

## VENUE RISK ASSESSMENT

**Organisation Name: Walmley Tennis Club WAR 113 Date of Assessment: 23/10/2017 (updated 4/11/2018)**

What are the Hazards	Who might be harmed and how	What are you already doing?	Do you need to do anything else to manage this risk?	Action by who?	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 the club	<ul style="list-style-type: none"> <li>✓ General 'Good Housekeeping' carried out regularly to keep clubhouse, kitchen and toilet facilities tidy and clean</li> <li>✓ All areas are well lit</li> <li>✓ Public areas are kept clear and tidy</li> <li>✓ Spillages are promptly identified and mopped up</li> <li>✓ Loose matting and wires are secured</li> <li>✓ Maintenance checks completed regularly and remedial action taken where necessary</li> </ul>	<p>Ensure internal window sills are properly secured</p> <p>Ensure metal retaining strips for large internal floor matting at club entrance is safely secured</p>	Club maintenance officers and coaches	31.10.17	Yes
Electrical risks at club premises	Injury can be caused to club members and members of the public, employees, volunteers and visitors to the 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>✓ Emergency lighting is checked at least annually</li> <li>✓ The fabric of the building is regularly inspected for damage or wear and tear</li> <li>✓ Premises secured at night to reduce risk of arson</li> <li>✓ Fire detection equipment is installed and tested</li> <li>✓ For detailed fire risk prevention actions see separate fire risk policies and procedures which was implemented in 2017 following independently commissioned fire risk assessment report (to be reviewed annually)</li> <li>✓ Emergency exits are clearly identified with emergency lighted signs and are kept clear.</li> </ul>	<p>Bulb replacement required male toilets</p>		asap	
General Property management risks	Members, staff and visitors could be harmed while on site e.g from falling roof tiles or in a fire	<ul style="list-style-type: none"> <li>✓ The fabric of the building is regularly inspected for damage or wear and tear</li> <li>✓ Premises secured at night to reduce risk of arson</li> <li>✓ Fire detection equipment is installed and tested</li> <li>✓ For detailed fire risk prevention actions see separate fire risk policies and procedures which was implemented in 2017 following independently commissioned fire risk assessment report (to be reviewed annually)</li> <li>✓ Emergency exits are clearly identified with emergency lighted signs and are kept clear.</li> </ul>	<p>Scandinavian oil coating to be applied to maintain external wood on left side and rear of clubhouse (front and right side completed summer 2018)</p>	Maintenance team	H2/18 H1/19	
Outdoor Courts Surface Risks	Players, officials and members of the public could be injured if they trip or fall	<ul style="list-style-type: none"> <li>✓ Hard courts deep cleaned &amp; re-painted in 2017</li> <li>✓ Courts are inspected for safety during cold or wet weather &amp; cleaned of debris on a daily basis with leaves blown or swept off regularly</li> <li>✓ Courts are routinely inspected for moss &amp; weeds &amp; this is treated and/or removed</li> <li>✓ Courts are appropriately lit &amp; floodlights cleaned/bulbs replaced as required</li> <li>✓ Clay courts are swept after use</li> <li>✓ Fencing checked for snag hazards</li> </ul>	<p>Moss removal and spray treat around perimeter of courts 3/4 needs doing.</p> <p>Replace bulbs on court 1(x2) and court 2(x1)</p> <p>Clean remaining bulbs</p> <p>Fencing repair</p> <p>assessment needed</p> <p>Drainage under review</p>	Maintenance Team  Ditto Ditto Ditto Fencing company Mainliners	H2/18  Immediate H2/18, H1/19 23/11(review) Q4/18(CCTV)	

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Club Grounds risks	Club members, staff, volunteers, members of the public and visitors to the club could be injured if they fell or were hurt by falling tree branches or road vehicles in parking areas on site.  Club members/volunteers could incur injury to themselves or others while using ground maintenance equipment	<ul style="list-style-type: none"> <li>➢ Regular weekly inspections and maintenance of club grounds, paths and steps are carried out</li> <li>➢ Clear signage is in place to direct pedestrians to safe walkways</li> <li>➢ Walkways and paths are well lit</li> <li>➢ Signage for drivers is clear and has been improved further in 2017 with warning signs asking them to observe 5mph speed whilst on site</li> <li>➢ When external contractors used details of liability insurances confirmed</li> <li>➢ Tree maintenance programme has been put in place by the Trust responsible for the whole site (including tennis club). Work carried out by a qualified tree surgeon to minimise risk of falling branches</li> <li>➢ Ground maintenance equipment is regularly serviced and only operated by designated members using the appropriate safety gear (clothing, boots, helmets, eye protection etc)</li> </ul>	Tree surgery on large tree overhanging corner of court 3 to mitigate risks caused by falling branches and tree debris  Tree surgeon has committed to take appropriate action but work still to be carried out, now overdue, reminders given  PIR external lighting required along rear entrance to rugby club incl entrance door & floodlight control box	Tree surgeon  Sutton Coldfield Recreational Trust	31.10.17  asap	Done  chased 19/11
Kitchen risks	Staff may be scalded, burned or cut in the kitchen and members/visitors could be at risk if food was incorrectly prepared	<ul style="list-style-type: none"> <li>➢ Only trained staff are permitted to use hot surfaces, heating equipment or dangerous/sharp equipment</li> <li>➢ Staff are instructed how to avoid cross contamination of food</li> <li>➢ Staff are trained on manual handling procedures</li> <li>➢ Spillages are cleaned immediately to avoid slips on a wet floor and warning floor sign is used where appropriate</li> </ul>				
Changing Room risks	Members, staff and visitors might be injured in changing rooms as a result of a slip	<ul style="list-style-type: none"> <li>➢ We don't presently have formal changing rooms* just two large, separate designated men's/ladies toilets each of which is designed for disabled use and has hand-washing facilities</li> <li>➢ Regular weekly cleaning programme is in place to ensure they are clean &amp; that floors are kept dry</li> </ul>	*We will have access to a new changing room facility in the adjacent rugby club site, risk assessment to be done when this opens	Club Maintenance officers	When new changing room development becomes available date to be advised	