

# **LONG CRENDON LTC**

## **RISK ASSESSMENT**

Taken from Five steps to risk assessment (HSE 2008)

### **Step 1 Identify the hazards**

First you need to work out how people could be harmed. When you work in a place every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:

- \_ **Walk around** your workplace and look at what could reasonably be expected to cause harm.
- \_ **Ask your employees** or their representatives what they think. They may have noticed things that are not immediately obvious to you.
- \_ **Visit the HSE website** ([www.hse.gov.uk](http://www.hse.gov.uk)). HSE publishes practical guidance on where hazards occur and how to control them. There is much information here on the hazards that might affect your business.
- \_ Alternatively, **call HSE Infoline** (Tel: 0845 345 0055), who will identify publications that can help you, or contact **Workplace Health Connect** (Tel: 0845 609 6006), a free service for managers and staff of small and medium-sized enterprises providing practical advice on workplace health and safety.
- \_ If you are a member of a **trade association**, contact them. Many produce very helpful guidance.
- \_ **Check manufacturers' instructions** or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective.
- \_ Have a look back at your **accident and ill-health records** – these often help to identify the less obvious hazards.
- \_ **Remember to think about long-term hazards to health** (e.g. high levels of noise or exposure to harmful substances) as well as safety hazards.

### **Step 2 Decide who might be harmed and how**

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (e.g. 'people working in the storeroom' or 'passers-by'). In each case, identify how they might be harmed, i.e. what type of injury or ill health might occur. For example, 'shelf stackers may suffer back injury from repeated lifting of boxes'. Remember:

- \_ some workers have particular requirements, e.g. new and young workers, new or expectant mothers and people with disabilities may be at particular risk.

Extra thought will be needed for some hazards;

- \_ cleaners, visitors, contractors, maintenance workers etc, who may not be in the workplace all the time;
- \_ members of the public, if they could be hurt by your activities;
- \_ if you share your workplace, you will need to think about how your work affects others present, as well as how their work affects your staff – talk to them; and
- \_ ask your staff if they can think of anyone you may have missed.

### **Step 3 Evaluate the risks and decide on precautions**

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything ‘reasonably practicable’ to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice. There are many sources of good practice – **HSE’s website** ([www.hse.gov.uk](http://www.hse.gov.uk)), **HSE Infoline** (Tel: 0845 345 0055) and **Workplace Health Connect** (Tel: 0845 609 6006) will all help.

So first, look at what you’re already doing, think about what controls you have in place and how the work is organised. Then compare this with the good practice and see if there’s more you should be doing to bring yourself up to standard. In asking yourself this, consider:

- \_ Can I get rid of the hazard altogether?
- \_ If not, how can I control the risks so that harm is unlikely? When controlling risks,

apply the principles below, if possible in the following order:

- \_ try a less risky option (e.g. switch to using a less hazardous chemical);
- \_ prevent access to the hazard (e.g. by guarding);
- \_ organise work to reduce exposure to the hazard (e.g. put barriers between pedestrians and traffic);
- \_ issue personal protective equipment (e.g. clothing, footwear, goggles etc); and
- \_ provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents is a low-cost precaution considering the risks. Failure to take simple precautions can cost you a lot more if an accident does happen. Involve staff, so that you can be sure that what you propose to do will work in practice and won’t introduce any new hazards.

### **Step 4 Record your findings and implement them**

Putting the results of your risk assessment into practice will make a difference when looking after people and your business. Writing down the results of your risk assessment, and sharing them with your staff, encourages you to do this. If you have fewer than five employees you do not have

to write anything down, though it is useful so that you can review it at a later date if, for example, something changes. When writing down your results, keep it simple, for example 'Tripping over rubbish: bins provided, staff instructed, weekly housekeeping checks', or 'Fume from welding: local exhaust ventilation used and regularly checked'.

We do not expect a risk assessment to be perfect, but it must be suitable and sufficient. You need to be able to show that:

- \_ a proper check was made;
- \_ you asked who might be affected;
- \_ you dealt with all the significant hazards, taking into account the number of people who could be involved; \_ the precautions are reasonable, and the remaining risk is low; and \_ you involved your staff or their representatives in the process. A good plan of action often includes a mixture of different things such as:
  - \_ a few cheap or easy improvements that can be done quickly, perhaps as a temporary solution until more reliable controls are in place; \_ long-term solutions to those risks most likely to cause accidents or ill health;
  - \_ long-term solutions to those risks with the worst potential consequences;
  - \_ arrangements for training employees on the main risks that remain and how they are to be controlled; \_ regular checks to make sure that the control measures stay in place; and \_ clear responsibilities – who will lead on what action, and by when.

### **Step 5 Review your risk assessment and update if necessary**

Few workplaces stay the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards. It makes sense, therefore, to review what you are doing on an ongoing basis. Every year or so formally review where you are, to make sure you are still improving, or at least not sliding back.

Look at your risk assessment again. Have there been any changes? Are there improvements you still need to make? Have your workers spotted a problem? Have you learnt anything from accidents or near misses? Make sure your risk assessment stays up to date. When you are running a business it's all too easy to forget about reviewing your risk assessment – until something has gone wrong and it's too late. Why not set a review date for this risk assessment now? Write it down and note it in your diary as an annual event. During the year, if there is a significant change, don't wait. Check your risk assessment and, where necessary, amend it. If possible, it is best to think about the risk assessment when you're planning your change – that way you leave yourself more flexibility.

<p><b>Step 1 What are the hazards?</b></p> <p>Spot hazards by: _ walking around your workplace; _ asking your employees/ members what they think; _ checking manufacturers' instructions; _ contacting your trade association. Don't forget long-term health hazards.</p>	<p><b>Step 2 Who might be harmed and how?</b></p> <p>Identify groups of people. Remember: _ some workers have particular needs; _ people who may not be in the workplace all the time; _ members of the public; _ if you share your workplace think about how your work affects others present. Say how the hazard could cause harm.</p>	<p><b>Step 3 What are you already doing?</b></p> <p>List what is already in place to reduce the likelihood of harm or make any harm less serious.</p>	<p><b>What further action is necessary?</b></p> <p>You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.</p>	<p><b>Step 4 How will you put the assessment into action?</b></p> <p>Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first. Action Done by whom by when</p>	<p><b>Step 5 Review date:</b></p> <p>_ Review your assessment to make sure you are still improving, or at least not sliding back. _ If there is a significant change in your workplace, remember to check your risk assessment</p>
<p><b>Wet surface/leaves on court</b></p>	<p><b>All players</b> = Moderate Injury: Sprains &amp; strains</p>	<p>Regular sweeping/leaf removal every week. Twice yearly professional clean and scrub, including moss killer application.</p>	<p>Instruction to sweep court before play in extreme conditions e.g. autumn. <b>RISK = MEDIUM</b></p>	<p>Club members to report on dangerous conditions to assess whether regularity of sweeping is sufficient. Close courts if senior members believe conditions are likely to lead to harm. Report any occurrences or near misses in the accident book in the club hut.</p>	<p>AGM 2024 (each AGM) or next committee meeting if harm realised.</p>

<p><b>Court boundaries/ fencing</b></p>	<p><b>All players</b> = Moderate injury: sprains, strains, cuts and bruises</p>	<p>Safe distances between court and fencing - following LTA dimension recommendations where possible. A fence has recently been replaced and repairs to fence are also in the process of being carried out.</p>	<p>Signage on areas where fencing is closest and most likely to cause collision.</p> <p><b>RISK = MEDIUM</b></p>	<p>Club committee to review plans of courts and place warning signs on the fences closest to court. Report any occurrences or near misses in the accident book in the club hut.</p>	<p>AGM 2024 (each AGM) or next committee meeting if harm realised.</p>
<p><b>Walkways to court</b></p>	<p><b>All visitors to the courts/ passers-by</b> = Moderate injury: slips and trips</p>	<p>Where possible areas are lit. Paths constructed on even, straight course with appropriate surface.</p>	<p>Pathways to be included in routine sweeping and members to report to committee if surface becomes uneven.</p> <p><b>RISK = MEDIUM</b></p>	<p>Club members to report on dangerous conditions to assess whether regularity of sweeping is sufficient. Report any occurrences or near misses in the accident book in the club hut.</p>	<p>AGM 2024 (each AGM) or next committee meeting if harm realised.</p>
<p><b>Playing the game</b></p>	<p><b>All players/on court spectators</b> = Moderate injury: slips, trips, cuts and bruises.</p>	<p>Request players to have appropriate footwear. Give guidance within club literature. Limit visitors to controlled arrangements. Provide seating at courtside for on-court spectators.</p>	<p>None</p> <p><b>RISK = LOW</b></p>	<p>Check suitability of seating, routine checks of members footwear, monitor use of 'visitors rights'. Report any occurrences or near misses in the accident book in the club hut.</p>	<p>AGM 2024 (each AGM) or next committee meeting if harm realised.</p>

<b>Using the floodlight control box</b>	<b>Night time players</b> = Serious injury/fatality	Routine maintenance of payment box for floodlights. Secured access to control panel. Publication of instructions for members. Positioning of plastic storage box to limit possibility of accidental collision with floodlight control box	None <b>RISK = LOW</b>	Inspect control box regularly for visible damage/faults. Report any occurrences or near misses in the accident book in the club hut.	Committee members every month.
<b>Car park</b>	<b>All users</b> = Moderate injury: collisions, breaks and bruises.	Covered by street lighting. Club coach supervision of children being picked up in the car park.	Advice to parents about use of car park. <b>RISK = LOW</b>	Report any occurrences or near misses in the accident book in the club hut.	AGM 2024 (each AGM) or next committee meeting if harm realised.
<b>Maintenance equipment</b>	<b>Members/players</b> = Moderate injury: cuts, Sprains & strains	Only appropriate members use equipment. Follow manufacturers guidelines for operation.	Instruction manual available in club hut for specialist sand Hoover. <b>RISK = LOW</b>	Report any occurrences or near misses in the accident book in the club hut.	Captains, coaches, internal events coordinator
<b>Clubhouse Water Heater</b>	<b>Members and visiting team players</b> = potential scolding	Signage says 'very hot water when on'	None <b>RISK = LOW</b>	Report any occurrences in the accident book in the club hut.	AGM 2024 (each AGM) or next committee meeting if harm realised.

FOR FURTHER INFORMATION PLEASE REFER TO THE CLUB'S CODE OF CONDUCT.

**We, the undersigned, being officers of the club have read this risk assessment and agree to organise/ promote activities within the club in such a way as to minimise the risks.**

<i>Name</i>	<i>Position</i>
<b>Sheila Hedger</b>	<b>Interim Chair</b>
<b>Sheila Hedger</b>	<b>Secretary</b>
<b>Catherine Cooper</b>	<b>Treasurer</b>
<b>Dan Anthony</b>	<b>Resident Coach</b>

*Signed* 