

Clifton upon Dunsmore Lawn Tennis Club

Health and Safety Risk Assessment (of Club Facilities)

Purpose

Various health, safety and environmental legislation requires that the club assess risks resulting from its activities, record the findings and manage hazards to reduce the risk posed to a tolerable level. This risk assessment is the club's record of the process, in relation to the club's main court facilities, and outlines responsibilities for helping to maintain safety and environmental standards of the club.

Scope of activities assessed

General use of club facilities (tennis courts, gates, nets, rackets, balls, cones, ground markers, chairs and club shed), basic court maintenance with non-specialist manual tools (e.g. brushes, utensils for weed removal), normal coaching activities, match/local competition play, spectating and general club-organised social events within, or immediately adjacent to, club courts and shed. Activities include those undertaken by members, volunteers, spectators, visitors, guests, coaches and general public. Health, safety, welfare, safeguarding and environmental risks are considered. Business, commercial, legal and similar risks are not considered. Events and activities away from the club facilities (courts and shed) are not covered herein.

Responsibilities

This risk assessment was prepared by Kelvin Rose (Welfare Officer) on behalf of the club's management committee. It is the responsibility of all members, volunteers, coaches and visitors to be considerate of their own safety, and that of others. Being aware of the contents of this risk assessment and any resulting actions is intended to help with this. Any health and safety incidents must be reported to the management committee.

All members, volunteers, coaches and visitors are encouraged to report any health, safety, welfare, safeguarding and environmental concerns or incidents to the club management committee. While safeguarding risks in relation to club facilities are covered within this document, general standards of conduct and behaviour are outlined in the club's policy documents.

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED & HOW?	WHAT PRECAUTIONS ARE ALREADY IN PLACE?	ANY FURTHER ACTION REQUIRED?	RISK RATING (1 – low, 5 – high; likelihood x severity)		ACTION BY	ACTION WHEN	COMPLETED?
				Now	After action			
Slips, trips and falls during sport activities	Musculoskeletal injury from slip/trip by club members, public, volunteers and visitors	Safety notice displayed to remind all player and non-players that they have a responsibility to ensure their own safety on and off the courts avoiding these hazards. All members, volunteers and coaches are encouraged to report any health, safety, welfare, safeguarding and environmental concerns or incidents to the club management committee.	None, this hazard is inherent in the sport	4 x 2	4 x 2			
Slips, trips and falls due to equipment or debris	Musculoskeletal injury from slip/trip by club members, public, volunteers and visitors	Facilities are kept generally clean and clear of significant debris and unused equipment by volunteers, coaches and event organisers. All members, volunteers and coaches are encouraged to report any health, safety, welfare, safeguarding and environmental concerns or incidents to the club management committee. Safety notice displayed to remind all player and non-players that they have a responsibility to ensure their own safety on and off the courts avoiding these hazards. Ball tube ring pulls are placed in the bin provided or disposed of in bins at home by members.	Ongoing inspections by volunteers, coaches and event organisers All members to avoid bringing grass, mud or other debris on to courts	3 x 3	2 x 3	All	Ongoing	
Electrical equipment at club premises	Injury (due to electrocution) to club members, public, volunteers and visitors	There are no significant electrical installations within club premises currently.	None	N/A	N/A			

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED & HOW?	WHAT PRECAUTIONS ARE ALREADY IN PLACE?	ANY FURTHER ACTION REQUIRED?	RISK RATING (1 – low, 5 – high; likelihood x severity)		ACTION BY	ACTION WHEN	COMPLETED?
				Now	After action			
Degradation of club facilities	Injury (due to loose or falling objects) to club members, public, volunteers and visitors	The fabric of the club shed, court fencing and nets are regularly visually inspected for damage, wear and tear. The club shed is closed and locked by default – only opened for accessing equipment by those with a key. Safety notice displayed to remind all player and non-players that they have a responsibility to ensure their own safety on and off the courts avoiding these hazards. All members, volunteers and coaches are encouraged to report any health, safety, welfare, safeguarding and environmental concerns or incidents to the club management committee.	Ongoing inspections by volunteers, coaches and event organisers	3 x 4	2 x 4	All	Ongoing	
Degradation of club facilities	Injury (due to cutting from fence wires or net mechanisms) to club members, public, volunteers and visitors	The fabric of the club shed, court fencing and nets are regularly visually inspected for damage, wear and tear. Safety notice displayed to remind all player and non-players that they have a responsibility to ensure their own safety on and off the courts avoiding these hazards. All members, volunteers and coaches are encouraged to report any health, safety, welfare, safeguarding and environmental concerns or incidents to the club management committee.	Ongoing inspections by volunteers, coaches and event organisers	3 x 4	2 x 4	All	Ongoing	
Outdoor court (surfacing)	Musculoskeletal injury from slip/trip by club members, public, volunteers and visitors	Courts are routinely inspected for moss and vegetation which is removed or treated if/when found. Concrete surfacing available for changing of wet shoes before stepping on to court. Safety notice is displayed advising players and non-players that they are responsible for monitoring their own safety on and off the courts. Courts were repainted in 2020 which should discourage the growth of moss in the medium-term. All members, volunteers and coaches are encouraged to report any health, safety, welfare, safeguarding and environmental concerns or incidents to the club management committee.	All members to avoid bringing grass, mud or other debris on to courts	4 x 3	3 x 3	All	Ongoing	

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED & HOW?	WHAT PRECAUTIONS ARE ALREADY IN PLACE?	ANY FURTHER ACTION REQUIRED?	RISK RATING (1 – low, 5 – high; likelihood x severity)		ACTION BY	ACTION WHEN	COMPLETED?
				Now	After action			
Excess vegetation growth around courts	Musculoskeletal injury from slip/trip by club members, public, volunteers and visitors	Removal of weeds around the perimeter of the courts is carried out periodically as required by volunteers. Vegetation nearby is cut regularly by the council.	Ongoing inspections by volunteers, coaches and event organisers	3 x 2	3 x 1	All	Ongoing	
Exploitation of vulnerable people (e.g. under 18s)	General welfare and safeguarding issues in relation to potentially vulnerable people	All accessible points around club facilities have direct line of sight to elsewhere within the club-controlled areas and from the adjacent playing field. Club has no indoor facilities or changing rooms. Club storage shed is only accessible to specific members who have a key. Keyholders are logged on a secure list. Safeguarding policies and LTA audit processes. It is requested that all children under the age of 16 are supervised by a responsible adult when using club facilities. All members are made aware of safeguarding and associated policies – by email, with policy documents held in club shed and online.	All members to be aware of the welfare of children and vulnerable adults	3 x 4	2 x 4	All	Ongoing	
Misuse of club facilities by unsupervised children	Various injury risks to club members, public, volunteers and visitors	Club facilities are only available to club members who have agreed to Code of Conduct and other policy documents. It is requested that all children under the age of 16 are supervised by a responsible adult when using club facilities. Club storage shed is only accessible to specific members who have a key. Keyholders are logged on a secure list. All accessible points around club facilities have direct line of sight to elsewhere within the club-controlled areas and from the adjacent playing field. All members, volunteers and coaches are requested to report any misuse of club facilities or access by non-members to club management committee.	All members to report misuse of facilities	3 x 3	2 x 3	All	Ongoing	

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED & HOW?	WHAT PRECAUTIONS ARE ALREADY IN PLACE?	ANY FURTHER ACTION REQUIRED?	RISK RATING (1 – low, 5 – high; likelihood x severity)		ACTION BY	ACTION WHEN	COMPLETED?
				Now	After action			
Use of chemicals (weed killer; moss killer)	Various exposure risks to chemical users, or nearby members or public during chemical applications	Chemicals are locked in club shed or in appropriate and secure location of committee member or club member's private residence. Chemical users follow safety guidance presented on the packaging of chemicals used – guidance varies by chemical but typically includes use of face coverings, impermeable gloves, use in open environments and use in the absence of other people nearby.	None	3 x 5	2 x 5			
Use of barbeque (including gas bottle)	Fire/explosion related injury (e.g. burning) to club members, public, volunteers and visitors	Barbeque and gas bottle is kept in maintenance part of club shed with restricted access, when not in use. Instructions for use kept with barbeque and gas bottle. Barbeque supervised by a responsible adult with understanding of the risks at all times. Barbeque allowed to fully cool before being stored, emptied or cleaned. Barbeque to be kept in an open, freely ventilated area away from other objects and combustible materials (e.g. trees, tall grass, waste, boxes). Children and animals/pets to be fully supervised and controlled when in the vicinity of a hot barbeque.	All people in control of barbeque use All people with children or animals/pets around hot barbeque to ensure control of them is maintained	2 x 5	1 x 5	All	As required	
Consumption of freshly prepared/cooked food	Food poisoning, related symptoms of club members, public, volunteers and visitors	Anyone preparing food to be aware of appropriate food preparation requirement and to prepare food accordingly (e.g. cooking thoroughly, appropriate storage/transport, clean equipment, personal hygiene). Organiser of events involving food to consider need to send anyone preparing food on a Food Hygiene course (Level 2). Serving of fresh food to be minimised.	Organiser of any activities involving food to consider activity specific measures to control risk	3 x 3	1 x 3	Event organisers	As required	

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED & HOW?	WHAT PRECAUTIONS ARE ALREADY IN PLACE?	ANY FURTHER ACTION REQUIRED?	RISK RATING (1 – low, 5 – high; likelihood x severity)		ACTION BY	ACTION WHEN	COMPLETED?
				Now	After action			
Consumption of alcohol	Anti-social behaviour or personal injury club members, public, volunteers and visitors as a result of excess alcohol consumption	Alcohol consumption to be discouraged at club organised events if possible. Where alcohol is consumed as part of club activities, activity organiser or supervisor to monitor the state of participants and ask people to leave if excess alcohol consumption is evident – call 999 if situation escalates.	Organisers of any activities involving alcohol to monitor attendees for excess consumption	3 x 2	2 x 2	Event organisers	As required	
Discarded rubbish/waste	Environmental pollution, attraction of vermin or injury (e.g. cuts or exposure to vermin/associated disease) associated with various types of waste	Public bins within the wider playing field area. Waste associated with individual events managed and disposed of by event organiser/s.	Organiser of any activities/events generating waste to ensure appropriate waste disposal arrangements are in place	2 x 3	1 x 3	Event organisers	As required	