

# Your Risk Assessment Form

Organisation Name: BUC006 | Date of Assessment: 10/7/18

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	<ul style="list-style-type: none"> <li>• General good housekeeping is carried out.</li> <li>• All areas are well lit, including stairs</li> <li>• Public areas are kept clear and tidy</li> <li>• All loose matting and wires are secured to prevent slips &amp; trips</li> <li>• Maintenance checks are completed regularly and remedial action is documented.</li> <li>• Signage in place at entrance to club house alerting individuals to step at door threshold. Furniture and fittings checked on a regular basis by committee members.</li> </ul>				

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Electrical risks at club premises	Injury can be caused to club members and members of the public, employees, volunteers and visitors to your club.	<ul style="list-style-type: none"> <li>• All exposed wires are covered.</li> <li>• PAT test for all electrical equipment carried out annually</li> </ul>	PAT test carried out by Steve Harris.	Chris Northey	June 20/18	-Yes
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.				30
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.				

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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 were resurfaced in August 2018. Courts will be routinely inspected for algae</li> <li>• Regular inspections are carried out to look for wear and tear and a documented maintenance programme is in place</li> <li>• Courts are appropriately lit</li> <li>• Wire fencing is checked for snag hazards</li> <li>• Courts are cleared of debris generally on a weekly basis</li> </ul>	Signage reminding players of their own responsibility with regard to playing in poor weather conditions installed at the main court entrances	Chris Northey	June 2018	-Yes
Club grounds and gardens	Club members, staff, volunteers and members of the public could be injured if they fell on damaged path	Path to & from tennis courts is kept clear and safe.				
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.				

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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.	<ul style="list-style-type: none"> <li>• Documented maintenance programme is in place to ensure that benches, cubicles, lockers and floors are in good condition</li> <li>• Showers have been removed and all electrical decommissioned by a qualified plumber and electrician. New toilets and hand basins have been installed.</li> </ul>	Signage is in place advising members and visitors to take care and instructing them who to advise if a repair is needed	Chris Northey	June 2018	-Yes
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.				

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Staff and security	Members, staff and visitors could be harmed by intruders or have property stolen or damaged	<ul style="list-style-type: none"> <li>Stocks of equipment are securely held when not supervised</li> <li>Rules of acceptable behavior are under consideration by the Chair and Vice Chair and will be subject of regular discussion with the Management Committee.</li> </ul>	Rules of acceptable behavior agreed by Committee displayed in club house.	Chris Northey	June 2018	-Yes
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.				
Storage Cupboard	If cupboard left open risk of injury caused to visitors.	Limited number of members have key to cupboard. Signage clearly stating that club should be locked at all times.				

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.