

Purley Bury Tennis Club LTA Risk Assessment December 2020

Purley Bury Tennis Club has 5 hard courts, a small car park for 4 cars, a clubhouse, 2 outbuildings and a shed. It is a registered Charity No. 1176144 and is run by volunteers. There are no paid staff.

The Club has a Health and Safety Officer and Health and Safety Policies and Procedures - see Appendix A.

1. Club Grounds, Car Parks and Storage

Risk 1 - grounds, car park, paths and steps are not maintained to a satisfactory standard

Level of risk - low

Mitigation - The club recognises the need for regular inspections of the club grounds, car parks and steps and has a process in place. The results are recorded and action required and completion are incorporated in the maintenance plan which is kept under review by the Board and Management Team. This is supplemented by informal monitoring by Board members and coaches when using facilities on a daily basis.

No further action required

Risk 2 - Inadequate external lighting

Level of risk - Low

Mitigation - The club has installed movement sensitive lights on the exterior of the buildings and along the path through the club. Any faults are picked up by the maintenance process

No further action required

Risk 3 - Increased risk due to inclement weather e.g. ice and snow

Level of risk - Low

Mitigation - Normally the club is not used when there is ice and snow on the ground. Temporary warning signs are available for use in icy weather Members are required to make their own assessment before using the facilities. Children under the age of 16 must be supervised by an adult or coach at all times on the premises.

Action required

The kitchen has been redecorated and the notice boards need to be reinstated

Risk 4 - Injury whilst carrying out ground maintenance.

Level of Risk - Low

Mitigation - The club does not provide equipment to volunteers who maintain the grounds. Volunteers use their own equipment and only carry out tasks if they are within their competence.

No further action required

2. Clubhouse, outbuildings and shed

The club property is leasehold, and the Clubhouse and the outbuildings are owned by the landlord. However, under the terms of the lease, the lessee is responsible for the maintenance and use of the buildings including fire risk assessments.

The Clubhouse and outbuildings are brick i.e. more than 50% of standard construction built with tiled roofs. Separate insurance covers building and contents which expires on 5 July 2021. The premises are secured at night to prevent unauthorised access, damage or theft.

Hygiene

Risk 5 - The Clubhouse, bar and kitchen may not always be clean, tidy and free from obstructions

Level of Risk - Medium

Mitigation - In normal circumstances, there is a weekly cleaning schedule. Spills are cleaned straight away, and should this not be possible freestanding signs are available to give warning of the hazard. The premises are checked several times a week after the bar closes to ensure the facilities are fit for the next users.

During the COVID-19 Pandemic the Club buildings have been closed for general use with access restricted to authorised members for operational reasons and emergencies. The Clubhouse is cleaned from time to time when more people are likely to require access and surface cleaner and hand sanitiser is available

No further action required

Veranda

Risk 6 - The veranda gets slippery in wet weather especially in the autumn when leaves are falling

Level of Risk - medium

Mitigation - warning signs have been posted by the steps and non-slip tape has been laid. Large temporary warning signs which can be attached to bollards are also available for use on the ramp and veranda

Action required

The non-slip tape on the veranda has not proved to be robust and plans are in hand to replace the veranda in 2021 including decking with a non-slip finish. As a temporary measure we are considering using hessian matting on the most exposed and slippery parts of the veranda and ramp. The veranda needs to be kept free of leaves in autumn.

Fire precautions

Risk 7 - Fire

The Club's Health and Safety Officer is responsible for fire safety carrying out a Fire Risk Assessment and keeping it up to date. The Board and Management Team are responsible for taking any necessary actions the Health and Safety Officer identifies in accordance with the Health and Safety Policies and procedures.

Level of Risk - low

Mitigation - a fire risk assessment is in place and due to be updated in December 2020. Any necessary action will be incorporated in the maintenance plan. Smoke alarms are installed throughout the Clubhouse. Fire exits are clearly marked. Fire extinguishers are available for tackling small fires in the clubhouse and are serviced annually

3. Electrical Safety

Risk 8 - Injury due to faulty electrical installation or equipment

Level of risk - Low

Mitigation - We have recently had our entire electrical supply inspected and where necessary it is being renewed as part of the work to renew our flood lights and upgrade our buildings. An EIC has been issued for the top building and an EIC will be issued in the near future for the Club House subject to the completion of one or two remaining pieces of work. The coach's building is not used by the members but needs rewiring and certification. PATs testing is carried out biennially and is due in December 2020. Electrical safety is reviewed annually as part of the maintenance programme

Action Required

The electrical work on the club house needs to be completed and an EIC issued
The coach's building needs rewiring and an EIC issued

The biennial PATS testing is due

4. Health of members

Risk 9 - Members may be injured or fall ill while using the club facilities

Level of Risk - Medium

Mitigation - A first aid box is available to members in the kitchen and is sign posted. Details of the nearest A&E and Minor Injuries Unit are posted on the notice board. A defibrillator is available at the bowls club and is advertised on the notice board

Action Required - carried over from last year

There is no provision on the current membership application form for a health declaration or emergency contact information. This could be included in part 2 of the form. Existing members could be asked for this information as part of the renewal procedure. Provision of the information should be voluntary for adult members.

5. Toilet and washing facilities

Risk 10 - Accidents in the facilities and abuse of the facilities or individuals using them

Level of Risk - Low

Mitigation

The club has ladies and mens toilets, each with two WCs. There is a bench in each facility should anyone wish to use it for changing purposes, but this is rarely if ever the case. There is also a disabled toilet which is colocated with a shower in a room which can be locked from the inside. In practice the shower is rarely, if ever, used.

There is non-slip flooring throughout the toilet and washing facilities. The electrical circuits are protected by RCDs. The facilities are covered by the weekly cleaning schedule including precautions against legionella. Maintenance is covered in the maintenance plan, supplemented by checks carried out after the clubhouse has been used.

Club rules require children under the age of 16 to be under the supervision of an adult or coach at all times. The Club has a Welfare Officer and clear and well communicated policies on safeguarding.

No further action required

6. Outdoor Courts

The Club has 5 outdoor tar macadam courts which were renewed in 2019 and painted in the Spring of 2020.

Risk 11 - Injury due to condition of courts

Level of Risk - Medium

Mitigation

The courts are covered by the regular and documented inspection and maintenance plan, and cleaned in line with the requirements of court type and use. They are also informally inspected by our coaches each time they are used, and the Board and management Team. Members are asked to report any faults they identify.

Under the Terms and Conditions for Membership, members are required 'to ensure the courts are fit for play and free from debris before you start playing. Extra care should be taken when the courts are wet, and they should not be used if they are icy.' Children under the age of 16 must be supervised by an adult or coach at all times on the premises.

All members are advised to wear footwear suitable for tar macadam surfaces.

No further action required

Summary of Actions

The electrical work on the club house needs to be completed and an EIC issued

The coach's building needs rewiring and an EIC issued

The biennial PATS testing is due

An additional notice needs to be displayed inside the top building stating that club facilities must not be used when there is ice or snow on the ground and a significant risk of accidents

The non-slip tape on the veranda has not proved to be robust and plans are in hand to replace the veranda in 2021 including decking with a non-slip finish. As a temporary measure we are considering using hessian matting on the most exposed and slippery parts of the veranda and ramp. The veranda needs to be kept free of leaves in autumn.

There is no provision on the current membership application form for a health declaration or emergency contact information. This could be included in part 2 of the form. Existing members could be asked for this information as part of the renewal procedure. Provision of the information should be voluntary for adult members.

Appendix A - Purley Bury Tennis Club Health and Safety Policy and Procedures

Policy Statement

The Board of Purley Bury Tennis Club are committed to take all reasonable steps to ensure the health and safety of members and everyone who visits the club and uses its facilities

Health and Safety Officer - John Davey pbtsecretary@gmail.com

The Board will appoint a Health and Safety Officer who will be responsible for :

- Understanding and keeping up to date with legal requirements and the best advice available on Health and Safety and advising the Board of any necessary action
- Carrying out and updating the LTA risk assessment and the Fire Risk Assessment annually
- Checking the club's facilities with the Maintenance Manager and help prepare a Maintenance Plan annually
- Responding to health and safety issues raised by members and anyone who visits the club
- Responding to accident reports and maintaining a record
- Keeping notices up to date on the premises and on the website: accidents, first aid, court safety, supervision of children, electrical safety and reporting maintenance faults
- Inform the Board of any action required to ensure the health and safety of members and everyone who visits the Club

Board responsibility

To take any necessary action to ensure the health and safety of members and everyone who visits the Club.

Maintenance Manager

- Prepare the annual maintenance plan in consultation with the Health and Safety Officer
- Arrange for the annual check and maintenance of fire extinguishers
- Arrange the biennial PATs test for electrical equipment
- Ensure the cleaner is aware of the correct procedure for using and storing any hazardous cleaning products (CoSHH) and that the weekly cleaning schedule is carried out and recorded
- Arrange for any necessary maintenance for health and safety to be carried out in a timely fashion
- Maintain Asbestos Management Certification
- Ensure contractors and volunteers are aware of all the relevant health and safety requirements when working on site

Events Co-ordinator

Ensure a risk assessment is carried out and filed for each event and that all necessary precautions are taken

Ensure the barbecue is operated by competent users and that the patio gas cylinders are stored and used correctly

Bar Manager

Ensure all bar equipment is maintained in good order

Ensure bar serving area and equipment is cleaned to the required standard

Ensure relevant bar staff/volunteers know, understand and comply with hygiene requirements and if required know how to use the Sure mix 60 nitrogen carbon dioxide cylinders, and how they should be stored

Ensure a risk assessment is carried out on each occasion the bar is hired out and that the organiser is made aware of all the relevant health and safety arrangements when using the bar for a social event

Members Responsibilities

All members must:

- Take reasonable care for their own health and safety and comply with all safety procedures advertised by the Club
- Ensure the courts are fit for play and free from debris before starting playing. Extra care should be taken when the courts are wet, and they should not be used if they are icy.
- Consider the safety of other persons who may be affected by their acts or omissions
- Ensure that any guests or visitors they invite on to the Club's premises are made aware of their responsibilities towards health and safety
- Exercise full control and supervision for any children. under the age of 16. The parent/carer must take responsibility for ensuring the courts are fit for play and the safety of the child whilst on Club premises outside of organised coaching sessions.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Report any hazards or potential hazards in premises and equipment, or shortcomings in the existing safety arrangements, to the Health and Safety Officer without delay
- Not undertake any activity for which authorisation has not been given
- Check electrical equipment is in good condition before using and report any faults

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