



YONEX ALL ENGLAND OPEN
2024

HEALTH & SAFETY
INDUCTION

Aim

Safety should be the first consideration in everything we do - consider the potential impact of what you do, on your own health and safety, and that of others

How you can help us to deliver a professional and harm-free environment for everyone involved at the YONEX All England Open Badminton Championships 2024.

Completion of this induction is **MANDATORY** for those working throughout the Championships. You must read through this induction, fill out, and submit the form at the end.

A copy of the confirmation email will need to be retained and may need to be evidenced - Badminton England will hold records for all those completing the induction and will undertake random sampling of compliance.

Contacts

There will be large numbers of people working to deliver this event, please ensure that you familiarise yourself with key contacts, understand the scale of works required and acknowledge your role in this

Badminton England

- Chris Miller: Championships Director
- Natalie Foley: Event Operations Manager
- Alice Innes: Major Events Coordinator
- Leila Gear: Major Events Administrator
- Craig Combe: Event Safety Advisor
- Helen McCabe: Event Safety Advisor

Utilita Arena

- Bernadett Kokeny – Event Manager

Company	Provision	Company	Provision
NEC Group	Electrical Staging Rigging	Neon Arena Services	Sports floor Crew
DPI	Branding Partitioning	Cater for Me	Catering
ADI	Big screens LED Screens Sport Presentation	Sunset & Vine Timeline	Host Broadcast Broadcast Facilities
Fax-A-Floor	Carpet Installation	TV2	RHB Broadcaster
Inspire Hire	Furniture	Globecast	
Yonex	Retail and equipment supplies	SBT	IT
GR8 Events	Retail install	Hawkeye	Instant Review System
Hire Fitness	Gym equipment and install	Infront	
SLX	Lighting Supplier	Crionet	Streaming Service
STS Touring	Audio Supplier		

Access

- Crew lists and accreditation requests are to be submitted in advance
- Wristbands will be in use outside of accreditation hours

- Deliveries must be requested in advance
- Vehicle delivery access is via the Service Yard (West Car Park)

- Parking is available in any of the Utilita Arena car parks
- Vehicles remaining in the Service Yard are event critical and approved in advance. They must display an event vehicle pass
- Vehicles to be left on site are to be requested and agreed in advance (this will be in the Sport & Leisure Centre car park and accessed just before the Service Yard). They must display an event vehicle pass

- Entry will be via the Service yard between 22.00 – 07.00 and Entrance B/C at all other times
- Security checks will be in place so please leave sufficient time
- You must only use authorised entry and exit points, and be ready to show your identification: it must be worn at all times on venue

Security

Everyone is required to support security measures in policing the arena and external areas:

- Only access and use authorised areas
- Close external doors behind you
- Secure your belongings
- Be vigilant for theft and suspicious packages
- Make frequent checks around your area to ensure that no unidentifiable packages, cases or bags have been abandoned

Suspect Packages:

- If you discover a suspicious package, follow the HOT procedure and report to Arena Security:
 - Is it HIDDEN?
 - Is it OBVIOUSLY suspicious?
 - Is it TYPICAL for the area?

Suspicious People/Activity:

- If you see anyone acting suspiciously, let Arena Security know
- Give them an accurate description of the person(s) and what makes them look suspicious to you.

Fire Safety

- Always maintain good housekeeping
- No Smoking - (this includes vaping) except in designated areas
- Keep sources of ignition and potential fuels to a minimum
- Fire extinguishers are to remain in position, and not moved
- Keep emergency routes and exits clear
- Keep fire doors closed
- Ensure materials are flame retardant
- Report defects

- If you suspect or discover a fire:
 - **Raise the alarm by breaking the glass in the nearest Fire Alarm Call Point**
 - **Inform Utilita Arena Security Control Room (if calling from a mobile phone detail the location and nature of the fire)**
 - **Only tackle the fire if safe to do so**
 - **Await further instruction from Arena staff regarding evacuation if necessary**

Evacuation

If it becomes necessary to evacuate, the following message will be broadcast and repeated:

'Attention please, attention please. This is an emergency. Please leave the building by the nearest available exit'

Please note that lifts must not be used during a fire incident

Leave the venue via the nearest emergency exit

Follow instructions from staff to Assembly Point



The primary fire assembly location is the Civic Centre Estate, opposite King Alfred Place, as shown by the red circle.



Accessible via Cambridge Street

Construction activity

If you are working during the construction phases in the Utilita Arena (build / bump in / transitions / bump out) please ensure your employer, or company contracting you has made you aware of the Construction Phase Plan and / or the Risk Assessments and Method Statements associated with the site and task.

- You are required to wear PPE in construction areas (Safety Boots / Hi-Visibility top and Hard hat during overhead works)
- Vehicle movement areas require high visibility jackets
- Additional PPE may also be required depending on the following:
 - RAMS require it
 - Nature of works within area require it

Use of mobile phones is not permitted in construction areas and traffic movement areas

Vehicle & Plant Safety

- Only Utilita Arena staff will operate Plant
- Venue access for delivery and official vehicles only (access will be refused for vehicles not registered in advance)
- Slow site speed to be observed
- Drop off must only take place at designated areas
- Large vehicle / articulated lorry movement, or reversing is to have a banksman
- Be aware of people moving around in vehicle and plant areas and follow the Utilita Arena Workplace Transport rules listed around the venue
- Keys are to be removed from vehicles when parked

Working at Height (inc. Lifting and Rigging)

- All work at height must be planned with risks and controls acknowledged within RAMS
- Implement cordon around work areas
- Be aware of the beacons which indicate work at height being conducted on Arena floor
- Ensure all equipment is secure to prevent items falling from height
- Safe Working Limits are to be adhered to on rigging, with secondary safety fittings attached

Electrical Safety

- Power supplies must be scoped in advance to ensure it is suitable
- All electrical supply will be provided by Utilita Arena: any additional connections should be undertaken by a competent person
- All electrical equipment brought onto site must be PAT tested and in good working order
- Do not overload sockets
- Cables should be flown or covered to avoid working or circulation areas

Slips, trips and falls

- Avoid slips by keeping watch for hazardous working conditions - wet floors
- Avoid trips by maintaining a good standard of housekeeping – trailing cables, equipment stored & waste cleared
- Ensure suitable lighting is available
- Be aware of changes in level and slopes

Manual handling

- If you think you cannot lift any item, DON'T
- Remember to plan the movement, even if you think you can do it safely
- If in doubt, or you think the activity is unsafe for you to carry out, STOP
- Use a mechanical aid or assistance from someone else
- Break down into smaller more manageable sections



Getting to grips with manual handling

Good handling technique for lifting

Here are some practical tips, suitable for use in training people in safe manual handling. In the following section a basic lifting operation is taken as an example.

- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).



- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.



- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

From: "Getting to Grips with Manual Handling" published (for free approved use) by HSE, UK

Lone & Isolated Working

- Avoid lone working or isolated working wherever possible
- Ensure you communicate your location and movements with colleagues
- Carry a method of communication (radio or mobile phone) and check in regularly
- Team Leaders / Supervisors are to regularly communicate with team members
- Do not undertake any high-risk tasks whilst alone or isolated
- Consider your personal safety and remove yourself from potential conflict

Accidents & Incidents

Help prevent accidents and incidents by:

- Complying with the safety rules and following safety instructions where required
- Avoiding hazardous working practices
- Only completing works you are trained to do
- Resolving or reporting unsafe conditions or behaviour

First Aid

- Each contractor should have a first aider on site and carry a first aid kit
- Accidents, Incidents and Near Misses are to be reported to Badminton England and your employer
- Medical cover is available at the Utilita Arena through Arena Security or calling 2222 on internal phones (0121 644 7010 if calling from a mobile phone)

Safeguarding

- It's important that everyone feels safe and properly looked after at the event
- If you have any concerns at all which relate to safeguarding, please report your concerns to <?>

Wellbeing

There is Zero tolerance to working under the influence of alcohol or illegal substances

The championships schedule is demanding and requires long and unsociable working hours, coupled with manual work during the build, break and transitions.

Whilst we recognise it is not always possible, try to take time to rest and sleep as best as you can, schedule in short breaks away from the event to allow yourself to recharge, share and escalate issues, It is also important to ensure resilience in your teams to help with this.

Mental Health First Aid is available at the event, contact Craig Combe (Event Safety Advisor) on 07814903701 in confidence to discuss

Induction complete

Thank you for taking the time to understand about the safety measures at the Championships, and the important role you will play in this.

PLEASE REMEMBER TO COMPLETE THE FORM BELOW AS THIS CONFIRMS YOU HAVE READ AND UNDERSTOOD THE SAFETY INDUCTION.

<https://forms.office.com/e/uV6ieRNY87>

FAILURE TO DO SO MAY RESULT IN YOU HAVING TO GO THROUGH IT AGAIN PRIOR TO BEING PERMITTED ACCREDITATION.

Any questions can be directed to the Badminton England team

We look forward to seeing you all in Birmingham!