

# Risk Assessment & Action Plan

Thank you for completing your risk assessment. You will now have considered the risks that exist throughout your venue, detailed the work that you do and identified additional procedures that you will put in place to manage and minimise the risks of injury to your members, staff, volunteers, and visitors.

Please remember that the risk assessment is only a document and it is essential that you follow this up with real action to ensure that your place to play remains safe and secure. Keep revisiting the risk assessment to ensure that actions are completed as planned and as new hazards are identified, plans are put in place to manage these.

Completed by: Georgina Noakes

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## Club grounds

- Q1** Are there regular inspections of club grounds, however small. This should include car parks, paths, and steps where applicable?
- (YES) - The club recognises the need for regular inspections of club grounds, car parks and steps and has a process in place.
- (NO) - Regular inspections should take place in order to ensure that facilities remain safe and in good working order.
- Q2** Are these checks recorded and remedial action highlighted and completed?
- (YES) - The club records inspection checks of the grounds, car parks, paths and steps. Remedial action required following the checks are highlighted and subsequently completed.
- (NO) - Checks should be recorded and any remedial action needed should be completed
- Q3** Are emergency access points and assembly points properly marked, operational and checked regularly?
- (YES) - The club checks regularly that emergency access and assembly points are operational and properly marked.
- (NO) - All emergency access points and assembly points should be checked regularly to make sure they are still fit for use. Assembly points need to be carefully located taking into account of position, number of people on site, and access for emergency vehicles
- Q4** Are routes for cars and pedestrians clearly segregated, defined, and identifiable?
- (YES) - The club has routes for cars and pedestrians clearly segregated, defined and identifiable.
- (NO) - Clubs should make it clear where pedestrian zones are. Pedestrians should be able to safely cross/get off the car park on to pavements as soon as possible
- (NOT APPLICABLE)
- Q5** Is there adequate lighting across the site, where required, to enable safe walking between facilities to car park etc.?
- (YES) - Lighting is placed in all relevant areas to maintain suitably safe levels to prevent trips and falls. Lighting is included in the regular maintenance checks
- (NO) - The Club should provide safe routes of access to and from the car park, around the clubhouse and to courts. Inadequate levels of lighting can give rise to accidents. Routine inspections of club lighting will ensure that where lighting has failed it is repaired as soon as possible.
- Q6** During inclement weather are the car park and footpaths gritted/cleared from snow and ice?
- (YES) - During inclement weather the club ensures that communal footpaths and the car park are cleared of snow and ice.
- (NO) - During inclement weather the club should ensure that communal footpaths and the car park are cleared of snow and ice. Grit is spread on the night when the bad weather is predicted.
- Q7** Are all electrical installations installed and maintained in line with legal requirements?
- (YES) - All electrical installations are installed and maintained within legal requirements.
- (NO) - Only qualified and competent persons should be allowed access to install or maintain equipment. This may require outside contractors to complete works in order to comply. Maintenance should be carried out in line with manufacturer advised schedules.
- (NOT APPLICABLE)
- Q8** Are all electrical installations, sockets etc. checked regularly by a competent person as part of the regular maintenance programme?
- (YES) - All electrical installations, sockets etc. are checked regularly by a competent person as part of the regular maintenance programme.
- (NO) - Only a competent person should be allowed to check electrical installations, sockets etc.
- (NOT APPLICABLE)

**Q9** Are fertilisers, pesticides and herbicides used for the courts and grounds used in line with COSHH requirements?

- (YES) - The club recognises that fertilisers, pesticides and herbicides used for the courts and grounds are used in line with COSHH requirements
- (NO) - The Control of Substances Hazardous to Health is a legal requirement that clubs must be aware of and compliant with. Further details can be found at <http://www.hse.gov.uk/coshh/> Including the basics and how to manage within the requirements. clubs should adopt the HSE "Principles of good control practice" when dealing with potentially hazardous materials
- (NOT APPLICABLE)

**Q11** Is all equipment used for maintaining the grounds and courts routinely checked in line with the manufacturer guidelines?

- (YES) - The club ensures that equipment is regularly maintained in accordance with the manufacturer's recommendations and within Health and Safety guidelines regarding the provision and use of work equipment.
- (NO) - Clubs should ensure that all equipment is regularly maintained in accordance with the manufacturer's recommendations and within Health and Safety guidelines regarding the provision and use of work equipment.

**Q10** Does the club ensure access restrictions, responsibility to lock up and regular maintenance of all storage areas?

- (YES) - The club ensures that they have clear agreements in place for the use of storage facilities detailing access restrictions, responsibilities to lock up and regular maintenance of the areas.
- (NO) - Clubs should have a clear agreement in place for the use of storage facilities. This should include details of the areas for use, access details, responsibilities, and restrictions

**Q12** Is Personal Protective Equipment (PPE) provided, where appropriate, to members of staff who undertake grounds maintenance?

- (YES) - Personal Protective Equipment is provided to members of staff who undertake ground maintenance, where appropriate.
- (NO) - The club is responsible for providing suitable PPE to volunteers or employees who use lawnmowers, strimmer's, brush cutters and other maintenance machines or substances. For further guidance on what your duties are see: <http://www.hse.gov.uk/contact/faqs/pppe.htm>

## Club house

**Q13** Does the club own the clubhouse and property associated to the club?

- (YES) - The club owns the clubhouse and associated property
- (NO) -

**Q15** When is the renewal date for your clubhouse and property insurance? (If not applicable, please leave blank)

03/07/2022

**Q14** Are your clubhouse and contents adequately insured? (If not applicable, please leave blank)

- (YES) -
- (NO) - Clubs should ensure that facilities they use are properly insured for their use and should request copies of insurance documents from operators. clubs will also need their own insurance for the activities they operate.

**Q16** Does your club collect appropriate information and declarations from members, volunteers and paid workforce? This should include a health declaration (confirming fit to play/work and not playing against the advice of GP or Hospital Doctor) and emergency contact information?

- (YES) - The club collects appropriate information including a health declaration and collects emergency contact information from all participants, volunteers and workforce.
- (NO) - Participants and volunteer/paid workforce should have completed the relevant membership forms for clubs, as well as additional information in relation to health issues/medical requirements, emergency contacts

**Q17** Is there a structured cleaning and maintenance programme in place to ensure that all kitchen areas are always clean, tidy and free from obstructions? (If not applicable, please leave blank)

- (YES) - The club has a structured cleaning and maintenance programme in place to ensure all kitchen areas are clean, tidy and free from obstruction
- (NO) - Users of the kitchen should be made aware of the dangers of leaving areas in an unsafe condition so trip hazards are removed, spills are cleaned straight away and emergency exit routes are free from obstructions
- (NOT APPLICABLE)

**Q19** Has a fire risk assessment been completed for the clubhouse/ property?

- (YES) - A fire risk assessment is in place for the clubhouse / property.
- (NO) - The clubhouse/ property is required to have a fire risk assessment in place (Regulatory Reform (Fire Safety) Order 2005. See link for more information about fire and fire risk assessments; <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>)
- (NOT APPLICABLE)

**Q21** Is the fire alarm serviced by an external contractor every 6 months? (If not applicable, please leave blank)

- (YES) - The club ensures that the fire alarm is serviced by an external contractor every 6 months.
- (NO) - The fire alarm should be subject to planned maintenance every 6 months.
- (NOT APPLICABLE)

**Q23** Are evacuation points clearly marked and information posted with regards to where they are located?

- (YES) - The club has clearly marked evacuation points and provides information as to where the points are located on the site.
- (NO) - Evacuation points should be clearly marked and information provided as to where the points are located on the site.

**Q25** Are the fire extinguishers annually serviced?

- (YES) - Fire extinguishers are regularly serviced in accordance with manufacturers requirements.
- (NO) - Fire extinguishers should be serviced in accordance with manufacturer's requirements.
- (NOT APPLICABLE)

**Q27** Is the gas boiler regularly serviced by a Gas Safe Engineer? (If not applicable, please leave blank)

- (YES) - The club's gas boiler is regularly serviced by a Gas Safe engineer.
- (NO) - It is recommended that the club instructs a Gas Safe registered Gas engineer to service the boiler in accordance with the manufacturer's recommendations.
- (NOT APPLICABLE)

**Q18** Has the fixed electrical wiring been inspected by a competent electrician in the last 5 years?

- (YES) - The club recognises the risks associated with electricity and ensures that a competent electrician inspects the fixed wiring every 5 years to ensure everyone who uses the facility is not harmed.
- (NO) - There are risks associated with electricity therefore a competent electrician should inspect the fixed wiring every 5 years to ensure everyone who uses the facility is not harmed.
- (NOT APPLICABLE)

**Q20** Does the clubhouse have an automatic fire alarm system?

- (YES) - The clubhouse has an automatic fire alarm system in place
- (NO) - The clubhouse does not have an automatic fire alarm system in place.

**Q22** Has a responsible person been appointed for fire safety within the building?

- (YES) - The club has appointed a person to be responsible for fire safety within the building. They are trained in fire procedures and lead the facilities plan and actions with regards to fire safety.
- (NO) - A responsible person, trained in fire procedures and safety should be appointed to lead the facilities plans and actions with regards to fire safety.
- (NOT APPLICABLE)

**Q24** Are fire extinguishers available for tackling small fires and aiding escape?

- (YES) - Fire extinguishers are available for tackling small fires.
- (NO) - Fire extinguishers should be easily accessible for tackling small fires and aiding escape of the building.

**Q26** Is there adequate first aid provision in place for the facility including supplies and people?

- (YES) - The club has assessed what accidents may occur and has determined that they have adequate first aid provisions for the facility.
- (NO) - A first aid assessment should be carried out to identify what accidents may occur and as a result what first aid provision should be available on site. Further information can be found on the HSE website under first aid.

**Q28** Is more than 50% of your building made of standard construction? (i.e. the building walls are made from brick and the roof is made from tiles)? (If not applicable, please leave blank)

- (YES) -
- (NO) -

**Q29** Are the premises secured at night to prevent unauthorised access, damage, or theft?

- (YES) - The club ensures that the premises are secured at night to prevent unauthorised access, damage or theft.
- (NO) - Clubs carry a duty of care for any one who accesses your site, this duty extends to periods outside of normal operating times and as such clubs should ensure that unauthorised access is restricted and deterred.

## Indoor and outdoor courts

**Q30** Is a regular maintenance schedule in place for the upkeep of courts?

- (YES) - The club has a regular maintenance schedule in place which covers courts.
- (NO) - Clubs should ensure that they have a regular and documented maintenance schedule in place and that maintenance is carried out by competent persons and in line with any manufacturer guidelines and specifications

**Q32** Are regular inspections carried out to look for wear and tear?

- (YES) - Regular inspections are carried out for wear and tear.
- (NO) - Wear and tear should be checked regularly and recorded. Damaged or worn surfaces could become a slip/trip hazard for users. Courts should be maintained in line with manufacturer requirements.

**Q34** Are volunteers and employed workforce (where relevant) correctly trained in the use and set-up of additional equipment, including how to handle heavy or awkward items that may be on court/available for use? (e.g. scoreboards, umpire chairs, ball machines etc.)

- (YES) - Volunteers and paid workforce are trained on the safe use of court areas including supplementary equipment required in activities
- (NO) - Volunteers and the paid workforce should be made aware of how to use all and any equipment that they may be expected to use during their court use. A list of equipment together with staff training records are a good way of ensuring that only trained and competent users are able to work with potentially hazardous equipment. Users should receive documented training in the use of any work equipment. clubs should ensure that users are safely setting up courts and are taking account of good manual handling techniques if lifting or moving heavy or awkward objects. Further guidance can be found at <http://www.hse.gov.uk/toolbox/manual.htm>

**Q36** Do you regularly use temporary structures such as airdomes and non-airdomes?

- (YES) - The club regularly uses temporary structure.
- (NO) -

**Q31** Are courts routinely cleaned in line with the requirements of the court type and use?

- (YES) - Courts are cleaned regularly and in line with recommended standards.
- (NO) - Courts should be maintained in line with manufacturer guidelines and specifications to ensure all hazards and debris are removed and the courts remain safe to play on. clubs should document cleaning schedules to show compliance.

**Q33** Do suitable arrangements exist for placing courts or court areas out of bounds if damaged or unsuitable for use? (e.g. bad weather, icy conditions, thunder storms)

- (YES) - Court safety & suitability are reviewed on a regular basis, and courts are secured when out of use and users are made aware that areas are out of bounds.
- (NO) - Damaged, unsuitable, or dangerous courts must not be made available for users. clubs should consider how best to place courts out of bounds either by securing them (locking gates) or by clearly sign posting and cordoning off of areas. The club should also look to communicate this to it's members.
- (NOT APPLICABLE)

**Q35** Are all club members and participants made aware of rules and health and safety requirements?

- (YES) - All members & participants receive information about club rules and requirements, including guidance on suitable footwear for various playing surfaces.
- (NO) - There should be clear methods of informing members and participants of club rules and health and safety requirements, including guidance on suitable footwear for various playing surfaces. This could be in the form of club rules/codes of conduct, safety signage etc.

**Q37** Does the club have appropriate risk management plans in place for running competitions?

- (YES) - The club has appropriate risk management plans in place for running competitions
- (NO) - The club should create a risk assessment for competitions to ensure they are run safely. An LTA approved competition risk assessment can be found on the LTA Insurance Centre website <http://www.lta-insurance-centre.com/>
- (NOT APPLICABLE)