ Venue staff / event officials trained in correct set up</li> <li>▪ Any issues with equipment are notified and rectified</li> <li>▪ Nets checked regularly</li> </ul>
Equipment storage generally	Event staff Venue staff	<ul style="list-style-type: none"> <li>▪ Portable equipment stored in locked stores, not in the Badminton Hall when not in use</li> <li>▪ Only venue staff / event officials with authority able to access and move equipment</li> <li>▪ Manual Handling training provided to anyone moving equipment</li> </ul>
General movement of equipment	Event staff Venue staff	<ul style="list-style-type: none"> <li>▪ Venue staff and event officials trained in Manual Handling to move equipment</li> <li>▪ Ensure that there is sufficient space for movement</li> <li>▪ Use of trolley(s) to move large/heavy equipment if trained in it's use</li> <li>▪ Staff to wear the appropriate PPE</li> <li>▪ Ensure all staff are aware that equipment is moved by a sufficient amount of people – especially heavy items</li> <li>▪ Ensure all staff are aware of any other potential hazards – especially tripping hazards</li> </ul>
General set-up of equipment	Event staff Venue staff	<ul style="list-style-type: none"> <li>▪ Ensure wires are secured or taped to avoid trip hazards</li> <li>▪ All unnecessary obstructions shall be removed from the field of play</li> </ul>
<b>Risk: Working at height</b>		
Umpire Chair (if in use)	Event staff Venue staff	<ul style="list-style-type: none"> <li>▪ Umpire chairs will be checked prior to installation to sure that the structure is in safe condition, the feet have non-slip grips on them, and the rungs of the ladder also have non-slip grips on them.</li> <li>▪ Users should wear shoes with appropriate grip on them and take time to properly ascend / descend the chair via the ladder. Users should ensure there are always three points of contact on the ladder during ascent / descent</li> </ul>

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		<ul style="list-style-type: none"> <li>▪ Only appointed Umpires, the event staff &amp; volunteers shall use this equipment</li> </ul>
<b>Risk: Electricity</b>		
Electrocution	Event staff Venue staff	<ul style="list-style-type: none"> <li>▪ All portable electrical equipment undergoes annual PAT testing (check with the venue!)</li> <li>▪ Any faulty equipment is immediately isolated and reported to the venue / not used</li> </ul>
<b>Risk: COVID-19 Specific Measures – whilst not legally required measures are morally appropriate</b>		
Someone attending with COVID-19	Event staff Players/parents/coaches Venue staff	<ul style="list-style-type: none"> <li>▪ Players and event staff asked to consider not attending event if they, or someone they live with, have symptoms</li> </ul>

Review Conducted by:	Name (Print)	Jill Smith
	Position	Convener
	Date	10/04/2025
Review Conducted by:	Name (Print)	Frank Turnbull
	Position	Tournament Convener
	Date	10/04/2025
Review Conducted by:	Name (Print)	Sam Johnson
	Position	Secretary
	Date	10/04/2025