



Morpeth Tennis Club Risk Assessment

Morpeth Tennis Club Risk Assessment 2022

LTA Reference Number: NTB015



Document and Policy Information

Document Name	Morpeth Tennis Club Risk Assessment 2022
Last Update	13 th May 2022
Date of Next Review	13 th May 2023

The Risk Assessment is reviewed every two years (or earlier).

This Policy is recommended for approval by:

Person	Role	Date
Alex Laude	Club Committee Chair	13 th May 2022
Yvonne Dunn	Club Welfare Officer	13 th May 2022



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Health and Safety

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 on club premises	Injury can be caused to club members and members of the public, employees, volunteers and visitors to the club	<ul style="list-style-type: none"> • General good housekeeping is carried out • All areas are well lit, including stairs • Public areas are kept clear and tidy • All spillages are promptly reported and mopped up • Maintenance checks are completed regularly and remedial action documented • Players using floodlights are advised to leave 5 minutes early to avoid having to leave the courts in darkness 		MCHTC maintenance committee MTC committee	Ongoing	
Electrical risks at club premises	Injury can be caused to club members and members of the public, employees, volunteers and visitors to the club	<ul style="list-style-type: none"> • Fixed electrical installations are checked every 5 years • Coordinate with main (MCHTC) club risk assessment and policies 		MCHTC maintenance committee	Ongoing	



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
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 Emergency exits are clearly identified with emergency lighted signs The premises are secured at night to prevent arson A comprehensive fire detection and alarm system is installed and tested regularly 		<p>MCHTC maintenance committee</p> <p>MTC committee</p>	Ongoing	
Outdoor courts	Players, officials and members of the public could be injured if they trip or fall	<ul style="list-style-type: none"> 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 cleared of debris before use and there is a plan to remove moss and old sand (if necessary) from all courts as they could be a slipping hazard in wet weather Railings have been installed alongside steps to prevent falling Signage is in place to warn of checking courts before play 		MTC committee	Ongoing	



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Club grounds	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 Documented maintenance programme is in place to manage wear and tear to steps, paths and car parks 		MCHTC maintenance committee MTC committee	Ongoing	
Bars and eating areas	Club members, staff, volunteers and visitors could be injured, for example, if they slip on a spillage or cut themselves on broken glass	<ul style="list-style-type: none"> Spillages are dealt with quickly and wet floors are mopped immediately Glasses and bottles are stores safely Furniture is inspected regularly and any necessary repairs are carried out promptly 		MCHTC maintenance committee	Ongoing	
Kitchens	Staff or volunteers may be scalded or cut in the kitchen and visitors in the eating areas could be at risk if food was incorrectly prepared	<ul style="list-style-type: none"> Spillages are cleaned immediately to avoid slips on wet floors A wet floor sign is used where appropriate 		Members	Ongoing	
Changing Rooms	Members, staff and visitors could be injured in changing rooms as a result of a slip or from using contaminated shower facilities	<ul style="list-style-type: none"> Regular documented cleaning programme is in place to ensure that the floors are kept clean and dry Documented maintenance programme is in place to ensure that benches, cubicles, lockers and floors are in good condition 		MCHTC maintenance committee	Ongoing	
Staff and security	Members, staff and visitors could be harmed by intruders or have property stolen or damaged	<ul style="list-style-type: none"> We have considered this and it doesn't apply to our venue 		MCHTC maintenance committee	Ongoing	



Welfare, Safeguarding and Personal Information

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
<p>Risks to children and vulnerable adults</p> <p>Club member lack of knowledge of the club safeguarding policy</p>	<p>Child and vulnerable adult club members may experience physical or mental abuse, injury or death</p>	<ul style="list-style-type: none"> MTC has a Welfare Officer qualified to LTA standards An up to date, welfare officer poster with photograph and contact details is displayed on the club house noticeboard and in the bottom court dug out A summary of the safeguarding policy along with contact details for the Welfare officer and local safeguarding organisations is displayed on the club house notice boards and in the tennis dugout, bottom courts. This can be seen by all members and provides a flow chart to guide procedure regarding 'reporting a concern'. This includes who to contact in the absence of club welfare officer or chairman. (Statutory agencies) An A4 folder with the full safeguarding policy approved by the committee is available to read in the clubhouse All tennis coaches and volunteers are accredited to LTA standards 	<ul style="list-style-type: none"> Information on the club website to be added to ensure all club members know how to report a concern and know where the safeguarding notices and policy are Provide information on club website re the club's approved whistle blowing policy Safeguarding, Social Inclusion and Diversity to be on the agenda for all committee meetings Coordination of safeguarding policies of all club sections (Cricket and Hockey) to ensure that minimum LTA standards are met MTC to ensure that adequate, appropriate and safe changing facilities are made available for children in the tennis club when required 	<p>Yvonne Dunn plus committee</p> <p>MTC and MCHTC committee</p> <p>Discussion with MTC and MCHTC</p>	<p>Ongoing review</p>	

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Risk of abuse, neglect, harm or discrimination	Children and adults	<ul style="list-style-type: none"> MTC has a Social Inclusion and Diversity policy approved by MTC committee, copy in the A4 folder to all members to read on the club's website 	<ul style="list-style-type: none"> Display a code of conduct poster in the club house and bottom courts dugout and also make available on the club website 			
Lack of welfare representation	Children and adults	<ul style="list-style-type: none"> Welfare officer has current LTA recognised qualifications 	<ul style="list-style-type: none"> A copy of the LTA defined Welfare Officer Role is in the Safeguarding A4 Manual available for members to access in the clubhouse. Relevant information to be made available on the club's website 			
No criminal record checks on relevant club roles as required by LTA minimum standards	Children and vulnerable adults	<ul style="list-style-type: none"> Head Coach Mariana Warwick is LTA accredited which includes criminal record checks Other coaches employed by the club will have the required accreditation and be subject to criminal record check 	<ul style="list-style-type: none"> Create a secure log of when criminal record checks have been completed and when they are due for renewal, and place this in the A4 Safeguarding folder 	Yvonne Dunn plus committee	Ongoing review	
Accidental loss of personal information of club members to inappropriate third parties	Children and adults	<ul style="list-style-type: none"> MTC have an LTA-compliant GDPR policy and all members of the committee are requested to familiarise themselves with it. 		Alex Laude to review club communications to ensure GDPR	Ongoing review	

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REVIEW DATE: 5 th December 2022	All club members	<ul style="list-style-type: none">• Maintaining confidential storage of information by committee members and using suitable web software.• Data protection policy to be approved and kept in the A4 Safeguarding manual as well as being made available on the club's website for all members to access.	<ul style="list-style-type: none">• Provide relevant and up to date information on club website	Alex Laude		