

Crowthorne Tennis Club, St Sebastians Playing Fields, Nine Mile Ride,
Wokingham, RG40 3XA

Risk Assessment & Action Plan

Thank you for completing your risk assessment. You will now have considered the risks that exist throughout your venue, detailed the work that you do and identified additional procedures that you will put in place to manage and minimise the risks of injury to your members, staff, volunteers, and visitors.

Please remember that the risk assessment is only a document and it is essential that you follow this up with real action to ensure that your place to play remains safe and secure. Keep revisiting the risk assessment to ensure that actions are completed as planned and as new hazards are identified, plans are put in place to manage these.

Completed by: Claudio Altini

Completed on: 24/11/2024 15:01

Club grounds

Q1 Are there regular inspections of club grounds, however small. This should include car parks, paths, and steps where applicable?

☒ (YES) – The club recognises the need for regular inspections of club grounds, car parks and steps and has a process in place.

Q3 Are emergency access points and assembly points properly marked, operational and checked regularly?

☒ (NOT APPLICABLE)

Q2 Are these checks recorded and remedial action highlighted and completed?

☒ (NO) – Checks should be recorded and any remedial action needed should be completed

Notes: Checks and remedial actions are carried out regularly but not always recorded

Q4 Are routes for cars and pedestrians clearly segregated, defined, and identifiable?

☒ (YES) – The club has routes for cars and pedestrians clearly segregated, defined and identifiable.

Q5 Is there adequate lighting across the site, where required, to enable safe walking between facilities to car park etc.?

☒ (YES) – Lighting is placed in all relevant areas to maintain suitably safe levels to prevent trips and falls. Lighting is included in the regular maintenance checks

Notes: 1 pathway light damaged and needs remediation

Q7 Are all electrical installations installed and maintained in line with legal requirements?

☒ (YES) – All electrical installations are installed and maintained within legal requirements.

Q9 Are fertilisers, pesticides and herbicides used for the courts and grounds used in line with COSHH requirements?

☒ (NOT APPLICABLE)

Q11 Is all equipment used for maintaining the grounds and courts routinely checked in line with the manufacturer guidelines?

☒ (YES) – The club ensures that equipment is regularly maintained in accordance with the manufacturer's recommendations and within Health and Safety guidelines regarding the provision and use of work equipment.

Q6 During inclement weather are the car park and footpaths gritted/cleared from snow and ice?

☒ (YES) – During inclement weather the club ensures that communal footpaths and the car park are cleared of snow and ice.

Q8 Are all electrical installations, sockets etc. checked regularly by a competent person as part of the regular maintenance programme?

☒ (YES) – All electrical installations, sockets etc. are checked regularly by a competent person as part of the regular maintenance programme.

Notes: Current year PAT testing scheduled but not yet completed

Q10 Does the club ensure access restrictions, responsibility to lock up and regular maintenance of all storage areas?

☒ (YES) – The club ensures that they have clear agreements in place for the use of storage facilities detailing access restrictions, responsibilities to lock up and regular maintenance of the areas.

Q12 Is Personal Protective Equipment (PPE) provided, where appropriate, to members of staff who undertake grounds maintenance?

☒ (NOT APPLICABLE)

Club house

Q13 Does the club own the clubhouse and property associated to the club?

☒ (YES) – The club owns the clubhouse and associated property

Notes: The clubhouse is owned, and the property is leased.

Q14 Are your clubhouse and contents adequately insured?

☒ (YES)

Q15

31/12/2024

Q17

Is there a structured cleaning and maintenance programme in place to ensure that all kitchen areas are always clean, tidy and free from obstructions?

- ☒ (YES) – The club has a structured cleaning and maintenance programme in place to ensure all kitchen areas are clean, tidy and free from obstruction

Notes: Cleaners carry out cleaning on a regular fortnightly cycle

Q19

Has a fire risk assessment been completed for the clubhouse/ property?

- ☒ (NO) – The clubhouse/ property is required to have a fire risk assessment in place (Regulatory Reform (Fire Safety) Order 2005. See link for more information about fire and fire risk assessments; <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>

Notes: Assessment needs to be carried out.

Q21

Is the fire alarm serviced by an external contractor every 6 months?

- ☒ (YES) – The club ensures that the fire alarm is serviced by an external contractor every 6 months.

Q16

Does your club collect appropriate information and declarations from members, volunteers and paid workforce? This should include a health declaration (confirming fit to play/work and not playing against the advice of GP or Hospital Doctor) and emergency contact information?

- ☒ (YES) – The club collects appropriate information including a health declaration and collects emergency contact information from all participants, volunteers and workforce.

Q18

Has the fixed electrical wiring been inspected by a competent electrician in the last 5 years?

- ☒ (YES) – The club recognises the risks associated with electricity and ensures that a competent electrician inspects the fixed wiring every 5 years to ensure everyone who uses the facility is not harmed.

Notes: First 5 year period has not yet fallen due.

Q20

Does the clubhouse have an automatic fire alarm system?

- ☒ (YES) – The clubhouse has an automatic fire alarm system in place

Q22

Has a responsible person been appointed for fire safety within the building?

- ☒ (NO) – A responsible person, trained in fire procedures and safety should be appointed to lead the facilities plans and actions with regards to fire safety.

Q23 Are evacuation points clearly marked and information posted with regards to where they are located?

- ☒ (YES) – The club has clearly marked evacuation points and provides information as to where the points are located on the site.

Q25 Are the fire extinguishers annually serviced?

- ☒ (NO) – Fire extinguishers should be serviced in accordance with manufacturer's requirements.

Q27 Is the gas boiler regularly serviced by a Gas Safe Engineer?

- ☒ (NOT APPLICABLE)

Q29 Are the premises secured at night to prevent unauthorised access, damage, or theft?

- ☒ (YES) – The club ensures that the premises are secured at night to prevent unauthorised access, damage or theft.

Q24 Are fire extinguishers available for tackling small fires and aiding escape?

- ☒ (YES) – Fire extinguishers are available for tackling small fires.

Q26 Is there adequate first aid provision in place for the facility including supplies and people?

- ☒ (YES) – The club has assessed what accidents may occur and has determined that they have adequate first aid provisions for the facility.

Q28 Is more than 50% of your building made of standard construction? (i.e. the building walls are made from brick and the roof is made from tiles)?

- ☒ (NO)

Indoor and outdoor courts

Q30 Is a regular maintenance schedule in place for the upkeep of courts?

- ☒ (YES) – The club has a regular maintenance schedule in place which covers courts.

Q32 Are regular inspections carried out to look for wear and tear?

- ☒ (YES) – Regular inspections are carried out for wear and tear.

Q31 Are courts routinely cleaned in line with the requirements of the court type and use?

- ☒ (YES) – Courts are cleaned regularly and in line with recommended standards.

Q33 Do suitable arrangements exist for placing courts or court areas out of bounds if damaged or unsuitable for use? (e.g. bad weather, icy conditions, thunder storms)

- ☒ (YES) – Court safety & suitability are reviewed on a regular basis, and courts are secured when out of use and users are made aware that areas are out of bounds.

Q34

Are volunteers and employed workforce (where relevant) correctly trained in the use and set-up of additional equipment, including how to handle heavy or awkward items that may be on court/available for use? (e.g. scoreboards, umpire chairs, ball machines etc.)

- ☒ (YES) – Volunteers and paid workforce are trained on the safe use of court areas including supplementary equipment required in activities

Notes: Only equipment is a folding umpires chair.

Q35

Are all club members and participants made aware of rules and health and safety requirements?

- ☒ (YES) – All members & participants receive information about club rules and requirements, including guidance on suitable footwear for various playing surfaces.

Q37

Does the club have appropriate risk management plans in place for running competitions?

- ☒ (NO) – The club should create a risk assessment for competitions to ensure they are run safely. An LTA approved competition risk assessment can be found on the LTA Insurance Centre website
<http://www.lta-insurance-centre.com/>

Q36

Do you regularly use temporary structures such as airdomes and non-airdomes?

- ☒ (NO)

Changing rooms

Q38

Is there a specific changing room code of conduct enforced - including guidance on use of mobile phones, bullying, and raising concerns?

- ☒ (YES) – The club has a clear written code of conduct in respect of changing rooms, including guidance on the use of mobile phones, bullying and raising concerns.

Q39

Is information provided to parents about changing rooms, their responsibilities, and a code of conduct shared with them?

- ☒ (NO) – Parents should be made aware of the changing room policies adopted by clubs. This should include clear guidance related to the parents responsibilities, club volunteers/staff responsibilities, as well as information regarding supervision of their children (either by themselves, or by others). Parents should be made aware of specific times when they may be required to help - e.g. young children, disabled users, family changing rooms

Q40

Are specific procedures in place for instances when adults and children will be using the changing rooms at the same time?

- ☒ (NOT APPLICABLE)

Q41

Is there a documented maintenance programme in place to ensure that benches, cubicles, lockers, and floors are in good condition?

- ☒ (YES) – The club has a documented maintenance programme in place to ensure the changing rooms, benches, cubicles, lockers and floors are in good condition.

Q43**Does the operator have an up to date Legionella Risk Assessment?**

- ☒ (NO) – It is a legal requirement for Landlords to assess and control the risk of exposure to Legionella bacteria. Therefore, it is strongly recommended that the club instructs a competent third party to undertake a legionella risk assessment where hot and cold water is stored (tanks or calorifiers), used and where there is a means of creating and transmitting breathable water droplets (aerosols), showers for example, spa pools, jet baths or whirlpools. Potential sources of risk which are considered significant must be acted upon within a specified time frame. The risk assessment must be reviewed every 2 years or following any changes to the building or plant. For more information on Legionella refer to: <http://www.hse.gov.uk/pubns/books/l8.htm>

Q42**Is non slip flooring provided in the showers and changing rooms?**

- ☒ (NOT APPLICABLE)

Q44**Are facilities provided within the changing rooms to safely dispose of soiled waste, dressings, etc.?**

- ☒ (YES) – The club recognises that soiled dressings / dressings which are disposed of in the changing rooms and / or showers can present a risk to other changing room / shower users from cross infection via cuts or inhaling/ ingestion or absorption. Bins are provided in the changing rooms which are purely for the safe disposal of soiled dressings / bandages. The bodily fluids bin has a bio-hazard bin liner. The person(s) responsible for the removal of the bio-hazard bag will have the appropriate PPE to wear and know where to dispose of the bag.

Q45**Are electrical circuits in the changing rooms/showers protected by residual current devices (RCDs)?**

- ☒ (YES) – The club is aware that in areas where there are showers it is required that the circuits should be protected by way of RCDs.