

# GENERAL RISK ASSESSMENT TEMPLATE (LANDSCAPE)

<b>LOCATION:</b>	Tennis Centre Indoors including Dome	<b>DEPARTMENT:</b>	Sport and Culture	<b>SERVICE AREA:</b>	Sport and Leisure	<b>TEAM:</b>	Tennis Centre Coaching
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<b>WHO IS AFFECTED BY THE RISKS?</b> (e.g. employees, members of the public, tenants, contractors, trainees etc.)	Tennis Coaches, Tennis Players, Spectators
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<b>HOW MANY ARE AFFECTED?</b> (e.g. one person, 2-5, 6- 10, 11-50, 51-100)	1- 35	<b>ASSESSMENT DATE:</b>	04.03.21 (Revised)
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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	
Coaching Programmed Sessions/courses	Court Furniture (Umpires chair, single sticks, scoreboards)	All removed from courts	1	1	1	Waste bin to be allocated to exit point of Gym area	Asst Manager / Supervisor	At time of activity
	Court Furniture (Chairs)	Chairs to be placed 2 metres apart prior to sessions and cleaned & removed after sessions.	2	1	2			
	Nets	Net winders removed to prevent wounding. Nets height to be measured daily to prevent the need for altering	2	1	2			
	Mini Tennis Nets	Only to be put in place and removed by the tennis coach. Alcohol Based Hand Santiser kept in storage box and to be used after moving the posts Posts to be cleaned daily	2	1	2			
	Coaching equipment	Coaching equipment such as cones to be cleaned and wiped down afterwards. Used equipment to be stored and not used for 72 hours minimum	1	1	1			
	Circulating at the centre before, during and after sessions	Social distancing guidelines to be complied with at all times						

	Tennis Balls	Where new or fresh balls aren't used, and where players need to handle tennis balls (e.g. serving toss, young children who need to self-feed using their hands) then extra care must be taken to ensure the coach and players do not touch your faces during play. Staff and players to clean hands / use sanitiser before the session and immediately after finishing.	1	1	1			
	Borrowing tennis rackets	Players should bring their own equipment where possible. communal rackets to have thorough cleaning processes between uses						
	Coaching	All coaching staff to be licensed by LTA Coaching staff to follow all guidelines as issued by the LTA Takes you to the page <a href="https://www.lta.org.uk/workforce-venues/coach-teach/coronavirus-covid-19-advice-for-coaches/">https://www.lta.org.uk/workforce-venues/coach-teach/coronavirus-covid-19-advice-for-coaches/</a>	2	1	2			
Coaching sessions cont..	Injury caused by rackets and balls	Sessions to adhere to max participants per court  Staff trained to reduce risk ensuring exercises are suitable to the ability level and space.	1  1	2  1	2  1			
Coaching sessions cont.	Spectator injury (Collision)	No spectator viewing on court with the exception of tots tennis where allocated seats are provided in a safe position. Allocated space is provided on the balcony	1	1	1			
Coaching sessions cont.	Child participant goes missing	U8's must have an adult on site with them at all times  Children must be accompanied by parent/guardian on toilet visits  Parents must pick children up from the court following the session.  U8 Pupils do not leave until collected	2	1	2	Tennis Coaches not to leave the court while the session is in progress Tennis Coaches to stay or organise support by centre staff if a child is not collected at the end of the session. Coaches and hold valid DBS	Tennis Coaches	At time of session

		Register taken at start of each session						
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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

<b>ASSESSOR (please print):</b>	Dave Everington	<b>SIGNED:</b>	<i>D. Everington</i>	<b>DATE:</b>	04.03.21	
<b>MANAGER (please print):</b>	Geoff Ritson	<b>SIGNED:</b>	<i>G. Ritson</i>	<b>DATE:</b>	04.03.21	
<b>DATE ACTION TO BE COMPLETED BY:</b>		<b>DATE COMPLETED:</b>				
<b>LINE MANAGER'S COMMENTS / ACTIONS</b>				<b>IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES</b>	<b>YES</b>	<b>NO</b>
REVIEW DATE 21.06.21						

**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).

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.

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