

GENERAL RISK ASSESSMENT TEMPLATE (LANDSCAPE)

LOCATION:	Nottingham Tennis Centre	DEPARTMENT:	Sport and Culture	SERVICE AREA:	Sport and Leisure	TEAM:	Tennis Centre
WHO IS AFFECTED BY THE RISKS? (e.g. employees, members of the public, tenants, contractors, trainees etc.)			Tennis Players, Employees				
HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100)			51-100		ASSESSMENT DATE:		28/05/20

Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - *Safety Policy & Arrangements - 'Risk Assessment'*

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING			ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED
			SEVERITY (S) x	LIKELIHOOD (L)			
See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.							
			S	L	RR		
Spread of Covid 19 whilst playing Tennis Outdoors	Arrival at site	To arrive no earlier than 10 minutes before booking start time Social distancing guidelines to be complied with at all times Hand Gel to be available on arrival/departure and at clearly accessible/ designated points.	2	1	2		
	Signing in/Booking a court	All booking and payments done on line	1	1	1		

	Circulating at the centre	<p>Social distancing guidelines to be complied with at all times</p> <p>One way system to be adhered to and indicated by clear directional signs (see map layout). Staff to challenge/alert people moving in wrong direction</p> <p>Hand Gel to be available at clearly accessible/ designated points around the centre.</p>	2	1	2			
	Arrival at Court	<p>No earlier than 5 minutes before booking</p> <p>Gates to courts to be locked open</p> <p>Entry only through the gate marked 'IN'</p> <p>Nets already at right height, net winders not available</p> <p>Do not enter court until previous players have left</p>	2	1	2			

	<p>Playing Tennis Contact with other players</p> <p>Contact with Tennis balls/equipment</p>	<p>Play to be restricted to two players from same or different households playing singles or 4 players from same household only</p> <p>End changes to occur on opposite sides of net only or not at all. Movement should be anti-clockwise</p> <p>Tennis balls to be marked so players only touch their own tennis balls (if from different households)</p> <p>No shared equipment</p> <p>No chairs for rests between games</p> <p>Social distancing guidelines to be complied with at all times</p> <p>No hand shakes</p> <p>No Spectators</p>	2	1	2			
	End of the match	<p>Leave court promptly when time is up.</p> <p>Leave court by opposite gate through the gate marked 'OUT'</p> <p>Leave site within 10 minutes of match ending</p>	2	1	2			

	Coaching	<p>All coaching staff to be licensed by LTA</p> <p>Coaching staff to follow all guidelines as issued by the LTA</p> <p>Takes you to the page https://www.lta.org.uk/workforce-venues/coach-teach/coronavirus-covid-19-advice-for-coaches/</p> <p>The detailed PDF https://www.lta.org.uk/globalassets/news/2020/lta-guidance-for-tennis-coaches---covid-19.pdf</p>	2	1	2			
	Use of toilets/washing facilities	<p>Follow one way system</p> <p>Outside toilets only open – initially only disabled toilet</p> <p>Social distancing guidelines to be complied with at all times</p> <p>Spray disinfectants available with paper roll to allow wiping down of equipment/doors etc.</p> <p>Hand washing to be encouraged as per guidelines using soap and water and for minimum 20 seconds</p> <p>Regular cleaning of toilet and washing facilities and regular checks of toilet condition, soap and toilet roll availability etc. – Regularity to be determined by Centre Manager – minimum to be as per normal conditions</p>	2	1	2			

	Injury/illness to player	<p>First aid kit available</p> <p>Treatment to be given by trained first aiders only – otherwise call 999/111 depending on seriousness</p> <p>First aiders to wear gloves and PPE as recommended for first aid</p> <p>AED available (contact ground staff)</p> <p>Any CPR to be compression only and use of AED. No mouth to mouth/nose</p>	2	1	2			
	General	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p> <p>Bins available on way in and way out only – customers advised to take rubbish home for disposal</p>	2	1	2			
Weather	Rain	If raining, courts to be closed and no play to occur	1	1	1			

Use the tab button to add extra rows (each new activity or area of assessment must be on a new row. This will make the assessment easier to view and understand

ASSESSOR (please print):	Geoff Ritson	SIGNED:	<i>G. Ritson</i>	DATE:	28/05/20				
MANAGER (please print):	Steve Mills	SIGNED:	<i>S. Mills</i>	DATE:	28/05/20				
DATE ACTION TO BE COMPLETED BY:		DATE COMPLETED:							
LINE MANAGER'S COMMENTS / ACTIONS:				IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO								
<input type="checkbox"/>	<input type="checkbox"/>								

Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual

Risk Assessment

This assessment must be completed in line with the requirements identified within the Corporate Safety Manual, [Safety Policy & Arrangements – ‘Risk Assessment’](#)

The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of the City Council) which result in personal injury or ill health. Please note that written assessment of significant risks in the workplace are required by law - ref. the Management of Health and Safety at Work Regulations 1999 (Regulation 3).

There is no need to repeat earlier risk assessments such as manual handling, COSHH, etc., but they should be referred to in this general risk assessment.

Standard Risk Assessment Definitions

- **Activity** - is identified as the type of work being carried out in the working environment. e.g. using a piece of electrical equipment.
- **Hazard** - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a ‘competent’ person (i.e. a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
 - **MAJOR** i.e. fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture). = **FACTOR 3**
 - **MODERATE** i.e. ‘over 7 day’ injury - ref. RIDDOR 2013. = **FACTOR 2**
 - **SLIGHT** i.e. injuries where persons may be off work for less than 7 days (or not at all). = **FACTOR 1**
- **Likelihood (L)** - rated as follows:
 - **LIKELY** i.e. could happen anytime. = **FACTOR 3**
 - **POSSIBLE** i.e. might happen sometimes. = **FACTOR 2**
 - **UNLIKELY** i.e. where harm is unlikely to occur. = **FACTOR 1**
- **Risk Rating (RR)** - is a means of ‘measuring’ the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor ‘MODERATE’ with a *likelihood* factor ‘POSSIBLE’ would give a risk rating of 2 x 2 which, of course, gives a ‘score’ of 4.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified.
- **Risk Rating**
 - from 6 - 9 requires **IMMEDIATE** action to achieve a reduction in risk.
 - from 3 - 4 requires action **AS SOON AS POSSIBLE**.
 - from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

Advice on carrying out risk assessments is available from Corporate Safety Advice

Simple Risk Matrix			
	Consequences		
Likelihood	Minor	Moderate	Major
Likely			
Possible			
Unlikely			

Risk Treatment Key

Intolerable Risk Level. Immediate action required
Tolerable Risk Level. Risks must be reduced so far as is practicable.
Broadly Acceptable Risk Level. Monitor and further reduce where practicable.