LTC risk assessment FORM

* Health & Safety and Fire

Last Updated November 2023

Version v01

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| **LTC Health & Safety and Fire Risk Assessment** |

Assessing the risks at any event/activity is essential. This risk assessment has been pre-populated with a non-exhaustive list of some key hazards that apply to most events and activities. Consideration must be given for additional control measures that may be required for these hazards, along with any other hazards that are specific to the type of event/activity. These may include the use of any special equipment, health and safety and access needs for disabled children/adults.

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| **Name of Auditor(s)** | **Reviewed by:** | **Date of risk assessment** |
| Ron Webster & Chris Rodd | LTC Committee | November 2023 |
| **Name of Event/Activity**  | **Scope of Assessment** | **Next risk assessment due:** |
| Annual H&S and Fire Risk Assessment | LTC courts, fences, clubhouse, access & surrounding areas | November 2024 |

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| **Hazard** | **Who at risk** | **Initial Risk Score****(L / M / H)** | **Control Measures**  | **Mitigated Risk Score****(L / M / H)** |
| 1.Decking & Sleepers outside chalet can be slippery when wet | All members and visitors | M | * Apply anti-slip paint to decking and sleepers annually
* Regularly check grip level of flooring and re-apply anti-slip paint if necessary
 | L |
| 2.Tripping over small step at bottom of chalet door | All members and visitors | L | * Apply high visibility hazard waring tape to top of wooden step
* Re-apply if tape comes loose
 | L |
| 3.Trips due to potholes and loose concrete on footpath leading to chalet | All members and visitors | M | * Liaise with the Sports & Social Club to repair the footpath
* Regularly inspect condition of footpath
 | L |
| 4.Chalet door can swing back and forth during windy weather and could impact personnel | All members and visitors | M | * Fit piece of bungie to chalet to tie back door via its handle
 | L |
| 5.Sharp corners at bottom of new corrugated metal roof that runs alongside bowling green path | All members and visitors and bowling club players and visitors | M | * Fit rubber protection strip all along bottom edge of roof and a little bit up the sides on bowling green side of the chalet roof
* Regularly check that the rubber strip is staying in place and if not, apply some adhesive.
 | L |
| 6.Condition of chalet to be free from contamination and hazards | All members and visitors | L | * Chalet to be kept in a clean and tidy state, especially after matches
* Ensure all maintenance equipment is put away into the maintenance hut after use
* Carry out deep before start of summer leagues, autumn leagues and after team tennis has finished for the year
* Carry out annual PAT testing on all electrical equipment
* Fix buried cable signs over the electrical supply cable to the chalet to avoid damage
 | L |
| 7.Overgrown hedges and weeds protruding onto the courts | All members and visitors | L | * Regular/annual (working parties) to carry out pruning and weeding to keep branches and weeds at bay
 | L |
| 8.Working from height when pruning the large hedge | LTC maintenancevolunteers | M | * Take care when using pruning equipment
* Take care when using ladders, try to tie the top or have a 2nd person support the base
* Appropriate safety equipment/clothing will be worn
 | L |
| 9. Fire risk from faulty electrical equipment & substances | All members and visitors | L | * Carry out annual PAT testing on all electrical equipment
* Carry out annual Fire Extinguisher testing
* Put up signs and arrows to show evacuation route to direct people to assembly point in case of fire
* No smoking or inflammable liquids allowed in the chalet
 | L |
| 10.Hygiene risk due to bird droppings on courts and bench seats | All members and visitors | L | * Regular cleaning of bench seats
* Regular cleaning/sweeping of courts where droppings are
 | L |
| 11.Condition of courts, gates, fences | All members and visitors | L | * Carry out frequent inspections of all facilities
* Apply anti-climb paint to top of fences to deter climbing
* Repair gates and fences as and when necessary
* Sweep courts to remove debris, leaves, stones, etc as required
* Apply moss killer, deep cleaning or repainting of the courts as and when required
 | L |

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| **Names of Auditors****Ron Webster****Chris Rodd** | **Signature:** | **Date: 07/11/23** |
| **Name of Approver (Club Chair)****Elizabeth Lemon** | **Signature:**  | **Date: 07/11/23** |