



Thornhill Tennis Club

Risk Assessment

2022



Classification of Risk in relation to members

Classification of risk has been determined through the hazard been rated as causing slight harm, to extreme harm and then the rate of that hazard occurring.

Hazard	Slight Harm	Moderate Harm	Extreme Harm
Low			
Medium			
High			

Context and definition

Low: usually low likelihood of incident to member.

Medium: normal likelihood of incident to member at this type of site.

High: lack of adequate controls applied to one or more significant hazard, to result in significant risk & increase significant risk to members.

According to the risk to members, the overall rise in risk level associated to the risk is on a scale of insignificant to intolerable. See table below for breakdown for how this affects an actions' priority in relation to risk assessment.

Low	Tolerable	No major adjustment to controls however some improvement may be seen & small allocation of club resource.
Medium	Moderate	Essential that efforts are made to reduce risk with time constraints where moderate risk is associated with consequence. Further assessment may required to improve control measures.
High	Substantial or Intolerable	The action should stop until risk is reduced.

Time Constraints

Suggested time constraints in relation to medium - high risks

- Ongoing – something high consistently need to be managed or checked
- Medium Priority - 3-6 months
- Medium / High Priority - 1-3 months (some activities might be long term in depends on finances)
- High Priority - Immediately as significantly high risk, for legislative/consulting body compliance.

Thornhill Tennis Club		Name of Risk Assessor:		Date of Risk Assessment:			
Venue Address:		Zsuzsanna Puskas - Welfare Officer		The risk assessment was accepted on 3 rd August 2022			
Thornhill Cricket and Bowling Club, The Combs, Thronhill, Dewsbury, WF12 0QL (LTA member YOR087)		Wade Hyde - Secretary		The courts will be checked weekly, by a committee member.			
		Steve Wilcock - Committee member, Team captain		On Social tennis the first member arriving to the courts will be asked to check the courts if they are playable.			
		The Risk assessment needs to be used in conjunction with LTA, TTC and TCBC policies.		When individuals are down they will be asked to check the courts before they play.			
				If coaching sessions are taking place, it is the coaches responsibility to carry out risk assessment/ checking of the courts before sessions.			
Document Next Revision AGM 2023		Date of approval: November 2022		Revision Date: November 2022			
This risk assessment needs to be used along side the court etiquette.							
What are the hazards?	Who might be harmed?	What precautions are already in place?	Any further actions required?	Risk rating and Priority			Action undertaken by whom & by when?
				Low, Medium or High			
				Rating before action	Rating after action	Priority	
Vegetation (leaves, pods twigs etc)	Coach, tennis players or helpers slipping/falling	Cut overhanging trees. Clean the courts before coaching, matches, social tennis or any other activities. Individuals need to clean the courts themselves. Cabin key to access to brush can be requested from the chair or secretary. Maintenance to be organised by the committee to clear overgrowing vegetation.	Cancel the session if necessary	High	Low	Ongoing	Adult Players, Coach, Steve Wilcock Before and during the sessions.

Adverse Weather	Committee members, People playing on the courts, parents of players, older juniors and coaching staff.	<ul style="list-style-type: none"> ➤ Check weather forecast before tennis or other activities taking place. ➤ Adapt coaching session if necessary, players to wear waterproof or warm clothing. ➤ Where overexposure to the sun remind players to use sun cream. ➤ Coach to remind players and parents, but it is the parents and player responsibility to apply sun cream with a high factor. ➤ Dehydration: drinking water available but remind players to wear suitable clothing, and bring water bottles. Cup's and water is available from the cabin. If the water supply is out of use for maintenance or because it is too cold than remind players to bring their own water or check if TCBC is open to use their facilities. ➤ Breaks/ stop on coaching sessions or during long games if it is too warm. ➤ Clean snow and ice or wait until it melts. ➤ If the rain is heavy, wait until the rain stops and the courts are drier and safer to play on. 	Stop for a break or cancel session if needed.	High	Low	Ongoing	Adult Players, Coach, Steve Wilcock Before and during the sessions.
Emergencies, medical issues, and accidents	As it is a small tennis club, we don't have a consistent First Aider or an adult member to assist during the opening times, therefore it is the players responsibility to have a mobile phone available to call the emergency services if needed.	<p>Pplayers responsibility to have a mobile phone available to call the emergency services if needed.</p> <ul style="list-style-type: none"> ➤ In case of junior members playing outside the coaching sessions, it is the responsible adults responsibility to give first aid or call emergency services. If juniors are playing by themselves above the recommended 13 years of age than it is their or their parents responsibility to make sure they have mobile phones available to call emergency services. 	<ul style="list-style-type: none"> ➤ Feedback form parents, players and members about medical treatment, accidence. ➤ Record keeping of incidence and accidence ➤ Remove member's pictures from social media accounts and from 	High	Low	Ongoing	<p>Coach, parents, Welfare Officer and the Committee members</p> <p>Welfare officer and the committee to make sure that policies and the risk assessment is communicated. It is the players and the parents</p>

		<ul style="list-style-type: none"> ➤ It is the coach's responsibility to have access to mobile phone anyone needs medical help or assistance from emergency services. The coach needs to keep a medical information record about the players. Parents to give all necessary medical information and communicate any changes regarding their child's health. ➤ If there is no available mobile phone, than call for help or try TCBC. ➤ Medical box in the cabin to be checked and refilled. ➤ Not all members have access to the cabin. They need to be informed that it is their responsibility to have first aid equipment if they don't require a cabin key. ➤ It is the coaches responsibility to make sure to have a first aid kit on coaching sessions. ➤ If someone uses the first aid kit, it is their responsibility to report any accidents and equipment used so the committee can order replacement kit. 	display on a request.				<p>responsibility to read the advice and the rules.</p> <p>Ongoing.</p>
Photography, filming, and social media activity	Children, players or adults, the TTC's community	<ul style="list-style-type: none"> ➤ LTA and TTC Club photography policy in effect/adopted. ➤ Complaint and safeguarding Policy ➤ TCBC policies ➤ Assigned committee member to be charge of what is on the TTC's social media sites. As we are volunteers we try to solve any problem as soon as we can. ➤ The club will not tolerate online bullying or inappropriate use of the TTC's social media accounts. 	<ul style="list-style-type: none"> ➤ TTC to have photograph permission as part of the membership form ➤ Coach to collect permission from parents for any pictures or filming. 	Medium	Low	Ongoing	<p>Welfare Officer and the Committee members. Policies are on display.</p> <p>Ongoing</p>

		<ul style="list-style-type: none"> ➤ Pictures to be displayed on the TCBC's website as well, we need to have permission from TTC members. 	<ul style="list-style-type: none"> ➤ Asking parents not to take pictures of other children 				
Use of changing facilities	Anyone using the facility	<ul style="list-style-type: none"> ➤ Children will have use of changing facilities with parents or individually ➤ Adults will have access to the small changing room individually ➤ Changing Facilities policy adopted 	<ul style="list-style-type: none"> ➤ To have access to the changing rooms if needed, parents to require cabin keys or bring children already dressed up. ➤ Coach/ not responsible adults not to enter in to the changing room while children changing 	Medium	Low	Ongoing	<p>Welfare officer, coach and committee. A changing room policy is on display on the changing room door.</p> <p>Ongoing.</p>
Late or non collection of children by parents/carers	Children or people with disabilities	<ul style="list-style-type: none"> ➤ Collection arrangements discussed and agreed in advance with parents, including the process that will be followed in the event of non-collection ➤ Mobile phone and contact number's of children needs to be with a coach at all times. ➤ The coach needs to inform the welfare officer of such an event and keep a log. 	<ul style="list-style-type: none"> ➤ Repeated concerns about timekeeping and non-collection are raised to the Club Welfare Officer A record of late or non collection is kept on file 	Low	Low	High Priority if it happens	<p>Coach and Welfare officer.</p> <p>Ongoing</p>
Surrounding area	Anyone using the activities	<ul style="list-style-type: none"> ➤ The tennis club is part of Thornhill Cricket and Bowling Club, which is a lease holder company over the TTC's premises. The space around the tennis courts is open, any people 	<ul style="list-style-type: none"> ➤ Keep a log if there is an incident and follow the matter 	High	High as it is out of our control	High Priority and Ongoing	Welfare officer, Committee and coach.

		<p>are walking their dogs or people passing by accessing to the canal or the park nearby.</p> <p>➤ Potential Risks:</p> <ul style="list-style-type: none"> • Dogs, parents and coach needs to be aware of the potential dog walkers. Coach not to allow children outside the gate unless parents are around. Parents need to supervise their children outside of the courts. • Walkers: The coach not to allow children to pick balls up outside the courts unless their parents are there to help. • Open area: it is the parents responsibility to supervise their children outside the courts and in the car park. 	up to reduce future incidence.				
Coach and helpers	Children	<p>➤ The committee to make sure that the coach is accredited and DBS checked.</p> <p>➤ The committee to make sure that helpers are DBS checked or volunteers are not left alone without a DBS checked adult.</p> <p>➤ DBS and qualification checks are carried out and date to be logged and minuted.</p> <p>➤ Feedback from players and their parents.</p>	<p>➤ Copy of qualifications to be kept safe, policies and information to be shared with members and new members.</p> <p>➤ Policies to be reviewed at least once a year, policy change to be communicated to members.</p>	Medium	Low	High Priority	Committee and Welfare officer

Events	Anyone attending	<ul style="list-style-type: none"> ➤ Make sure people attending on an event are aware that they are attending at their own risks. 	<ul style="list-style-type: none"> ➤ Communication of the event and timings. 	Medium	Low	Low	Committee, event organiser
Maintenance	Anyone attending on the premises	<ul style="list-style-type: none"> ➤ Advance information or in a case of emergency WhatsApp or email to members. ➤ Signs and information about the hazards. 	<ul style="list-style-type: none"> ➤ Advance notice to be shared with members. 	Medium	Low	High Priority	Changing fence, resurfacing courts and maintaining the cabin.
U18 years old accessing the courts without parents	Children Under 18 years old	<ul style="list-style-type: none"> ➤ Children using the facilities without adult supervision ➤ Children U14 years old need to be accompanied by an adult on the tennis courts (parent, family member or a friend) 	<ul style="list-style-type: none"> ➤ Policies to parents and to families ➤ court etiquette on display 	High	Medium	High Priority	Welfare Officer, parents and TTC Committee

Supporting Documents

Relevant legislations & enforcement action if any from consulting bodies.

Body	Title	Link to resource
NSPCC	Home or out alone guide, the most current information can be read online:	https://learning.nspcc.org.uk/research-resources/leaflets/home-or-out-alone-guide Call us or email help@nspcc.org.uk <u>0808 800 5000</u> 18 or under: Childline offers free, confidential advice and support whatever your worry, whenever you need help. <u>0800 1111</u>
LTA	Submitting enquiry to LTA online:	https://helpcentre.lta.org.uk/help/s/contact-us?_gl=1*1p625fz*_ga*OTg1NzM2NzgyLjE2MTg4NDQ2MTk.*_ga_R8CDFT1V4H*MTY2ODkyNDY1OC4yMy4wLjE2Njg5MjQ2NtguMC4wLjA.&_ga=2.48823973.2099996429.1668924661-

	LTA safeguarding team: LTA Safeguarding strategies:	985736782.1618844619 safeguarding@lta.org.uk . https://www.lta.org.uk/4abc03/siteassets/about-lta/file/lta-safeguarding-strategy.pdf
Yorkshire Tennis:	Safeguarding contact:	Rosie Nicholl <rosienicholl@gmail.com> Karen Mitchell <kmitchell.tennis@btinternet.com>
Thornhill Tennis Club	Policies can be found on our website on in the tennis cabin	https://clubspark.lta.org.uk/ThornhillTennisClub/POLICIES

Chair: Anita Hyde

Signed:.....

Date: 20th November 2022

Welfare Officer: Zsuzsanna Puskas

Signed:.....

Date: 20th November 2022

On behalf of TTC's committee

Thornhill Tennis Club

Court etiquette

- No chewing or eating on the court
- Respect other players while playing
- Please wear appropriate footwear
- Don't hit the ball against the fencing
- Please collect your belongings when you finish playing

Waiting at courtside

- Talk quietly when standing near tennis courts that are in use

Social Tennis

- Social tennis is mixed ages and abilities, please be inclusive during these sessions.

Matches & Tournaments

- Don't walk behind the court when a point is still in play

Club Rules

- Young children should be accompanied by an adult. Please check the most recent TTC Risk Assessment for age limit.
- Guests must be accompanied by a member.

Safeguarding is everyone's responsibility. Please contact the welfare person, or chairperson. Thornhill Tennis Club is an LTA registered venue.



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