

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"> • General good housekeeping is carried out • All areas are well lit, including stairs • Public areas are kept clear and tidy • All spillages are promptly reported and mopped up • All loose matting and slips_trips_wires_secured are secured • Maintenance checks completed regularly and remedial action is documented • Notices are displayed to clear and clean areas on daily basis. 	Provide display signs And check furniture is in good order (repair or remove)	Club Committee members and club captains	30/10/18	30/10/18

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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"> • All exposed wires are covered • Fixed electrical installations are checked every 5 years • Electrical items are stored away in cupboards or lockable sheds 				
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	I have considered this and it doesn't apply to my Venue.				
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 cleared of debris on a daily basis • 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 • Wire fencing is checked for snag hazards 	<p>â€¢ Courts could be inspected during cold or wet weather to ensure that they do not become unsafe whilst being used - particularly by club captains/coaches/members and for all sessions involving juniors/adults to ensure that the surface is clear and not slippery to undertake matches/sessions.</p>	Clup captains, coaches and members	Daily	30/10/18

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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"> • Regular inspections of club grounds, car parks, paths and steps are carried out and documented • Walkways and paths are well lit • As our courts are leased from Maidstone BC we will e-mail and have conversations with their Grounds staff who are responsible for the overall park and car park area to address any matters (e.g. pathways leading up to our club, the car park being lit in evenings and their responsibility to maintain the hedges/clearance) 				
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.				

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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.				
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"> • Club has a policy in place to protect lone workers and staff have been trained and made aware of the risks • Rules of acceptable behaviour are displayed along with the relevant enforcement measures • Money is counted and stored in secure areas • Stocks of equipment are securely held when not supervised • Members and visitors are asked to keep their valuable belongings with them and therefore take their bags onto court and not leave in clubhouse. 				
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.				

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Cleaning chemicals held on site	members (adults and juniors), coaches, visitors, contractors	Storing securely away in kitchen area	Storage of cleaning chemicals in kitchen	Club Committee members, coach, club secretary	30/10/18 and monthly after	30/10/18
			Storage of garden equipment in outside Shed on premise - held under lock and key held in clubhouse kept up high away from juniors			30/10/18
			Cardio Tennis	Head Coach and other Coaches	30/10/18	
Storage of garden equipment in shed	Members (juniors/adults) visitors, coaches	Held under lock and key - access only available for adult members as keys stored away safely in clubhouse.				
Cardio Tennis	Members	Coach will assess each individuals ability and ensure they do not over push themselves.				

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.