

# LEATHERHEAD TENNIS CLUB

CANNON GROVE, FETCHAM, LEATHERHEAD, SURREY KT22 9LH

## RISK ASSESSMENT: last reviewed November 2021

*Activities usually carried out by the club:*

- Supervised and unsupervised all age and ability club play. Inter club matches. Group or individual coaching. Seven days a week between 8.00 – 22.00 hrs.
- Finals Day, Open Day and Exhibition matches on scheduled days between 9.00 – 18.00 hrs.
- Clubhouse social events for all ages, members and non-members on scheduled days between 8.00 – 24.00 hrs. Social club walking tours on scheduled days between 17.00 – 24.00 hrs.

HAZARD DESCRIPTION	POTENTIAL RISK	EXISTING CONTROL MEASURES	RISK	FURTHER CONTROL MEASURES REQUIRED? BY WHOM? BY WHEN?
<b>1. HAZARDS INSIDE CLUBHOUSE</b>				
1.1 Electrical equipment inside clubhouse	Defective electrical equipment could cause injury to all persons	<ul style="list-style-type: none"> <li>• Regular visual inspection by committee members</li> <li>• PATS test on portable equipment every 2 years</li> <li>• Hard wiring inspection to be carried out every 5 years by qualified person</li> <li>• Emergency lighting, fire alarm, burglar alarm, assistance alarm checked every 6 months</li> </ul>	Low	
1.2 Slips/trips/fall hazards – wet floor and untidiness in clubhouse	Possible injuries to all persons	<ul style="list-style-type: none"> <li>• Clubhouse users advised not to leave bags on floor</li> <li>• Regular visual inspection by committee members with remedial action when required</li> <li>• Weekly scheduled cleaning</li> <li>• All 'wet' floors have anti-slip tiles. Slippery when wet warning signs used</li> </ul>	Low	
1.3 Injuries to players, visitors and spectators	Injuries to persons may require attention	<ul style="list-style-type: none"> <li>• Portable first aid kit and accident book stored by main door</li> <li>• Anti-burns and catering first aid kits stored in kitchen and bar area</li> <li>• Coaches have First Aid qualifications</li> <li>• Monthly visual inspection</li> <li>• Some members have first aid qualifications. Also attendance at refresher first aid courses run by SLTA.</li> </ul>	Low	

1.4 Fire procedures	Inadequate firefighting equipment or inadequate firefighting awareness could cause injury to persons	<ul style="list-style-type: none"> <li>No smoking allowed in clubhouse</li> <li>Members encouraged to switch off all electrical items before departure</li> <li>Multiple electrical sockets adaptors not used</li> <li>Waste bins regularly emptied</li> <li>Fire alarms and smoke alarms tested every six months</li> <li>Fire extinguishers checked every year by competent persons</li> <li>Fire blanket supplied in kitchen</li> <li>Fire exits clearly marked and easily accessed.</li> </ul>	Low	
1.5 Changing rooms and toilet	Could lead to personal injuries	<ul style="list-style-type: none"> <li>Weekly scheduled cleaning including regular cleaning of shower heads to avoid disease</li> <li>Regular visual inspections by Committee Members</li> <li>Remedial action when required, e.g. to prevent obstructions, hazards.</li> <li>Anti-slip floor tiles fitted and duck boards provided</li> </ul>	Low	
1.6 Food and general hygiene in clubhouse	Stomach upsets	<ul style="list-style-type: none"> <li>Separate hand washing and food preparation basins</li> <li>At most major events professional caterers are used unless it is an outside barbecue (see below)</li> <li>Hazardous cleaning materials are kept in the store cupboard with only household cleaners kept under the kitchen sink.</li> <li>Bar / Committee has a suitably qualified member to advise on hygiene.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Kitchen guidelines to be in place for return of catering in 2022.</li> </ul>
1.7 Broken glass during bar service	Cuts when moving / disposing of rubbish bags	<ul style="list-style-type: none"> <li>Any broken glass is to be fully wrapped in newspaper and disposed of separately from normal recycling bags.</li> </ul>	Low	
1.8. Locking up late at night after bar service	Bar operators feeling uncomfortable about their security.	<ul style="list-style-type: none"> <li>Bar operators may request another member to stay with them while locking up the clubhouse late at night.</li> </ul>	Med	<ul style="list-style-type: none"> <li>Club to implement extra light at front and CCTV during 2022 - subject to landlord's permission.</li> </ul>
1.9 Clubhouse internal fabric and furniture	Could lead to personal injury	<ul style="list-style-type: none"> <li>Regular visual inspection by committee members with remedial action when required.</li> </ul>	Low	
<b>2. HAZARDS OUTSIDE CLUBHOUSE (NON-TENNIS PLAY)</b>				
2.1 Floodlights	Defective electrical equipment could cause injury to persons	<ul style="list-style-type: none"> <li>Regular external visual inspection of floodlights by Committee member</li> <li>Hard wiring inspection to be carried out every 5 years by qualified person</li> </ul>	Low	

		<ul style="list-style-type: none"> <li>Method statement must be followed when changing floodlight bulbs</li> </ul>		
2.2 Members of public climbing fences to access courts to retrieve footballs etc	Could lead to injuries from falling	<ul style="list-style-type: none"> <li>Regular visual inspection</li> <li>Hedges now in place on both sides of the previously exposed fence by the playing field</li> </ul>	Low	
2.3 Poor fence and court maintenance	Injury to people on court	<ul style="list-style-type: none"> <li>Regular visual inspection by Committee member</li> <li>3 year maintenance contract with external supplier</li> </ul>	Low	
2.4 General tidiness on and off court areas	Slips, trips and other personal injuries	<ul style="list-style-type: none"> <li>Regular visual inspections by committee members.</li> <li>Remedial action when required.</li> </ul>	Low	
2.5 Spectators being struck by a tennis ball	Could lead to an injury to a spectator or player	<ul style="list-style-type: none"> <li>Discourage horse play</li> </ul>	Low	
2.6 External clubhouse fabric and furniture	Could lead to personal injury	<ul style="list-style-type: none"> <li>Regular visual inspection by committee members</li> <li>Remedial action when required.</li> </ul>	Low	
2.7 Access to garden / fire door	Could be delays to exit / tripping as enter garden	<ul style="list-style-type: none"> <li>Key is positioned next to door; breaking glass is no longer required</li> <li>New wider and less steep steps; under-lightening reduces risk when dark</li> <li>New patio doors have hook mechanism to hold them open and avoid risk of doors slamming with wind etc.</li> </ul>	Low	
2.8 Use of patio heaters	Could lead to hand burns if care not taken	<ul style="list-style-type: none"> <li>Heaters only to be used when a supervising adult is present</li> <li>Supervising adult to remove heater carefully after use to avoid risk of hand burn.</li> </ul>	Low	
2.9. Closing up after outside bar sales to the garden area / members leaving the garden area in the dark.	Risk of tripping in the dark if clubhouse lights / garden lights / floodlights are not on.	<ul style="list-style-type: none"> <li>Outside lights can be operated remotely via control</li> <li>Keep / put clubhouse or garden lights on while clearing up / closing the garden.</li> <li>Movement sensors have been added to the clubhouse sidelights to provide extra lighting.</li> </ul>	Low	
3.0 Use of barbecue at social events	Burn due to touching barbecue	<ul style="list-style-type: none"> <li>Barbecue is well-sited for limited access</li> <li>Operator warns members getting too close</li> <li>Area around bbq is kept clear of hazards</li> </ul>	Low	

	Food poisoning	<ul style="list-style-type: none"> <li>• Use different tools for raw and cooked food</li> <li>• Food is properly and thoroughly cooked</li> <li>• Tools are kept clean and thoroughly washed</li> <li>• Barbecue is cleaned thoroughly after use</li> <li>• Uncooked meat is kept refrigerated until use</li> <li>• Burgers, sausages and chicken must not be reheated</li> <li>• Salads / perishables are appropriately stored</li> </ul>	Low	<ul style="list-style-type: none"> <li>• We will colour code food tools to facilitate raw vs cooked and acquire a thermometer probe</li> <li>• Bar committee member to attend appropriate course and share knowledge (Q2 2022).</li> </ul>
	Gas leak or fire	<ul style="list-style-type: none"> <li>• Check that cylinder connection is tight and tested for leak</li> <li>• Gas cylinder is automatically turned off before changing</li> <li>• Easy access to fire extinguisher in clubhouse</li> <li>• When in use, bbq to be 1 metre from walls and hedge</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Acquire sand fire bucket for opening in 2022</li> </ul>
	Personal injury to operator	<ul style="list-style-type: none"> <li>• Oven gloves provided for use where necessary</li> <li>• Care is taken when cleaning e.g. temperature, splashes</li> <li>• Operator ensures that barbecue wheels are locked.</li> </ul>	Low	
<b>3. HAZARDS WHILE PLAYING TENNIS</b>				
3.1 Poor playing surface	Injury to people on court	<ul style="list-style-type: none"> <li>• Regular visual inspections</li> <li>• Long-term professional maintenance contract</li> <li>• Encourage players to wear correct footwear</li> </ul>	Medium	
3.2 Weather conditions making court surface slippery	Injury to people on court	<ul style="list-style-type: none"> <li>• Tennis coaches to advise players on conditions (may include very dry weather on clay)</li> <li>• Courts jet-washed to encourage quicker run off of water</li> <li>• Encourage players to wear correct footwear</li> <li>• Non-slip paint used in 2019</li> </ul>	Medium	
3.3 Trips, collisions with surrounding objects, rackets, loose tennis balls or people	Injury to people on court	<ul style="list-style-type: none"> <li>• Encourage responsible and safe play</li> <li>• Players are encouraged to store bags, coats safely</li> <li>• Floodlight posts have collision padding where practical</li> <li>• Encourage all players to clear tennis balls from the court surface and stop play when a danger</li> </ul>	Low	
3.4 Inadequate level of fitness. Existing medical conditions	Injury to people on court	<ul style="list-style-type: none"> <li>• Encourage players to warm up and cool down after a session of play</li> <li>• Encourage players to play within their own limits</li> <li>• Coaches monitor the situation and during facilitated play, games are organised to ability and fitness</li> </ul>	Low	
3.5 Unsafe behaviour or attitude by players	Could lead to injury to people on court	<ul style="list-style-type: none"> <li>• Encourage safe play and court etiquette</li> <li>• Members are encouraged to report any dangerous behaviour by any player to a committee member</li> </ul>	Low	

		<ul style="list-style-type: none"> <li>Coaches to encourage the right approach to moving backwards / not going for potentially dangerous shots</li> <li>Safety features in 'rusty rackets' courses</li> </ul>		
<b>4. HAZARDS SPECIFIC TO JUNIOR COACHING SESSIONS</b>				
4.1 Inadequate supervision; Inexperienced or unqualified; poor safety control from coach	Could lead to injury	<ul style="list-style-type: none"> <li>Use only professional coaches registered with the LTA</li> <li>Ensure coaches are insured with the LTA</li> <li>Ensure coaches have had DBS checks</li> <li>Qualifications checked on a regular basis by club officer</li> <li>Whistle-blowing policy</li> </ul>	Low	
4.2 Inappropriate footwear	Could lead to injury	<ul style="list-style-type: none"> <li>Coaches raise with parents? Guardians where needed.</li> <li>Guardians reminded of the need for appropriate foot wear on renewal</li> </ul>	Low	
4.6 Poor safety awareness from players	Could lead to injury	<ul style="list-style-type: none"> <li>Junior Code of Practice</li> <li>Coaches include safety in coaching</li> </ul>	Low	
4.7 Aggression between players and/or inappropriate behaviour	Could lead to injury	<ul style="list-style-type: none"> <li>Junior Code of Practice</li> <li>Coaches address when exhibited</li> <li>Anti-Bullying, Diversity &amp; Inclusion and Whistle-blowing policies.</li> </ul>	Low	
4.8 Debris left on court/clubhouse before or after session	Could lead to injury	<ul style="list-style-type: none"> <li>Coaches to ensure that all debris cleared before and after session</li> <li>Junior Code of Practice</li> <li>Clubhouse cleaned weekly by professional cleaner</li> <li>Courts swept as and when required to remove debris</li> </ul>	Low	
<b>Measures to Control the Risk of Coronavirus 2021/2022</b>				
Risk of members acquiring Covid-19 through attendance at the club / participation in tennis	Could lead to illness	<ul style="list-style-type: none"> <li>The club is following the guidelines issued by the LTA and implementing the advised risk mitigation measures</li> <li>A separate risk assessment is completed for special or regular events</li> <li>Procedures and requirements are communicated to members on a regular basis</li> <li>As appropriate, some parts of the club, e.g. clubhouse, may be closed to members for general use.</li> <li>Where needed, additional cleaning routines are implemented.</li> </ul>	Med	<ul style="list-style-type: none"> <li>Procedures reviewed regularly to follow any changes in guidelines</li> </ul>
<b>General Control Measures</b>				

- Safety, safeguarding, security and maintenance are discussed at every committee meeting
- Maintenance personnel working at the club are required to use either the club's road cones or their own equipment to deter members or visitors from approaching areas where they are working which may contain hazards. Potential hazards and mitigations (risk assessments / method statements) are discussed with them and they are shown the location of facilities, emergency exits and first aid equipment.
- Members adding new clay to courts are encouraged to take care when lifting bags of clay and to use a wheelbarrow to move bags.
- At social events, a committee member will assume the role of safety officer and ensure that fire exits are unhindered and open.
- On the annual Open Day, children's tennis is supervised by a qualified coach supported by assistant coaches.