

UNIVERSITY of OXFORD SPORTS DEPARTMENT

OXFORD UNIVERSITY BADMINTON CLUB RISK ASSESSMENT 2014/2015

Activities usually carried out by the Club:

The Club is unusual in that it is split into two sections. The University squad play in BUCS Sport and League fixtures in a local league. The Club night section generally plays recreational badminton at the Iffley Road Sports Complex, but also has a team that competes in a local league. The club also organises League and Cuppers matches that are played in the Sports Hall at Iffley Road or on College Courts.

HAZARD	CONTROL MEASURES IN PLACE	RISK FACTOR (Likelihood x Severity)	FURTHER CONTROL MEASURES
Hit by shuttle in face	Ensure that the right numbers of players are on the court and have good court awareness, paying attention to play at all times.	Medium	Ensure awareness of possible blinding in extreme cases
Slipping on shuttles/feather parts left on the court or on a slippery floor.	<p>The club can v-mop the court prior to matches or practices.</p> <p>The club are to notify the Facilities Manager if floor is extra slippery/very dirty to ensure that it is wet cleaned.</p>	Medium	
Hit by racket/partner	<p>Instruction from coach on placement of players and communication between players on court.</p> <p>Make sure floor is not slippery.</p> <p>For those seeking First Aid – all players must report to the main reception desk and request First Aid assistance from the Sports Department Staff.</p> <p>An accident report form is to be completed by the member of staff. Finally, the emergency services will be called to attend where required.</p>	Medium	
Player colliding with net post	<p>Make sure floor is not slippery.</p> <p>Must stay alert on court.</p> <p>First Aid provision as above.</p>	Low	

Spectator hit by racket/player	<p>Instruction on appropriate etiquette:</p> <p>Wait until game break to walk Behind court Stand well back from court when a game is in progress.</p> <p>Spectators to watch from the viewing balcony.</p>	Medium	<p>Spectators could watch from the balcony instead of courtside</p> <p>Bags could be stored on the balcony to provide more room behind the court.</p>
Pulled Muscles	<p>Warm up before each session.</p> <p>Put tracksuits on between games.</p> <p>Make sure floor is not slippery.</p> <p>Compile information on injuries or previous problems for individual players.</p> <p>Advise on specific exercises to there needs.</p>	Medium/High	<p>Compile information on injuries or previous problems for individual players</p> <p>Advise on specific exercises to there needs</p>
Ankle Sprains	<p>Make sure floor is not slippery</p> <p>Wear appropriate footwear.</p> <p>Bags should be stored on the balcony to provide more room behind the court and prevent players from tripping over bags on the edge of the court.</p>	Medium	<p>Have a first aider qualified to deal with sprains</p>
Blisters	<p>Wear appropriate footwear.</p> <p>Make sure laces are tight enough.</p> <p>Make sure socks are not worn out.</p>	Medium	<p>Change socks during matches to ensure they do not get too wet.</p>
Building Faults	<p>Any building faults which could contribute to an unsafe Sports Hall are to be flagged up by the Club with the Facilities Manager e.g. faulty lighting, netting, posts, structure of the floor etc</p>	Low	
Fire	<p>All club members are required to leave the Sports Hall in the event of a Fire Alarm sounding by the double fire exit doors and meet at the assembly points either adjacent to the Astroturf pitch and/or in the Upper Car Park near to the Swimming Pool.</p>	Low	

<p>Travel to matches involving the hire of mini-bus or involving the use of private vehicles.</p>	<p>Careful driving by responsible driver. Have more than one driver registered especially for long journeys. Make sure that kit bags and equipment are properly stored. Ensure that a Trip Registration Form has been completed and sent to the ASO before any trips depart. The Club are to inform the Sports Department as soon as is practicable about any major accidents/incidents which involve the emergency services or visits to a Hospital whilst on Club business out of Oxfordshire. During poor weather, drivers have the personal responsibility to not drive club members to club activities and these actions will be supported by the Sports Federation and/or Area Safety Officer (Sport). Club trips abroad are to be notified to the Area Safety Officer (Sport) at least one month ahead of the departure date.</p>	<p>High</p>	<p>All trip registration forms are to be sent a day (by 5.00pm on Thursday) before weekday or weekend fixtures to the ASO.</p> <p>For trips out of the UK – trip registration forms are required one month ahead of the trip and these should be submitted to the ASO.</p> <p>The Trip Registration Forms are then sent off to Security Services and a copy kept by the ASO</p> <p>If the club has an major accident and/or incident which involves the calling of the Emergency Services and/or involves the member going to Hospital then the club have the chance to contact the University Security Services on (01865) 289999 who will offer assistance and advice and who can contact the University Press Office, the Colleges of the injured person(s) and key Personnel within the Sports Department who can offer help.</p>
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RECOMMENDATIONS FOR RISK REDUCTION

Action	By When?	By Whom?	Completed
<p>Copies of Instructor qualification and Insurance to be given to Sports Safety Officer</p>	<p>30th November</p>	<p>Club Committee</p>	
<p>First Aid arrangements to be confirmed with participants and Sports Safety officer</p>	<p>17th October</p>	<p>Club Committee</p>	
<p>Iffley Road equipment serviced by Universal services</p>	<p>September</p>	<p>Facilities Manager Iffley Road</p>	<p>September</p>

Club President *Chli (2014-2015)*

Date *26/9/14*

Club Secretary ~~HTA~~

Date 26/09/2014

Health and Safety Officer *Dee R*

Date 26/09/2014