

# Your Risk Assessment Form

Organisation Name:  Date of Assessment:

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage the risk?</b>	<b>Action by Whom?</b>	<b>Action by When?</b>	<b>Done</b>
------------------------------	-------------------------------------	------------------------------------	--	------------------------	------------------------	-------------

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>• Maintenance checks completed regularly and remedial action is documented</li> <li>• House and Grounds manager is responsible for keeping the grounds and premises clean and free from hazards in conjunction with the grounds person.</li> </ul>
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 portable electrical appliances are PAT tested annually</li> <li>• All exposed wires are covered</li> <li>• Fixed electrical installations are checked every 5 years</li> <li>• Training is provided to all staff using electrical equipment</li> </ul>
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	<ul style="list-style-type: none"> <li>• The fabric of the building is regularly inspected for damage or wear and tear</li> <li>• Full records are kept of all remedial actions and repairs</li> <li>• All gas appliances are checked regularly and these are documented</li> <li>• Emergency exits are clearly identified with emergency lighted signs</li> <li>• The premises are secured at night to prevent arson</li> <li>• A comprehensive fire detection and alarm system is installed and tested regularly</li> </ul>
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.

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 cleared of debris on a daily basis</li> <li>• Courts are routinely inspected for algae and vegetation and this is removed if found</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> </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>• Regular inspections of club grounds, car parks, paths and steps are carried out and documented</li> <li>• Documented maintenance programme is in place to manage wear and tear to steps, paths and car parks</li> <li>• Clear signage is in place to direct pedestrians to safe walkways</li> <li>• Walkways and paths are well lit</li> </ul>
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	<ul style="list-style-type: none"> <li>• Regular, documented cleaning programme is in place to ensure that floors are kept clean and dry</li> <li>• Documented maintenance programme is in place to ensure that benches, cubicles, lockers and floors are in good condition</li> <li>• Staff are trained on COSHH regulations to ensure that all cleaning substances are used, handled and stored correctly and safely</li> <li>• Shower heads are regularly cleaned to prevent the risk of Legionnaires Disease</li> <li>• Signage clearly highlights wet areas where slippage risk is higher</li> </ul>
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	<ul style="list-style-type: none"> <li>• Club has a policy in place to protect lone workers and staff have been trained and made aware of the risks</li> <li>• Money is counted and stored in secure areas</li> <li>• Stocks of equipment are securely held when not supervised</li> </ul>
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.