

**Extended Risk Assessment Checklist: Meonstoke Tennis Court, Pound Lane, Meonstoke, SO32 3NP**

**Date:** November 2024

**Assessed by:** Tony Cook

Activities usually carried out by Meonstoke Tennis Club Ltd:

Court Hire: No  
 Training: Occasional (via qualified coach)  
 Organised matches: No  
 Tennis tours: No

<b>Hazard Description</b> (What could cause harm – this may be physical, chemical, biological, psychological etc.)	<b>Who is at Risk?</b> (Who might be harmed – directly or indirectly)	<b>Risk Evaluation and Control Measures - currently in place</b> (List all relevant controls making reference to all key controls, e.g., elimination of hazard, reduction, isolation, training, PPE)	<b>Risk Level</b> (Low, Medium or High)	<b>Action Required</b> (Suggested actions required and by whom)	<b>Action complete signature</b>
Lifting / Removal of the net and posts	Members, volunteers or coaches	<ul style="list-style-type: none"> <li>Manual Handling guidance provided to where appropriate</li> <li>Net and posts to remain in place at all times</li> </ul>	Low	No members should have reason to remove the net or posts.	

<p>Unsuitable Court Condition (e.g. in disrepair, icy, surface water, vandalism etc. which could lead to a greater chance of injury)</p>	<p>Members, volunteers or coaches</p>	<ul style="list-style-type: none"> <li>Request that appropriate footwear is used for the conditions and the ground being played upon.</li> <li>Member players will check the court before each game for animal faeces, sharp objects and other litter.</li> <li>Member players to check the state of courts before commencement of training / playing.</li> <li>Where deemed unsuitable to play upon by the Committee, members will be contacted by email informing of this situation</li> <li>In extreme cases, the Committee may lock access to the court until the surface is suitable to play upon (e.g., in the case of vandalism etc.)</li> <li>Members have access to all Committee member contact numbers and email addresses via the website.</li> <li>Booking process in place</li> </ul>	<p>Low</p>	<p>If the court is deemed unsuitable to play on, members are to contact the Committee via contact details available on court on via the club website.</p>	
<p>Injury due to faulty equipment</p>	<p>Members, volunteers or coaches</p>	<ul style="list-style-type: none"> <li>Member players will report any concerns to the facilities in which they are playing.</li> <li>Minimal equipment is available on the outside court for use, other than the net and seating area.</li> <li>Member players are responsible for their own playing / training equipment e.g. racquets, balls etc.</li> </ul>	<p>Low</p>	<p>If the court is deemed unsuitable to play on, members are to contact the Committee via contact details available on court on via the club website.</p>	
<p>Slips / trips / falls on court surface</p>	<p>Members, volunteers or coaches</p>	<ul style="list-style-type: none"> <li>A wet or icy court can be slippery. Play will be suspended at the member players' discretion.</li> <li>Courts must be cleared of all items before play / practice commences by those members using the court.</li> <li>Incident reporting procedures via Meonstoke Tennis Club Committee.</li> </ul>	<p>Low - Med</p>	<p>Members to take appropriate first aid action dependant on the severity of any accidents.</p> <p>If the court is deemed unsuitable to play on, members are to contact the Committee via contact details available on court on via the club website.</p>	
<p>Injury due to inappropriate playing / training attire</p>	<p>Members, volunteers or coaches</p>	<ul style="list-style-type: none"> <li>Member players are responsible for ensuring that they wear the correct clothing and footwear for training or playing tennis.</li> </ul>	<p>Low</p>	<p>Members to take appropriate first aid action dependant on the severity of any accidents.</p>	

Unauthorized access onto the field of play and collision with coaches and/or member players.	Members, volunteers or coaches	<ul style="list-style-type: none"> <li>Member players to keep tennis court door closed at all times during play.</li> <li>Only members/coaches should be on court during play.</li> <li>Booking process in place</li> <li>Incident reporting procedures via Meonstoke Tennis Club Committee.</li> </ul>	Low	Spectators should not be allowed to access the court during play.	
Injury associated with normal play / training	Members, volunteers or coaches	<ul style="list-style-type: none"> <li>Member players should warm up and cool down properly before matches and training.</li> <li>Member players should carry a first aid kit with them.</li> <li>Where coaches are employed by Meonstoke Tennis Club Ltd, they should be both First Aid trained, carry the appropriate First Aid kit and telephone</li> <li>Coverage by Meonstoke Tennis Club LTA insurance.</li> </ul>	Low	Member players are responsible to their own health and safety while playing/training on the court.	
Assault / medical emergency	Members, volunteers or coaches	<ul style="list-style-type: none"> <li>Players are responsible for their own health and safety while accessing and using the court.</li> <li>Incident reporting procedures via Meonstoke Tennis Club Committee.</li> </ul>	Low	Member players are responsible to their own health and safety while playing/training on the court.	
COVID-19 (Pandemics)	Members, volunteers or coaches	<ul style="list-style-type: none"> <li>Meonstoke Tennis Club Committee will continue to follow guidance provided by the LTA and seek inform members, volunteers and coaches via email of any procedure or process recommended to stay safe on court during a pandemic.</li> <li>If the LTA and/or UK Government request Tennis court closures, the Committee will seek to inform all members, volunteers and coaches of this action and remove online court booking functionality during this time.</li> </ul>	Low	LTA advice will be passed to all relevant parties; however, member players remain responsible to their own health and safety while playing/training on the court.	
Fire	Members, volunteers or coaches	<ul style="list-style-type: none"> <li>Member players should evacuate the court to a safe distance and notify the emergency services immediately.</li> <li>Emergency access to the surrounding area of the court is available via the Recreation Ground.</li> <li>Incident reporting procedures via Meonstoke Tennis Club Committee.</li> </ul>	Low	Members to evacuate the court and assemble at a suitable fire assembly point.  Members are to contact the Committee via contact details available on court on via the club website.	
Inadequate natural lighting	Members, volunteers or coaches	<ul style="list-style-type: none"> <li>There is no artificial lighting available at the court.</li> <li>Member players should deem what light they require to safely access and play on the court.</li> </ul>	Low	Member players are responsible to their own health and safety while playing/training on the court.	

Court maintenance or remedial work	Members, volunteers or coaches	<ul style="list-style-type: none"> <li>• All members will be made aware of court closures via email</li> <li>• The Committee will ensure contractors ensure the health and safety of their staff and others in the process that they carry out maintenance/remedial work.</li> <li>• Booking process in place - court bookings will be suspended until work complete and reviewed by The Committee.</li> </ul>	Low	The Committee will make members aware at the time.	
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**For the purpose of this risk assessment, the following definitions shall be used:**

**Hazard:** The potential for harm or injury arising from an activity including the use of tools or methods needed to carry out that activity

**Risk:** The likelihood of harm or injury occurring due to that hazard

**\*RISK LEVEL**

**Low:** Can be performed unsupervised following basic training

**Medium:** Can be performed with supervision following training

**High:** Must be qualified and trained; special supervision arrangements must be made

**Very High:** Requires specialist expertise, do not proceed with activity

**Signed:** Tony Cook    **Date:** 20 November 2024

Committee Approval Date: \_\_\_\_\_