

## Risk Assessment Form – Westgate Performance Centre

<b>Session:</b>	Performance Centre Sessions – Weekday evenings	<b>Date Completed:</b>	1 <sup>st</sup> January 2025
<b>Venue:</b>	Westgate Badminton Centre, Winchester	<b>Completed by:</b>	Esther Jones

Category	What is the hazard?	Action Taken	Risk rating after controls (Low, Medium, High)	Actioned by
<b>Site Specific Hazards</b>	Slippery Courts  Badminton Equipment  Protruding fire alarm panels	<ul style="list-style-type: none"> <li>• Ensure courts are swept free of dust and obstacles</li> <li>• Coaches to ensure the courts have been set up correctly by Centre Staff on duty. No player or coach is to help.</li> <li>• Only coaches are permitted in the storage cupboards</li> <li>• Ensure quality of wooden benches if being used to stow bags etc.</li> <li>• Clean non marking trainers to be worn at all times, players should change into clean shoes once in the hall. No outdoor shoes to be worn</li> <li>• Contact the site team via mobile number in the event of an emergency evacuation.</li> <li>• Coaches to be familiar with the fire evacuation procedures and know safe place to congregate.</li> </ul>	M	Coaches  Site Manager
<b>Activity Specific Hazards</b>	Injuries during play	<ul style="list-style-type: none"> <li>• Ensure participants are eligible to participate – age, ability etc, relevant to the session</li> <li>• Ensure participants are fit to participate. If in doubt, enquire in sensitive and confidential manner</li> <li>• Coaches to ensure adequate warm ups and cool downs are used.</li> <li>• Participants must be wearing suitable clothing and footwear</li> <li>• Follow coaching guidelines from Badminton England Level 1/2/3 coaching training.</li> </ul>	L	Head Coach  Coaches  Assistant Coaches
<b>Safeguarding</b>	Safeguarding of children & vulnerable adults	<ul style="list-style-type: none"> <li>• Coaches to complete a registration for all sessions</li> <li>• Coaches to know the location of first aid kit</li> <li>• Players to supply their own water bottles</li> <li>• Coaches to ensure the safe behaviour of players and challenge any inappropriate behaviour</li> <li>• All coaches to hold current and valid DBS clearance, checked by WPC Safeguarding Officer</li> </ul>	L	Coaches

		<ul style="list-style-type: none"> <li>• All coaches to be subject to regularly (2 yearly) Safeguarding training</li> <li>• At least one coach in the hall must be qualified to Level 2 with additional coaches holding level 1 minimum, or Sport Leader if working with a Level 2 coach</li> <li>• Parents to inform WPC any medical issues at the point of registration and to be updated accordingly. Coaches register to easily identify “at risk” individuals (diabetics, asthmatics, hypermobility etc)</li> </ul>		
<b>Provision of First Aid</b>		<ul style="list-style-type: none"> <li>• Centre Staff must be qualified First Aider</li> <li>• Any treatment needed should be self managed</li> <li>• First Aider to complete Accident &amp; Incident Report – <b>book in Main Office</b></li> <li>• Patient not to handle or touch the report form</li> </ul>	M	First Aiders Coaches