

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 • Public areas are kept clear and tidy • All spillages are promptly reported and mopped up • Maintenance checks completed regularly and remedial action is documented • Bishop's Waltham Parish Ground staff (who are on-site in working days) will be asked to inspect the venue and report any issues to Active Academy. - Ground staff have permission to lock the venue if found in unsafe condition. 				

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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 • Training is provided to all staff using electrical equipment • Ensure that all portable flood lights are secured safely to the fencing with the use of bungees. Ensure portable lights are checked regularly for exposed wires, damage to bulb or lighting units. 				
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"> • The fabric of the building is regularly inspected for damage or wear and tear • Full records are kept of all remedial actions and repairs • Outdoor venue only. Gates are padlock controlled 				
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 • Courts are on a park site and accessed by a combination padlock. Visitors may arrive before any inspection. All players are requested to wear appropriate footwear. Signage Players responsible for play in poor weather - Action CH Courts inspected during hot and cold weather spells and shut accordingly. - Action CH 	Signage will be displayed to remind players of their own responsibility with regard to playing in poor weather conditions. Signage will be displayed to remind players to lock courts when exiting to minimise chances of unauthorised access/damage.	Parish Council Clerk	01/04/2016	-

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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 • A new path is to be installed by the parish council to avoid members having to access courts via the roadway, The roadway is a private one way drive within the park grounds and has a clear 5 mph signage. 				
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.				
Staff and security	Members, staff and visitors could be harmed by intruders or have property stolen or damaged	I have considered this and it doesn't apply to my Venue.				
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.