



## ***(Insert Club Name Here) Club Risk Assessment Form***

<b><i>(Insert club name here)</i></b> Venue: <i>(Insert Venue name here)</i>	Check carried out by Name:
Date of check:	Position: <i>(Insert club role here)</i>

Area Points to consider	Hazards	Who might be harmed?	Existing controls What is already in place to minimise the risk?	Action What needs to happen to minimise the risk?	Date achieved
	People bring bags with them.	Trip risk if bags are on the floor	Telling participants to keep bags near the entrance corner where there is more room or put them on one of the individual chairs that are in the hall.	Regular scans to make sure that the bags etc are away from the playing area.	
	People bring water with them to drink.  (Water possibly dripping from the hall heaters/leaks in roof etc)	slip hazard if spilled  Slip hazard	Let people know to be careful with their water and if it spills let people know. Get tissues if required to dry off area. Go to reception to get them if required	Get feedback from previous users.  Advise community centre staff if water dripping from the heaters.	
	Balls may go from one court to another court	Trip risk	Tell players to stop play and take a let on the current point so that the ball can be collected	see existing controls	



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	(Football nets in the venue. Other hazards as appropriate)	Risk of running into them. Risk of people tripping on the netting.	Get the venue staff to move them to a central position at the sides of the hall, where people can more clearly see them and will likely be moving slower. See if we can move the netting.	Remind participants to be aware of their surroundings with reference to the nets. Also remind participants to be careful of the netting should they need to retrieve a ball.	
	(add or delete columns as necessary)				
<b>Equipment</b> Is the equipment fit and sound for activity and suitable for age group/ability?	All equipment is (X yrs) old and fit for purpose	risk of small injury to person if nets develop any sharp points	quick inspection as they are getting assembled	see existing controls	
<b>Participants</b> Is/are the register(s) up to date? Are performers appropriately attired?  <b>Safe for Activity?</b>	We have an updated membership form with reminder that own risk	people might play when they shouldn't.	we ask everyone are they fit to play before each session	see existing controls	
	everyone who comes is wearing sports clothes and runners	may hurt themselves risk of ankle injury if not wearing suitable footwear	quick inspection done by group leader	see existing controls	
	Trip/Fall Hazard through playing the Game	The person who trips/falls	Remind all participants to play within themselves. Don't get too competitive and risk injuring yourself.	Constant reminder to the participants and specially if we see someone back peddling.	



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			Special care when going for a lob to always turn before going back not to back-peddle.	(We have a First Aid Kit at all venues and First aiders trained)	
	Eye injury through being hit by a ball	Person hit	We regularly advise people to wear protective glasses. We use indoor balls which typically travel slower than outdoor balls		
<b>Emergency Points</b> Can emergency vehicles access facilities? Is there a working telephone?	Yes it is a community centre and there is emergency vehicle access	NA	visually check on going into facility.	see existing controls	
	We always have a mobile phone available				
<b>Safety Information</b> Are there visible evacuation procedures?	There are (insert number) emergency exits from the hall leading directly outside	Nil	Exits in place	Nil	

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**N.B.** A new risk assessment form should be completed at the start of each season, to ensure the club is covered should an incident happen again and as a result of changes made to the club's code of practice.