

GENERAL RISK ASSESSMENT TEMPLATE (LANDSCAPE)

LOCATION:	Nottingham Tennis Centre – Indoor Courts	DEPARTMENT:	Sport and Culture	SERVICE AREA:	Sport and Leisure	TEAM:	Tennis Centre
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WHO IS AFFECTED BY THE RISKS? (e.g. employees, members of the public, tenants, contractors, trainees etc.)	Tennis Players, Employees
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HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100)	51-100	ASSESSMENT DATE:	09/06/20
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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 SEVERITY (S) x LIKELIHOOD (L)			ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED
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See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.

			S	L	RR		
						Name	Date
Spread of Covid 19 whilst playing Tennis Indoors	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>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 equipment</p>	<p>Ensure social distancing maintained at all times</p> <p>End changes to occur on opposite sides of net only or not at all. Movement should be anti-clockwise</p> <p>Follow guidance from LTA at all times</p> <p>https://www.lta.org.uk/globalassets/news/2020/lta-guidance-for-tennis-players---covid-19.pdf</p> <p>Wipe down all equipment after use</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> <p>Wash hands for 20 seconds with soap and water before and after playing</p>	2	1	2			
	End of the match	<p>Leave court promptly when time is up.</p> <p>Leave site within 10 minutes of match ending</p>	2	1	2			
	Changing rooms	<p>Closed</p> <p>Come ready changed</p> <p>Shower at home</p>	1	1	1			

	Injury/illness to player	<p>First aid 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 and to avoid contact if possible</p> <p>AED available (contact Assistant Manager/Supervisor)</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			

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:	09/06/20				
MANAGER (please print):	Steve Mills	SIGNED:	<i>S. Mills</i>	DATE:	09/06/20				
DATE ACTION TO BE COMPLETED BY:			DATE COMPLETED:						
LINE MANAGER'S COMMENTS / ACTIONS: REVIEW DATE 01.09.20			IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES		<table border="1"> <tr> <td data-bbox="2007 1310 2103 1362">YES</td> <td data-bbox="2103 1310 2190 1362">NO</td> </tr> <tr> <td data-bbox="2007 1362 2103 1417"><input type="checkbox"/></td> <td data-bbox="2103 1362 2190 1417"><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	Yellow	Red	Red
Possible	Green	Yellow	Red
Unlikely	Green	Green	Yellow

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.