

Your Risk Assessment Form

Organisation Name: Date of Assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage the risk?	Action by Whom?	Action by When?	Done
Slips and trips in club premises	Injury can be caused to club members and members of the public, employees, volunteers and visitors to your club	<ul style="list-style-type: none"> • All areas are well lit, including stairs • Public areas are kept clear and tidy • Maintenance checks completed regularly and remedial action is documented • We have a first aid kit which is clearly signed 				
Electrical risks at club premises	Injury can be caused to club members and members of the public, employees, volunteers and visitors to your club	<ul style="list-style-type: none"> • Fixed electrical installations are checked every 5 years • The Sports Club arranges a 5 yearly inspection for all sections, including tennis. The last review was in 2014 and all recommendations were implemented. 				

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General property management	Members, staff and visitors could be harmed while on site. For example, by falling roof tiles or in a fire caused by a faulty gas main	<ul style="list-style-type: none"> • Our clubroom is part of the Sports Club building and all safety and maintenance is carried out by them with regular inspections. If there are any issues we report them directly to the Sports Club for their action. 				
Indoor courts	All players, officials and visitors to the courts could be injured if they trip or fall	I have considered this and it doesn't apply to my Venue.				

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Outdoor Courts	Players, officials and members of the public could be injured if they trip or fall	<ul style="list-style-type: none"> • Courts are routinely inspected for algae and vegetation and this is removed if found • Regular inspections are carried out to look for wear and tear and a documented maintenance programme is in place • Courts are appropriately lit • Our 6 courts were resurfaced only 1 year ago and therefore are in very good condition. We have added a concrete lip on the car park side to stop rainwater and debris runoff onto court 1. The floodlights were cleaning in August 2017 5 wide brooms are provided for players/coaches to sweep the courts before play e.g. if there are leaves on the courts. Twice yearly maintenance working groups are held to tidy up the courts, remove weeds, apply weedkiller etc. Our tennis courts are next to the cricket pitch and occasionally cricket balls have come over onto the tennis courts - the Cricket Club have agreed to only bowl from the opposite end on Friday evenings when our courts are in full use. We have also put up 2 red signs "Beware cricket balls". 				

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Club grounds and gardens	Club members, staff, volunteers and members of the public could be injured if they fell on damaged path	<ul style="list-style-type: none"> We are only responsible for our tennis club patio e.g. replacing any broken tiles. The rest of the grounds are the responsibility of the Sports Club - they carry out inspections, carry out the maintenance, provide lighting etc. If we spot any potential issues we report them to the Sports Club for their action. 				
Bars and restaurants	Members, staff and visitors could be injured, for example, if they slip on a spillage or cut themselves on broken glass	I have considered this and it doesn't apply to my Venue.				
Kitchens	Staff may be scalded, burned or cut in the kitchen and visitors in the restaurant could be at risk if food was incorrectly prepared	I have considered this and it doesn't apply to my Venue.				

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Changing rooms	Members, staff and visitors might be injured in changing rooms as a result of a slip or from using contaminated shower facilities	I have considered this and it doesn't apply to my Venue.				
Swimming pools and spas	Members, staff and visitors could be injured from drowning, slipping or bathing in contaminated water	I have considered this and it doesn't apply to my Venue.				

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Staff and security	Members, staff and visitors could be harmed by intruders or have property stolen or damaged	<ul style="list-style-type: none"> • Access to members areas is restricted to members and staff only • Rules of acceptable behaviour are displayed along with the relevant enforcement measures • Stocks of equipment are securely held when not supervised • There is a notice warning players not to leave valuables in the clubroom. Floodlight coin boxes and the visitors fee box are made of robust metal, securely attached to the internal clubroom wall and only the chairman and treasurer have keys. They are emptied regularly by the treasurer. 				
Fitness gym	Members could be injured as a result of using the gym equipment	I have considered this and it doesn't apply to my Venue.				

This risk assessment should be reviewed on a regular basis and actions arising from it should be discussed by the board or committee of your club/place to play.