

Risk Assessment & Action Plan

Completed 05/11/2019

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.

Club grounds

Q1 Are there regular inspections of club grounds, car parks, paths, and steps?

- (YES) - The club recognises the need for regular inspections of club grounds, car parks and steps and has a process in place.
- (NO) - Regular inspections should take place in order to ensure that facilities remain safe and in good working order.

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

- (YES) - The club records inspection checks of the grounds, car parks, paths and steps. Remedial action required following the checks are highlighted and subsequently completed.
- (NO) - Checks should be recorded and any remedial action needed should be completed

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

- (YES) - The club checks regularly that emergency access and assembly points are operational and properly marked.
- (NO) - All emergency access points and assembly points should be checked regularly to make sure they are still fit for use. Assembly points need to be carefully located taking into account of position, number of people on site, and access for emergency vehicles

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.
- (NO) - Clubs should make it clear where pedestrian zones are. Pedestrians should be able to safely cross/get off the car park on to pavements as soon as possible

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

- (YES) - Lighting is placed in all areas to maintain suitably safe levels to prevent trips and falls. Lighting is included in the regular maintenance checks
- (NO) - The club should provide safe routes of access to and from the car park, around the clubhouse and to courts. Inadequate levels of lighting can give rise to accidents. Routine inspections of club lighting will ensure that where lighting has failed it is repaired as soon as possible.

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.
- (NO) - During inclement weather the club should ensure that communal footpaths and the car park are cleared of snow and ice. Grit is spread on the night when the bad weather is predicted.

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

- (YES) - All electrical installations are installed and maintained within legal requirements.
- (NO) - Only qualified and competent persons should be allowed access to install or maintain equipment. This may require outside contractors to complete works in order to comply. Maintenance should be carried out in line with manufacturer advised schedules.

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.
- (NO) - Only a competent person should be allowed to check electrical installations, sockets etc.

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

- (YES) - The club recognises that fertilisers, pesticides and herbicides used for the courts and grounds are used in line with COSHH requirements
- (NO) - The Control of Substances Hazardous to Health is a legal requirement that clubs must be aware of and compliant with. Further details can be found at <http://www.hse.gov.uk/coshh/> Including the basics and how to manage within the requirements. clubs should adopt the HSE "Principles of good control practice" when dealing with potentially hazardous materials

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.
- (NO) - Clubs should have a clear agreement in place for the use of storage facilities. This should include details of the areas for use, access details, responsibilities, and restrictions

Q11**Is all the equipment routinely checked in line with the manufacturer guidelines? (If not applicable, please leave blank)**

- (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.
- (NO) - It is recommended that the club regularly maintains items of machinery in accordance with the manufacturer's recommendations. Maintenance can be performed by members of staff or use a third party. For further information regarding the provision and use of work equipment see the following website:
<http://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

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

- (YES) - Personal Protective Equipment is provided to members of staff who undertake ground maintenance.
- (NO) - The club is responsible for providing suitable PPE to volunteers or employees who use lawnmowers, strimmer's, brush cutters and other maintenance machines or substances. For further guidance on what your duties are see:
<http://www.hse.gov.uk/contact/faqs/ppe.htm>

Club house

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

- (YES) - The club owns the clubhouse and associated property
- (NO) -

Q14 Are your clubhouse and contents adequately insured?

- (YES) -
- (NO) - Clubs should ensure that facilities they use are properly insured for their use and should request copies of insurance documents from operators. clubs will also need their own insurance for the activities they operate.

Q15 When is the renewal date for your clubhouse and property insurance?

30/09/2019

Q16 Does your club have a membership form, health declaration, and emergency contact information form in place for its members, volunteers and paid workforce?

- (YES) - The club has a membership form and ensures completion of a health declaration and collects emergency contact information from all participants, volunteers and workforce.
- (NO) - Participants and volunteer/paid workforce should have completed the relevant membership forms for clubs, as well as additional information in relation to health issues/medical requirements, emergency contacts

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? (If not applicable, please leave blank)

- (YES) - The club has a structured cleaning and maintenance programme in place to ensure all kitchen areas are clean, tidy and free from obstruction
- (NO) - Users of the kitchen should be made aware of the dangers of leaving areas in an unsafe condition so trip hazards are removed, spills are cleaned straight away and emergency exit routes are free from obstructions

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.
- (NO) - There are risks associated with electricity therefore a competent electrician should inspect the fixed wiring every 5 years to ensure everyone who uses the facility is not harmed.

Q19**Has a fire risk assessment been completed for the clubhouse/ property?**

- (YES) - A fire risk assessment is in place 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>)

Q20**Does the clubhouse have an automatic fire alarm system?**

- (YES) - The clubhouse has an automatic fire alarm system in place
- (NO) - The clubhouse does not have an automatic fire alarm system in place.

Q21**Is the fire alarm serviced by an external contractor every 6 months? (If not applicable, please leave blank)**

- (YES) - The club ensures that the fire alarm is serviced by an external contractor every 6 months.
- (NO) - The fire alarm should be subject to planned maintenance every 6 months.

Q22**Has a responsible person been appointed for fire safety within the building?**

- (YES) - The club has appointed a person to be responsible for fire safety within the building. They are trained in fire procedures and lead the facilities plan and actions with regards to fire safety.
- (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.
- (NO) - Evacuation points should be clearly marked and information provided as to where the points are located on the site.

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

- (YES) - Fire extinguishers are available for tackling small fires.
- (NO) - Fire extinguishers should be easily accessible for tackling small fires and aiding escape of the building.

Q25**Are the fire extinguishers annually serviced?**

(YES) - Fire extinguishers are regularly serviced in accordance with manufacturers requirements.

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

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.

(NO) - A first aid assessment should be carried out to identify what accidents may occur and as a result what first aid provision should be available on site. Further information can be found on the HSE website under first aid.

Q27**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)? (If not applicable, please leave blank)**

(YES) -

(NO) -

Q28**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.

(NO) - Clubs carry a duty of care for any one who accesses your site, this duty extends to periods outside of normal operating times and as such clubs should ensure that unauthorised access is restricted and deterred.

Indoor and outdoor courts

Q29

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.
- (NO) - Clubs should ensure that they have a regular and documented maintenance schedule in place and that maintenance is carried out by competent persons and in line with any manufacturer guidelines and specifications

Q30

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.
- (NO) - Courts should be maintained in line with manufacturer guidelines and specifications to ensure all hazards and debris are removed and the courts remain safe to play on. Clubs should document cleaning schedules to show compliance.

Q31

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

- (YES) - Regular inspections are carried out for wear and tear.
- (NO) - Wear and tear should be checked regularly and recorded. Damaged or worn surfaces could become a slip/trip hazard for users. Courts should be maintained in line with manufacturer requirements.

Q32

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.
- (NO) - Damaged, unsuitable, or dangerous courts must not be made available for users. Clubs should consider how best to place courts out of bounds either by securing them (locking gates) or by clearly sign posting and cordoning off of areas. The club should also look to communicate this to its members.

Q33

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
- (NO) - Volunteers and the paid workforce should be made aware of how to use all and any equipment that they may be expected to use during their court use. A list of equipment together with staff training records are a good way of ensuring that only trained and competent users are able to work with potentially hazardous equipment. Users should receive documented training in the use of any work equipment. Clubs should ensure that users are safely setting up courts and are taking account of good manual handling techniques if lifting or moving heavy or awkward objects. Further guidance can be found at <http://www.hse.gov.uk/toolbox/manual.htm>

Q34

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.
- (NO) - There should be clear methods of informing members and participants of club rules and health and safety requirements, including guidance on suitable footwear for various playing surfaces. This could be in the form of club rules/codes of conduct, safety signage etc.

Q35

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

(YES) -

(NO) -

Changing rooms

Q36

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.
- (NO) - A clear code of conduct should be written and be enforced for users and club members.

Q37

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

- (YES) - The club has made parents aware of the changing room policies and code of conduct, including clear guidance relating to parents responsibilities and supervision of their children (either by themselves, or by others).
- (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

Q38

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

- (YES) - The club has specific procedures in place for shared facilities.
- (NO) - There should be specific guidance for shared facilities. This guidance should be available to volunteers and staff and also included in club policies and procedures whenever possible.

Q39

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.
- (NO) - Clubs have a legal responsibility to ensure that all facilities are fit for purpose, are well maintained, and remain clean and safe.

Q40

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

- (YES) - The club has non-slip flooring in the showers and changing rooms.
- (NO) - It is recommended that the club reviews its current flooring in the changing rooms, showers and toilets. Anti-slip flooring should be provided in areas where there is a high risk of slipping. Concrete floors in changing rooms do constitute anti-slip. Until such time as anti-slip flooring is provided, it is recommended that the club highlight the issue with slippery flooring by displaying warning signs.

Q41

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

- (YES) - The Club is aware of its duties in relation to Legionella and how important it is for the club to manage Legionella effectively to avoid exposing volunteers, staff, players, visitors and children to potentially deadly Legionella bacteria. The club has carried out a risk assessment on the hot and cold water systems in the last two years.
- (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

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.

(NO) - It is recommended best practice for the club to provide facilities whereby soiled dressings / bandages can be disposed of safely and therefore reducing the risk of cross infection. A blood bin or bodily fluid bin is recommended and these should be lined with bio-hazard bins. It is recommended that cleaning staff responsible for emptying such bins are provided with the correct PPE and are instructed on how to dispose of the bio-hazard bag accordingly.

Q43

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.

(NO) - It is recommended that the club contacts a competent electrician to ensure that all circuits in the changing rooms and showers are protected with RCDs.