

# SHILLINGSTONE TENNIS CLUB RISK ASSESSMENT

<b>VENUE NUMBER:</b> <b>DOR93</b>	<b>DATE:</b> <b>15th October 2023</b>	<b>COMPLETED BY:</b> <b>JOANNE FORDHAM</b>	<b>REVIEW DATE:</b> <b>OCTOBER 2024</b> or sooner if required
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<b>Hazards</b>	<b>People at Risk</b>	<b>Existing Controls</b>	<b>Risks not adequately controlled and action needed</b>
Slips trips and falls	Injury to club members, the public, coaches, and visitors.	<p>Good housekeeping is carried out.</p> <p>The courts are maintained in a clean and tidy condition. There is a notice on display entitled “Safe Use of the Tennis Courts”.</p> <p>Members are asked to check the courts before play, remove any debris and report any hazards/ maintenance issues to a committee member.</p> <p>All users of the pavilion and pod are encouraged to leave these in a clear, clean and tidy condition with items stored safely and to report any hazards/ maintenance issues to a committee member who will then report these to Shillingstone Parish Council.</p> <p>Any spillages are cleared up promptly.</p> <p>A member of Shillingstone Parish Council has been assigned as a contact for the Tennis Club.</p>	
Electrical risks	Injury to club members, the public, coaches, and visitors.	<p>There is no electricity supply to the courts.</p> <p>In the pavilions and pod there are no exposed wires.</p> <p>The portable electrical equipment is the property of Shillingstone Cricket Club. These are tested annually, and Shillingstone Parish Council arranges tests. Last inspection October 2022, next inspection booked for 6 November 2023.</p> <p>Only the kettle and microwave are used by the tennis club – these are standard household items and training is not necessary. These are visually checked prior to using.</p> <p>The boilers are serviced annually, arranged by Shillingstone Parish Council. Last serviced 30 June 2023.</p> <p>The fire-fighting equipment is provided by Shillingstone Parish Council who arrange for this to be serviced annually. Last serviced April 2023.</p>	

<b>Hazards</b>	<b>People at Risk</b>	<b>Existing Controls</b>	<b>Risks not adequately controlled and action needed</b>
General property management	Injury to club members, the public, coaches, and visitors.	<p>The pavilion and pod are the property of Shillingstone Parish Council who are responsible for the maintenance of the premises and inspect the premises regularly.</p> <p>The furnishings and electrical equipment are the property of Shillingstone Cricket Club. These are checked before use.</p> <p>The pavilion and pod buildings are used by the cricket club, football club and tennis club.</p> <p>Shillingstone Parish Council arrange for 2 hours cleaning a week.</p> <p>Each user is responsible for ensuring that they leave these in a clear, clean and tidy condition with items stored safely.</p> <p>Any maintenance issues are to be reported to a Committee member who will then report these to Shillingstone Parish Council.</p> <p>The Committee maintains the tennis courts. Members are asked to check the courts before play, remove any debris and report any hazards/ maintenance issues to a committee member.</p> <p>Contractors are engaged directly by Shillingstone Parish Council. Should the tennis club engage contractors then all relevant H &amp; S documentation will be obtained and checked.</p>	
Fire safety	Injury to club members, the public, coaches, and visitors.	<p>There is fire signage and emergency lighting in the pod only.</p> <p>There are 4 exit routes from the pavilion.</p> <p>Tennis Club members with access to the pavilion are aware of the fire evacuation procedure.</p> <p>Fire-fighting equipment is provided by Shillingstone Parish Council who arranges for this to be serviced annually.</p> <p>There is a gas boiler in the pod and the pavilion. Shillingstone Parish Council maintains these.</p>	<p><i>There is no fire signage in the pavilion.</i></p> <p><i>It is unclear as to which of the doors are final exit doors and whether or not these are compliant.</i></p> <p><i>There is no emergency lighting in the pavilion.</i></p> <p><i>There is no record of a testing regime for the emergency lighting in the pod.</i></p> <p><i>The Club Chair has made the Clerk of Shillingstone Parish Council aware of these issues.</i></p>
Kitchen/ serving of food	Injury to club members, the public, coaches, and visitors.	<p>The tennis club uses the basic kitchen in the pavilion to serve tennis teas to approximately 8 players following matches.</p> <p>Food is not prepared in this area, it is just served.</p> <p>A household kettle and microwave only are used.</p> <p>Spillages are cleared immediately.</p> <p>Crockery and cutlery are washed and dried and stored in the allocated cupboard.</p> <p>The area is left clean and tidy after use.</p>	
Security	Injury to club members, the public, coaches, and visitors.	The pavilion, pod and courts are locked when not occupied	

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Outdoor Courts	Injury to club members, the public, coaches, and visitors.	<p>The courts are maintained, or maintenance arranged, by the committee. In September 2023 considerable work was undertaken to the courts by a specialist contractor, including moss killed, pressure washed, holes filled and painting. Committee members routinely inspect the courts for algae and vegetation. (Far right corner more susceptible).</p> <p>Assigned committee members spray the courts with a domestic off the shelf moss/weedkiller and are instructed to follow the product.</p> <p>Assigned committee members use their own equipment (a battery operated leaf blower) as necessary and are asked to ensure this is in good working order and use according to the instructions.</p> <p>The wire fencing is checked for snag hazards. This fencing was replaced in 2021. Members are asked to check the courts before play, remove any debris and report any hazards/ maintenance issues to a committee member.</p> <p>There is signage within the court area informing players of this.</p> <p>The courts are not lit.</p> <p>Shillingstone Cricket Club maintains the grass, hedgerows and trees immediately around the perimeter of the courts.</p>	<i>Tree/hedge trimming is being arranged by Shillingstone Parish Council, this will reduce vegetation falling on courts.</i>
The recreational field.	Injury to club members, the public, coaches, and visitors.	<p>The tennis courts, pavilion and pod are accessed by walking across the grass playing field.</p> <p>Shillingstone Parish Council and Shillingstone Cricket Club maintain this.</p> <p>Shillingstone Parish Council inspects the paved area around the pavilion regularly.</p> <p>There is no lighting.</p> <p>Shillingstone Tennis Club does not use the car park.</p>	
Being hit by a cricket ball	Injury to club members, the public, coaches, and visitors.	<p>Shillingstone Cricket Club provides spotters (vigilant fielders and club members) who shout when there is a chance the ball could fall into the court area.</p> <p>Court users are made aware of the risk by a notice on the courts, on the website, and by email.</p> <p>There is an agreement in place for the cricket club to inform the tennis club <u>in advance</u> with reasonable notice of all men's fixtures.</p> <p>Where possible matches are not played when an adult cricket match is taking place. If a tennis match is played at such a time, it is only with the agreement of the visiting team.</p>	<i>The Shillingstone Cricket Club commissioned a risk assessment in the form of a technical report by Labosport (20/3/20) which makes recommendations. These have not been supported by Shillingstone Cricket Club or the Parish Council citing. The additional control of the Cricket Club using the furthest wickets (4-8) from the courts when playing men's matches has been agreed.</i>
Injury	Injury to club members, the public, coaches, and visitors.	<p>A first aid kit is provided in the shelter by the courts, and checked at least monthly by the Welfare Officer.</p> <p>The club coach and the Welfare Officer are first aid trained.</p>	

Hazards	People at Risk	Existing Controls	Risks not adequately controlled and action needed
Inadequate safeguarding arrangements	Children and vulnerable adults	<p>There is a designated Welfare Officer.</p> <p>All children are introduced to the Welfare Officer during their coaching sessions, and consent and emergency contact forms are obtained for all children (including filming and photography).</p> <p>The following policies/procedures are reviewed at least annually and communicated to all members and the club coach:</p> <p>Safeguarding Policy &amp; Safeguarding Whistleblowing Policy</p> <p>Codes of Conduct for staff, volunteers, members, children, parents and carers.</p> <p>Diversity and Inclusion Policy.</p> <p>Privacy Policy &amp; Online Safety and Communication Policy.</p> <p>Appeals Procedure.</p> <p>Key policies are displayed at the court, as are the flowcharts for reporting a concern within a tennis and outside a tennis environment.</p> <p>Safeguarding training is delivered to relevant staff and the committee.</p> <p>All those required to have current DBS Enhanced checks.</p> <p>Staff/player ratios are adhered to.</p> <p>Children U13 are accompanied to the toilet block, which is a distance from the courts, by a suitable adult who waits outside.</p> <p>The Club does not provide transport.</p> <p>The coach is aware of what to do should a parent not collect a child.</p> <p>The coach is LTA accredited, and Safeguarding and First Aid trained.</p>	
Under 13's playing tennis unsupervised – safeguarding	Under 13's	The club adopts the LTA recommendation that children under 13 be supervised by a parent/carer when using the courts outside of a supervised club session.	
Inappropriate use of data	Damage to club members, members of the public, coaches	The Club has a Privacy Policy, which sets out the way in which it collects and uses data.	
Online Safety and Communications		<p>The Club does not use social media platforms to communicate directly with individuals.</p> <p>The Club communicates to members using its Website and Facebook account.</p> <p>There is no other social media presence.</p> <p>See Online Safety and Communications Policy.</p> <p>Designated Website Managers are the Chair, the Vice Chair/Welfare Officer, and the Treasurer/Membership Secretary.</p> <p>Designated Facebook Managers are the Vice Chair/Welfare Officer and the Social Media Contact.</p> <p>The Club does not communicate directly with U18's.</p>	
Covid 19	Infection of club members, members of the public, coaches, and visitors	Shillingstone Tennis Club is following the LTA and Government guidance and updates controls as and when this changes.	