

# Your Risk Assessment Form

Organisation Name: BER013 Date of Assessment: 23/11/2016

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 spillages are promptly reported and mopped up</li> <li>• All loose matting and slips_trips_wires_secured are secured</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>• Fixed electrical installations are checked every 5 years</li> <li>• Portable electrical appliances are checked regularly as per HSE guidance for maintenance of portable equipment in low risk environments.</li> </ul>	PID lights are maintained and checked regularly to ensure players can see their way out when the floodlights are turned off.	All committee members to monitor	31/12/2016	Continuous action
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.				
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 are routinely inspected for algae and vegetation and this is removed if found</li> <li>• Courts are appropriately lit</li> <li>• Wire fencing is checked for snag hazards</li> <li>• Courts are cleared of debris on a regular basis, more often in Autumn during the leaf fall. Courts are continually monitored for wear and tear.</li> </ul>				
Club grounds and gardens	Club members, staff, volunteers and members of the public could be injured if they fell on damaged path	<ul style="list-style-type: none"> <li>• Walkways and paths are well lit</li> <li>• Different clubs have different responsibilities within the common areas of the sports club. The Tennis Club is responsible for inspecting the car park on a continuous basis. The football and cricket clubs are responsible for other areas such as the main sports field. The tennis club maintains the lighting on the footpath to the courts.</li> </ul>				

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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.