

Risk Assessment Proforma

Assessed by: Andrew Smith CMIOSH

Date of Assessment: 28 August 2020

Review Date: Annually

Venue: Bristol Central Tennis Club

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What is the task/activity or environment you are assessing	What hazards are present or may be generated	Who is exposed/affected by the hazards	What degree of injury can reasonably be expected	What precautions are already in place to eliminate or reduce the risk of an accident happening?	What likelihood /probability is there of an accident occurring	Actions needed	Actions completed and date
FRONT ENTRANCE							
Opening gate	Heavy gate which slams shut- no gentle lock Trapped fingers/limbs, door slamming into person.	All members, children, parents and users of club.	Minor	Warning sign on/by gate both sides	Medium	Warning signage on gate and balcony to be replaced.	Signs put in place Nov 2020
Climbing over gate	Limb injury, falling, damage to personal and club property.	All members, children, parents and users of club.	Medium	Warning sign – not to climb	Low		
Balcony walkway	Injury due to unsuitable footwear/twists/sprains	Players and users of club	Minor	Warning sign – risk of falling x 2.	Low		
Balcony railings	Open railings/balcony at height above court.	Players and users of club	Major	Coaches to inform children of dangers. Parents to supervise their children at the club. Warning not to climb and about slippery floor surface.	Medium		
Defibrillator and resuscitation mask	Knock into it	Players and users of club	Minor	Bright colour. Checked every month. Batteries state replacement in 2023.	Low		
CLUBHOUSE & CHANGING ROOMS							
Walking into club	Lip of the club door is raised and could lead to	All members, children, parents	Minor	Trip hazard notice.	Low		

Sitting on high stools	trip. Falling / Injury	and users of club All members, children, parents and users of club	Minor	Wooden floor, children told of dangers before club house used by Juniors. Adults to supervise own children.	Low	Equipment inspections undertaken Oct 2020.	Closed Oct 2020	
Games equipment	Darts, TV	All members, children, parents and users of club	Minor	Darts kept behind Bar. TV up high and out of reach.	Low			
Electrics in club house	Radiators, sockets, TV, portable electrical appliances	All members, children, parents and users of club	Major	Furniture kept in front of radiators and sockets a little hidden. PAT tested annually.	Low			
Radiators	Hot surfaces could burn	All users	Minor	Radiator temperature is set low.	Low			
Bar – alcohol abuse	Bottles/alcohol	All members, children, parents and users of club	Medium	Bar is securely locked with bar key holders only having access,	Medium			
Bar - Glasses	Broken glass in club house or on court	All members, children, parents and users of club	Medium	Plastic mugs provided to take water onto court. First Aid kit provided and checked regularly. Accident book.	Low			
General Clutter	Clothing, glasses not being cleared, balls on floor. Spillages.	All members, children, parents and users of the club	Minor	Regular tidying and clearing of things making it free of unwanted clutter. Designated storage area provided for tennis bags and personal belongings. Cleaner employed. Spillages promptly reported and mopped up.	Low			
Bins	Odours, broken bottles, opened cans, dangerous refuse	All members, children, parents and users of club	Major	Bins labelled, have lids and are emptied regularly. Cleaner employed.	Low			All new purchased 6.2.19. Foam next check 2024. CO2 2029. Fire 2026.
Fire	Furniture/flammable cloths/materials	All members, children, parents and users of club	Major	Foam fire extinguisher in clubhouse. Fire Blanket and CO2 extinguisher in kitchen area. Annual professional check of equipment. Emergency lighting in				

General security	Potential harm from intruders or property stolen or damaged	All members, children, parents and users of club	Minor	place for exit. Clubhouse alarmed. Access restricted to members. Issue of club keys monitored. Gate locked. Money counted and stored in secure areas. Stocks of equipment are securely held when not supervised.	Low		
<u>STRINGING STORE</u>							
Stringing machine	Machine, electrical equipment, operating tools, storage of materials	Coaches who perform stringing.	Medium	Fully trained stringers only to use. PAT tested regularly, ensure switched off when not in use.	Low		
<u>KITCHEN</u>							
Electrical equipment	Misuse of equipment, Microwave, Cooker, Fridge, Freezer, Kettle	All members, children, parents and users of club	Major	PAT tested regularly, ensure switched off when not in use, only letting in responsible adults.	Low		
Chemicals	Bleaches, cleaners etc	All members, children, parents and users of club	Medium	Hidden under sink. Adults only to use.	Low		
Clean Glasses, cups, cutlery	Glasses and sharp objects, Injury if not handled carefully.	All members, children, parents and users of club	Medium	Objects hidden away in drawers and cupboards and behind bar	Low		
Boiling kettle, Hot water tap	Scalding	All members, children, parents and users of club	Major	Cut off switch on kettle. Notice of hot water from tap.	Medium		
Bins	Odours, Broken bottles, opened cans, dangerous refuse	All members, children, parents and users of club	Major	Labelled bins have lids and are emptied regularly. Cleaner employed.	Low		
General	Spillages	All members, children, parents and users of club	Minor	Promptly reported and mopped up.	Low		
Food preparation	Members may be	All members,	Minor	Fridge temperature checked and	Medium		

	scalded, burned or cut in the kitchen and could be at risk if food was incorrectly prepared.	children, parents and users of club		recorded regularly.			
<u>GAS APPLIANCES</u>				Gas lines and appliances checked regularly.			
<u>OUTSIDE</u>							
Netting	Netting at the back of court 1. Possible broken limbs/injury	All members, children, parents and users of club	Minor	Netting is checked for snag hazard and secured	Low		
Fox/cat faeces	Regular deposits around club	All members, children, parents and users of club	Major	Coaches and parents to inform children of dangers. Nappy sacks available to clear. Regular checks and clearing	Medium		
Lighting Posts	Players running into them.	Players and users of club	Medium	Check posts remain undamaged and check tape is secured.	Medium		
Loose balls	General hazard, of falling and injury	Players and users of club	Medium	Regular removal of stray balls	Medium		
General play	Running across courts, being hit by ball or racket swing	Players and users of club	Minor	Regard of other court users, etiquette and rules.	Medium		
Behaviour	Code of Conduct	Players and users of club	Medium	Circulated to all members, displayed in clubhouse.	Low		
General courts	Slipping in poor weather conditions	Players and users of club	Medium	Courts routinely inspected for wear and tear, algae and vegetation. Players to wear appropriate footwear. Players play in adverse weather conditions at own risk.	Low		
Overgrown bushes/thorns in	Cuts and grazes.	Players and users of club	Minor	Regular pruning and trimming of garden and plants – disposing of	Low		

garden				garden waste correctly and swiftly.			
Clubhouse glass windows	Injury due to window breakages	Players and users of club	Major	Toughened glass used – checked regularly for cracks/chips	Low		
Practice wall	Wall structure in far corner of courts secured to ground at installation.	Players and users of club	Major	Wall is covered in astroturf and will protect on impact.	Low		
JUNIORS							
General play	Running across courts, being hit by ball or racket swing.	Junior players and users of club	Minor	Regard of other court users, etiquette and rules.	Medium		
	Behaviour.	Junior players and users of club.	Minor	Junior Code of Conduct with membership application form and displayed in clubhouse and on website.	Minor		
Supervision	Accidents occurring with no adult present.	Junior players and users of club.	Major	Club rule that juniors who are under the age of 14 are only permitted to use the Club under the direct supervision of an adult unless by prior authorisation by the Committee. This requirement is for the safety of the Junior, but the Club cannot ensure Junior safety, and it is always the responsibility of the parent or guardian to judge whether a child over the age of 14 should be allowed to play unsupervised.	Medium		
Walking children to Sefton Park Primary School							
Opening gate	Heavy gate which slams shut – no gentle lock. Trapped fingers/limbs, door slamming into person.	All members, children, parents and users of club.	Minor	Warning sign on/by gate both sides.	Medium	New sign as in Front Entrance section above.	Closed Nov 2020

Climbing over gate	Limb injury, falling, damage to personal and club property.	All members, children, parents and users of club.	Medium	Warning sign – not to climb.	Low	New sign as above.	Closed Nov 2020
Balcony walkway	Injury due to unsuitable footwear/twists/sprains.	Players and users of club.	Minor	Warning sign – risk of falling x 2.	Low		
Balcony railings	Open railings/balcony at height above court.	Players and users of club.	Major	Coaches to inform children of dangers. Parents to supervise their children at the club. Warning not to climb and about slippery floor surface.	Medium		
Guiding children along Happy Lane	Staying together.	Children from Sefton Park School (SPS).	Major	Children to walk in pairs with a Tennis Coach at the front and at the back – walking bus.	Low		
	Tripping/falling.	Children from SPS.	Minor	Children will be walking.	Low		
	Handover to Member of Staff from SPS.	Children from SPS.	Minor	A register to be taken as children are handed over to a consistent MoS from SPS.	Low		
	Watching out for cyclists/pedestrians.	Children from SPS and other individuals.	Minor	Keep to the right side of Happy Lane.	Low		