**FACILITY RICK ASSESSMENT FORM**

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| ldbc_full_text[1] | Rick Assessment Form | | | | | | |
| **Venue** |  | | **Assessed by** |  | | | |
| **Step 1** | **Step 2** | **Step 3** | **Step 4** | **Step 5** | **Step 6** | | |
| What are the Hazards? | Who may be harmed and how? | What is the level of risk (1 = very low / 5 = very high) | What are you already doing? | What further action is necessary? | How will you put the assessment into action | | |
|  |  |  |  |  | Who | When | Done |
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*1st Issue – 22/4/13*

**LDBC Badminton Club / Hosting (Event/ Championships) : Sportshall Risk Assessment**

This risk assessment covers badminton play in the sportshall only. It does not cover outside areas including the car parks.

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| **Potential Hazards Observed** | **Who Affected** | **Existing Control Measures (if any)** | **Overall Risk Rating High, Medium, Low** | **Further Action Required** | **Person Responsible and Date for Implementation** |
| **Hall** | | | | | |
| The playing of badminton. Injuries sustained during general gameplay. | Players |        Many of the existing players are of sufficient experience to keep accidents to a minimum by following a shared system of play around court.         New players are observed playing by experienced coaches who would intervene if they perceived play as dangerous.         A classification system ensures players compete in sections appropriate for their level.         A fully stocked first aid box for minor injuries is provided by attending physio, | Medium | None | LW – Confirm First Aid / Dec 2018 |
| Players and spectators walking too close to the court and being struck by rackets. | Everyone | Seats and bags kept as far back from courts as possible.  A-Boards used to segregate spectators from playing area. | Low | None | Requires all sportshall users to be vigilant.  Match control to inform spectators of appropriate walkways / movement around the hall space. |
| Obstacles near/on the court. | Players | The courts are clear before play begins. All items, eg, chairs, tracksuits, extra shuttles, are placed well back from the courts or off court by the posts. | Low | None | - |
| Obstacles off the court, tripping hazards. | Everyone | Sports bags and rackets are kept out of the gangway. | Low | None | - |
| Slippery floor | Everyone | None. Water will be wiped up before play. Large amounts of water on court will result in the court not being used. | Low | None | All players report any water on court to match control immediately. |
| Power failure in sportshall | Everyone |        Clearly identified fire exits and assembly point. (on the cricket field at the front of the building).         Emergency lighting. | Very Low | None | Refer to Dalkeith Campus (bam) procedures. |
| **Showers, store room, toilets and entrance hall** | | | | | |
| Tripping hazards in store room. | Everyone | Room organised with areas for storage identified. | Low | None | Dalkeith Campus (bam) |
| Use of a kettle. | Everyone | PAT test conducted each summer. | Low | None | PAT test. Ongoing. |
| Shower water temperature. | Shower users | - | Very Low |  | Dalkeith Campus (bam) |
| Slippery floor in showers. | Shower users | - | Low |  | Dalkeith Campus (bam) |
| **Fire** | | | | | |
| Fire | Everyone |        Clearly identified fire exits and assembly point (on the cricket field at the front of the building). | Very Low | None | In event of fire, appointed fire officers will coordinate checking of hall, showers, store room and toilets. |

Reviewed: Nov ‘07

**Lothian Disability Badminton Club (Disability Badminton Coached Sessions and Tournaments/Events)**

Disabilities included – Wheelchair, Cerebral Palsy, Amputee, Dwarfs, Learning disability (list is not exclusive)

This section includes:

* **Coaches and Participants**
* **Coaching Equipment**
* **Playing Area**

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| **Activity: Coaches & Participants** |
| **Persons at risk: Coaches and Participants** |
| **How might they be harmed: muscular skeletal injuries through improper planning, supervision, class management** |
| **Severity rating (SR) 3** |

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| **Arrangements to examine/Questions** | **Control measures in place** |
| **Coach:**  Are all coached activities supervised by a qualified coach or sports leader?  Is the coach a membership of their National Governing Body or regional Disability council?  Is the level of coaching award held appropriate to the level being coached?  Is there access to a first aid qualified person and first aid kit? | Coaches are all qualified under the sports Governing Body (Badminton Scotland) and all have provided copies of qualifications and insurance and this is recorded in personnel records. All coaches and volunteers are fully CRB / PVG checked and all details maintained by the clubs CPO.  Coaches have a minimum of a UKCC award and these are all supervised by a Level 1A / UKCC Level 2 or 3.  All Level 2 coaches have first aid training through the local disability council. A first aid kit is carried to all events and available at all sessions. |
| **Participants:**  Are class sizes, ability and age groups controlled and teaching ratios set and adhered to?  Are participants asked about medical conditions / medication?  Are they advised of suitable sports wear?  Is misbehaviour controlled? | The class sizes are at a ratio of 8 to 1 for both adult and children  All participants are asked questions regarding medical conditions through the clubs players consent form  This is advised at the first session by coach.  This is controlled by coaches taking the session. Coaches will advise of inappropriate attire. |

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|  | **Likelihood Rating 1** | **Risk Rating 3** |
| **Activity: Coaching Equipment** | | |
| **Persons at risk: Coaches and Participants** | | |
| **How might they be harmed: injury through failure of equipment in use (faulty wheelchair/badminton rackets), hit by a shuttle or playing partners racket (accidentally).** | | |
| **Severity Rating (SR) 3** | | |

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| **Arrangements to examine/Questions** | **Control measures in place** |
| Are all items of equipment subject to an appropriate level of inspection (pre-use and visual checks)? | All equipment is visually checked before use including rackets, nets and posts as well as the halls contents. |
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|  | **Likelihood Rating 1** | **Risk Rating3** |

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| **Activity: Playing Area. I.e. the courts** |
| **Persons at risk: Coaches and participants** |
| **How might they be harmed: cuts, abrasions, strains, sprains or fractures.** |
| **Severity Rating (SR) 3** |

| **Arrangements to examine/Questions** | **Control measures in place** |
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| Are chairs suitable for the size and physical condition of player | Coaches/organiser to check fit and safety of player in chair |

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|  | **Likelihood Rating 1** | **Risk Rating 3** |

### RECOMMENDATIONS FOR RISK REDUCTION

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| **Action** | **By When?** | **By Whom?** | **Completed** |
| Keep wheelchair tyres pumped up  Label wheelchair with names for regular players  In coached sessions  Chairs labelled for regular players | Tyre checks each Tuesday prior to club sessions. | By designated coaches and assistants prior to session.  Chairs have already been labelled for regular players | Every Tuesday |

Signed Lyndon Williams Date 24/1/14

Position Chairperson / Lothian Disability Badminton Club

Authorised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### RISK ASSESSMENT REVIEW

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| **Date** | **Comments** | **Actions?** | **Completed** |
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Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Position