

# Your Risk Assessment Form

Organisation Name:  Date of Assessment:

| 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 in club premises  | Injury can be caused to club members and members of the public, employees, volunteers and visitors to your club                        | I have considered this and it doesn't apply to my Venue. |   |                 |                 |      |
| Electrical risks at club premises | Injury can be caused to club members and members of the public, employees, volunteers and visitors to your club                        | I have considered this and it doesn't apply to my Venue. |   |                 |                 |      |
| 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 | I have considered this and it doesn't apply to my Venue. |   |                 |                 |      |

| 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                   |
|--------------------------|---|---|---|--|------------------------|------------------------|
| Indoor courts            | All players, officials and visitors to the courts could be injured if they trip or fall                 | I have considered this and it doesn't apply to my Venue.  |   |  |                        |                        |
| Outdoor Courts           | Players, officials and members of the public could be injured if they trip or fall                      | <ul style="list-style-type: none"> <li>• Courts are cleared of debris on a daily basis</li> <li>• Courts are routinely inspected for algae and vegetation and this is removed if found</li> <li>• Regular inspections are carried out to look for wear and tear and a documented maintenance programme is in place</li> <li>• Wire fencing is checked for snag hazards</li> <li>• The tennis courts are only used during hours of daylight</li> </ul> | Signage is displayed on the court entrance gate. Also the courts are inspected on a regular basis throughout the year to ensure a safe surface. | Members of the club who carry out voluntary maintenance of the whole playing area. | The action is on-going | The action is on-going |
| Club grounds and gardens | Club members, staff, volunteers and members of the public could be injured if they fell on damaged path | I have considered this and it doesn't apply to my Venue.  |   |  |                        |                        |

| <b>What are the hazards?</b> | <b>Who might be harmed and how?</b>   | <b>What are you already doing?</b>                       | <b>Do you need to do anything else to manage the risk?</b> | <b>Action by Whom?</b> | <b>Action by When?</b> | <b>Done</b> |
|------------------------------|---|--|--|------------------------|------------------------|-------------|
| Bars and restaurants         | Members, staff and visitors could be injured, for example, if they slip on a spillage or cut themselves on broken glass             | I have considered this and it doesn't apply to my Venue. |  |                        |                        |             |
| Kitchens                     | Staff may be scalded, burned or cut in the kitchen and visitors in the restaurant could be at risk if food was incorrectly prepared | I have considered this and it doesn't apply to my Venue. |  |                        |                        |             |
| Changing rooms               | Members, staff and visitors might be injured in changing rooms as a result of a slip or from using contaminated shower facilities   | I have considered this and it doesn't apply to my Venue. |  |                        |                        |             |
| Swimming pools and spas      | Members, staff and visitors could be injured from drowning, slipping or bathing in contaminated water                               | I have considered this and it doesn't apply to my Venue. |  |                        |                        |             |
| Staff and security           | Members, staff and visitors could be harmed by intruders or have property stolen or damaged   | I have considered this and it doesn't apply to my Venue. |  |                        |                        |             |
| Fitness gym                  | Members could be injured as a result of using the gym equipment   | I have considered this and it doesn't apply to my Venue. |  |                        |                        |             |

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.