Location: QEYC/Memorial Halls Tauranga, Rex Morpeth Memorial Hall Whakatane, Rotorua Badminton Hall, Tauranga Boys College School Gyms, Otumoetai College School Gyms, Trust Power Arena		Date: Various Dates during	BOP Rep School To A,B,C,D (Games, ' Descripti	Type of Activity & No. of Participants: Badminton Competitions including BOP Rep Team Trials, BOP Interclub, BOP Yr 7&8, Junior & Senior Secondary School Tournaments, Weekly Badminton Leagues, BOP Masters Champs, BOP A,B,C,D Champs, BOP / NI Under 15 & Under 19 Championships, AIMS Games, 'Have a Go' sessions. Description of participants: Childrens and Adults, ages ranging from 8 yrs to 75+ year old									
lazard lo. People	Hazard or Risk What could go wrong?	Causes What could cause it to happen?	Likelihood	Impact	Priority	Elim	inate	lso Yes	: late No	Minimise Yes No			Responsibility
-	ts , Volunteers and Staff e.g. individual Medical Situation – heart attack diabetes, asthma etc	Pre-existing medical conditions heart problems may cause the participant to become unwell during activities	Rare	Catastrophic	Medium	nd alcoh	X	rgies	Х	X	Collect information on any existing health conditions, medications through registration forms which are completed and reviewed. Care Plan developed where necessary. Participants/Parents/caregivers on site Medicine available eg inhaler. Be aware of and plan activities taking into consideration any preexisting medical conditions. Parent to be involved at all times. Request information from schools in regard to pre-existing medical conditions of students and their plan of action if required. Any participants with medical conditions will be noted and volunteers informed, participants to have their regular medication is available in case of needed.		Participant Teacher in Charge Parent
	Other Participants Medical situation Injury - strain, sprain, dislocation, broken bones, eye injuries	Participants watching event too close to Badminton courts, leading to distraction and/or collision causing injuries. lack of fitness, agility and ability, poor technique, racket control and shuttle control	Unlikely Likely	Moderate Moderate	Medium High	Х	X	Х	X	x	Nets to have signs up to prevent players not seeing them and bringing all the nets down. Unless playing all other participants/team members/parents/spectators to sit in stands. Participants / Schools have appropriate training programmes prior to the event including technique of how to control a badminton racket. Check area for potential hazards and removed if practicable. Water spills etc		Participant Teacher in Charge, Parents Participant Event Manager/Coordinato Teacher in Charge, Parent
	Medical situation head and neck injury	Incorrect or poor technique, lack of ability to control the bat	Moderate	Major	High		х		Х	х	Participants / Schools have appropriate training programmes prior to the event		Participant Event Manager/coordinato Teacher in Charge/Parent
	Inadequate staff ratios/suitability	Not enough staff/teachers for safe supervision and lack of attentiveness or first aid training	Rare	Minor	Low	Х		х		х	For School Events - Schools to bring proper teacher: student ratio; teachers reminded to be aware of participants and to be aware of safety. Staff first aid training and appropriate first aid kit available. Volunteers must be allocated roles and be involved.		Teacher in Charge Parent
	Medical situation - fainting, overheating Medical situation – injury to Spectators	Dehydration or fainting caused by Insufficient food or water for the activity Cause a hazard e.g.parents wanting to be close to the action, could get caught by a stray shuttle	Unlikely Unlikely	Minor	Medium Moderate	Х	Х	X		x	All participants advised on appropriate food and wa Remind athletes they can stop and drink. Have drin Stop play and ask parents to sit in stands to watch t	inks breaks	Participant Event Manager/coordinator Teacher in Charge, Parent Participant Event Manager/coordinator Teacher in Charge/Parent
iquipn uitable cl	Incorrect footwear-clothing Nets and badminton poles/rackets and shuttles	Footwear not suitable for activity and cause injury. Tripping over baggy clothing Incorrect placement of tables and barriers will increase the chance of accidents and injuries.	Rare Unlikely	articipant, rele	Low Medium	gear, fir	est aid k	it X	X	X X	Participant advised to wear appropriate footwear, I suitable, Participants advised to wear appropriate of may cause injury Appropriate, qualified official and assistants in place and barriers.	clothing, remove clothing that	Event Manager /coordinato VENUE Event Manager/coordinator
	Equipment causing injury	Used incorrectly, broken, not suitable	Moderate	Moderate	Medium		X	х		х	Teach correct use of equipment. Equipment check	ked for condition.	VENUE Event Manager/coordinat

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Weather, terrain, infrastructure – bridges, roads, maintenance work; other events at the same time, spectators and public – keep safe

1	Playing area/Equipment	Slippery surface, equipment falling causing injury	Unlikely	Minor	Low	Х	X	X	Check playing area prior to starting. Ensure the organisers completes sbop check list for the event. Appropriate gear used, participant advised of potential hazards in managers meeting	Event Manager/coordinator
2	Public	Not involved in activity but coming into the venue	Unlikely	Minor	Medium	Х	Х	Х	Ask to leave if causing problems, sit in stands while watching their child	Event Manager/coordinator
3	Venue -	a cold venue and could cause condensation which could make the floor slippery if cold. Heaters to be turned on for the morning and doors opened if venue heats up conditions through the day. Any damage or water on the floor will lead to potential for soft tissue injuries.	Unlikely	Minor	Medium	X	X	x	A Health and Safety management plan will be provided by the venue. As part of pre event information, wearing sport shoes is highly recommended. A safety checklist is completed on site prior to event and through the day. A safety briefing pre-event will highlight any safety issues with the venue.	Event Manager/coordinator
4										
5										

Who has the overall responsibility of the activity:

External Provider/Venue Health & Safety Check (All locations must be inspected prior to an activity/event taking place; health and safety plans must be must sighted and approved and meet our requirements)

Plan sited: Yes / No Comments:

Responding to an incident: Procedure for treatment for injuries: **Minor** will be treated on site with the assistance of Team Managers and/or Event Manager. In the unlikely event of a **serious injury**, the Event Manager or other suitably qualified person will assess the patient, call an Ambulance, keep the patient calm and reassured, treat any symptoms, and continually monitor until help arrives. An incident form will be completed after the event and the incident investigated with a report given to their manager. **Staff must read and attach a copy of the relevant response plan for identified incidents.**

Prepared by: D Cooper Authorised by BOP Badminton: D Cooper