

Risk Assessment Form

Organisation Name: CAM052

Date of Assessment: 01/03/2024

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>Slips and trips within club premises</p>	<p>Injury can be caused to club members and members of the public, employees, volunteers, and visitors to the club</p>	<ul style="list-style-type: none"> • General good housekeeping is carried out. • Public areas are kept clear and tidy. • Maintenance checks completed regularly, and all remedial action are documented. • Regular sweeping of the 3 courts. • Twice annual moss treatment and spot treatment when required. • Professional clean and painting of courts when deemed required. • Perimeter hedge regularly trimmed. • First Aid Kit available for anyone using the courts 	<ul style="list-style-type: none"> • Visual check of 3 court benches for splinters or sharp edges. • Notice to warn of wet courts. • Notice to warn about moss killer following treatment. • Information notice of cleaning and painting of courts. • First aid kit checked on regular basis to ensure well stocked. 	<p>Committee members, Club coaches and Club members.</p>		

<p>Electrical risks at club premises</p>	<p>Injury can be caused to club members and members of the public, employees, volunteers, and visitors to your club</p>	<ul style="list-style-type: none"> • All exposed wires are covered. • Visual check regularly of clubhouse mains. And floodlights and light meter. • Equipment and electrical items visually checked 	<p>Following to be checked Monthly:</p> <ul style="list-style-type: none"> • Floodlights • Fuse box • Token box • Clubhouse mains <p>Any issues to be highlighted to a Committee member.</p>	<p>Committee members, Club Coaches, Club members.</p>		
<p>General Property Management</p>	<p>Members and visitors could be harmed while on site. For example, by falling roof tiles or in a fire caused by a faulty gas main</p>	<ul style="list-style-type: none"> • The fabric of the building is regularly inspected for damage or wear and tear. • The premises are secured when not in use to prevent arson. • Visual check of condition of fencing, hedging and clubhouse. 		<p>Committee Members, Club Coaches, Club Members</p>		
<p>Outdoor Courts</p>	<p>Players, Officials, and members of the public could be injured if they trip or fall</p>	<ul style="list-style-type: none"> • Courts are cleared any debris before use • Courts are routinely inspected for algae and vegetation and this is removed if found. • Regular inspections are carried out to look for wear and tear and a documented maintenance programme is in place. • Courts are appropriately lit. 		<p>Committee members, Club Coaches, Club members</p>		

		<ul style="list-style-type: none"> • Wire fencing is checked for snag hazards with remedial action when necessary. • Regular cleaning of courts. Sweeping of debris. Visual checks. 				
Club grounds and gardens	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. 	Signs are put up by court entrance. To advise when courts or surrounding area are being cleaned or painted, when weedkiller is being used, and hedges cut. And when they will be playable again.	Person who puts down weedkiller to be responsible for relevant signage. Club committee responsible for signage when courts are being painted or hedges cut.		
Staff and security	Members, staff, and visitors could be harmed by intruders or have property stolen or damaged	<ul style="list-style-type: none"> • Access to member's areas is restricted to members, coaches and spectators of the tennis games and coaching. • Rules of acceptable behaviour are displayed along with the relevant enforcement measures. • Money is counted and stored in secure areas. • Stocks of equipment are securely held when not supervised. 		Committee Members, Club Coaches, Club Members. Committee members to ensure current rules of behaviour are displayed on notice board		

		<ul style="list-style-type: none">• List of those trained on use of the ball machine to be kept up to date.• Clubhouse security box code to be changed 3 times a year.• Court security codes on court gates to be changed 3 times a year with each gate having a different code.				
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This risk assessment should be reviewed on a regular basis and actions arising from it should be discussed by the board or committee of your club/place to play.