

RISK ASSESSMENT TEMPLATE

Club Name: Cross in Hand Tennis Club	Name of Risk Assessor: John Cowell, Club H&S Representative	Date of Risk Assessment: Sept 2023
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What are the Hazards?:	Who might be harmed & how?	What precautions are already in place?	Any further actions required?	Risk Rating (low, medium, high)		Action undertaken by whom & by when?	Completed
				Now	After further action		
General	Members, Volunteers, Guests, Members of the Public	<p>The club have engaged with the Peninsula Group for their Health and Safety support services. Numerous Risk Assessments have been undertaken and Method Statements prepared. These are provided to those affected who are asked to agree and acknowledge. All are recorded on the Peninsula on line system.</p> <p>The club has produced a 'Club Handbook' which has been circulated to all members. The Handbook club details rules and key H&S matters. It is also accessible on our website (with personal contact details removed). Hard copies are also freely available in the club house.</p> <p>The club has produced a contractors' handbook which sets out the club requirements for those that we engage. This is provided to contractors who are required to sign and agree to our terms.</p> <p>Periodic Safety Checks are undertaken and recorded.</p> <p>H&S training modules have been made available to committee</p>	Our regime of inspection, action and reporting is on going	Low	Low	Club Committee	On Going



		members and fire wardens. . Hazard notification system in place					
Fire	Members, Volunteers, Guests, Members of the Public	Fire Evacuation Plan, Emergency Lighting Tests, Fixed Electrical Testing report and certification are all in place. A schedule of fire and smoke alarm tests and maintenance have been agreed. All of these actions will support a full Fire Risk Assessment, which is under consideration	On going	Low	Low	H&S Representative	On Going
Hazardous Substances	Members, Volunteers, Guests, Members of the Public	Risk Assessment and Method Statements. Cleaning products secured in a locked cabinet.	Tool box talk to be undertaken with cleaning team with Club	Low	Low	H&S representative	On going
Legionella	Members, Guests	Risk Assessment and mitigating actions periodically undertaken	On Going	Low	Low	H&S representative	On going
Use of Changing Rooms	Members, Guests	Risk Assessment and Notices to users displayed		Low	Low	H&S representative	Completed
Tennis Events	Members, Volunteers, Guests, Members of the Public	Risk Assessment	On Going	Low	Low	H&S representative	On going
Food Allergens	Members, Volunteers, Guests, Members of the Public	Risk Assessment and Method Statement prepared, issued and recorded.	On Going	Low	Low	H&S representative	On going
Slips Trips and Falls	Members, Volunteers, Guests, Members of the Public	Risk Assessment and period inspection and maintenance in place. The club maintains a first aid box and accident reporting system. Periodic inspections and club maintenance mitigate the potential for injury. The club endeavours to inspect the courts during periods of poor weather and to close the courts, when necessary, particularly during periods of heavy frost.	On Going	Low	Low	Club Committee	On going
Electrical Appliances and Equipment	Members, Volunteers	PAT testing and Fixed Electrical Testing undertaken and recorded	On Going	Low	Low	H&S representative	On going
Gardening inc. Power Washing, Hedge Cutting and Weeding	Members, volunteers	Risk Assessments and Method Statements prepared, issued and recorded.	On going	Low	Low	H&S representative	On going

Equipment use and storage	Members, volunteers, guests	Period inspections	Risk Assessments to be prepared	Low	Low	H&S representative	On Going
Work at height	Members, Volunteers	Risk eliminated as much as possible. External cleaning of windows and facias is undertaken by a contractor. Access to the loft is only permitted when two members are in attendance and suitable ladders are used. Umpires chair fixed and made safe and is only used by responsible persons.	Risk eliminated or closely managed	Low	Low	H&S representative	On Going
External Grounds and Car Park	Members, Volunteers, Guests, Members of the Public	Period Inspections. Light Maintenance by club members. Signage to warn of children and to limit speed to 5 mph will be installed, subject to approval of 'Hardy Roberts' who own the car park		Low	Low	Club Committee	On Going
Welfare and Safe Guarding	Members, Volunteers, Guests, Members of the Public	The club have an appointed Welfare officer, who is a member of the Committee. We have a full welfare policy. DBS certificates obtained from key personnel		Low	Low	Club Welfare Officer	

