

Purley Bury Tennis Club LTA Risk Assessment December 2024

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 - There are 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. Lights have also been installed along the front of the new veranda

One or two of the external lights are not working and are awaiting the attention of the electrician

Action Required - Ensure all the external lights are in good working order

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.

No further action required

Risk 4 - Injury whilst carrying out ground maintenance.

Level of Risk - Low

Mitigation - The club only provides the most basic equipment which requires no specialist training to volunteers who maintain the grounds. Volunteers only carry out tasks if they are within their competence and may use their own equipment.

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 2025. 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 - There is a weekly cleaning schedule carried out by a regular cleaner. 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.

No further action required

Veranda

Risk 6 - The veranda can get slippery in wet weather in the autumn when leaves are falling.

Level of Risk - Low

Mitigation - The veranda is a concrete and stone structure which unlike a wooden structure does not get significantly slippery in wet weather unless leaves are allowed to accumulate.

Action Required

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 was updated in December 2023 and will be reviewed in December 2024. 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

No further action required

3. Electrical Safety

Risk 8 - Injury due to faulty electrical installation or equipment

Level of risk - Low

Mitigation - Our entire electrical supply has been inspected and where necessary renewed during the past 4 years and EICs have been issued for all three buildings. All the floodlight wiring has been renewed.

PATs has been carried out in 2024. It is reviewed at least biennially and retested as required. Fixed appliances have also been tested in 2024. These are reviewed at least every 4 years and retested as required.. Our EICs are due for review in 2025. Electrical safety is reviewed at least annually as part of the maintenance programme

Action Required

- Ensure PATs and Fixed testing has been documented
- Review EICs in 2025
- The floodlights are due to be serviced and one or two of the controls are not working properly. The Club is in touch with the supplier

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. The Club has a defibrillator and this is mounted on the wall outside the Clubhouse.

Padding has been put on 2 of the floodlight pylons to reduce the risk of injury.

No further action required

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 and guidance on how to clean the shower head has been provided. 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.

Action required - obtain a current copy of the cleaning schedule

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 were professionally cleaned in October 2023 and will be cleaned again in February 2025. 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.

New notice boards have been installed by the gates to the courts and the notices renewed.

Action required

Remind all members of their responsibility to ensure the courts are fit for play and free from debris before they start playing

Summary of Actions

Action Required

- Ensure all the external lights are in good working order
- The veranda needs to be kept free of leaves in autumn
- Ensure PATs and Fixed testing has been documented
- Review EICs in 2025
- The floodlights are due to be serviced and one or two of the controls are not working properly. The Club is in touch with the supplier
- Obtain a current copy of the cleaning schedule
- Remind all members of their responsibility to ensure the courts are fit for play and free from debris before they start playing

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
- Arrange for any necessary maintenance for health and safety to be carried out in a timely fashion
- 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

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

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. Routine maintenance issues should be reported to the Maintenance Manager or any other Board Member
- 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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