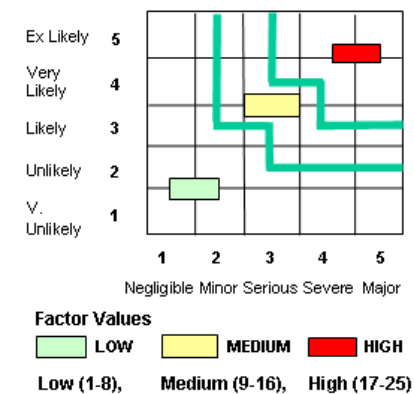
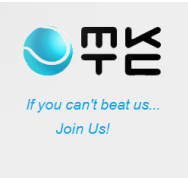


**MKTC Ltd**  
**Milton Keynes Tennis Club Ltd**

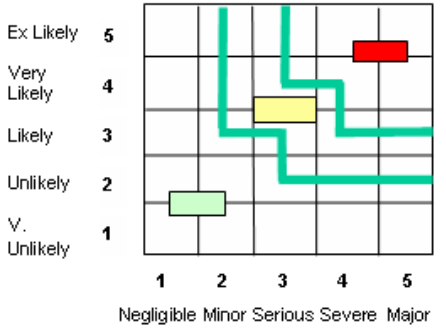
**Health and Safety Risk Assessments**  
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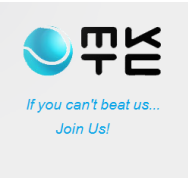
1. Steps
2. Weather
3. Car park & Vehicle movements
4. Moving around site
5. Housekeeping
6. Slips, Trips and Falls
7. Emergency Response
8. First Aid Assistance
9. Conflict Management
10. Safe Use of Basic Cleaning Materials
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12. Temporary Structure
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<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes	<b>DATE:</b>	1/11/2017			
<b>OPERATION/ PROCESS:</b>	1 Steps		<b>PERSONS AT RISK:</b>	All Members, Guests and Visitors				
<b>ACTIVITIES:</b>	<ul style="list-style-type: none"> <li>Getting about in general</li> <li>Getting about in the grounds</li> <li>Getting about in external areas</li> <li>Walking outside in poor weather conditions</li> </ul>		<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: Yes COSHH: No Noise: No				
<b>SIGNIFICANT HAZARDS:</b>	<ul style="list-style-type: none"> <li>Inclement weather can lead to injuries from slipping, tripping and falling on steps</li> <li>Floor coverings in poor condition can cause tripping accidents leading to fall injuries</li> <li>Trailing shrubbery and undergrowth etc. can cause tripping accidents leading to fall injuries</li> <li>Floors contaminated by water spilled foodstuffs etc. can cause slipping and tripping injuries</li> <li>Pedestrian walk areas in poor condition can lead to trips and fall injuries on steps</li> <li>Poorly lit areas can lead to trips and slips on steps</li> <li>Walking outside during wet, frosty or icy conditions can lead to slip and fall injuries on steps</li> <li>Members must use designated walkways/routes and they must not deviate from these, especially when moving in inclement weather</li> </ul>			 <p><b>Factor Values</b>  <span style="color: green;">■</span> LOW (1-8), <span style="color: yellow;">■</span> MEDIUM (9-16), <span style="color: red;">■</span> HIGH (17-25)</p>				
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	4	<b>X</b>	<b>Severity</b>	4	=	<b>16</b>	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>Floor surfaces to be kept in a good, clean condition</li> <li>Spilled liquids to be cleaned up immediately</li> <li>Members are advised not to use steps in poor visibility</li> <li>Members are advised to self-assess in inclement weather or when surfaces are wet</li> <li>Steps to be assessed during inclement weather for suitability to be used for children and guests</li> <li>Individuals should personally assess suitability for using steps and the condition they are in</li> <li>Areas to be closed off until hazards are dealt with</li> <li>Regular inspections of steps and grounds are to be carried out</li> <li>All shrubbery and undergrowth to be secured away from walkways</li> <li>Lighting to be provided in the hours of darkness that is suitable</li> <li>Temporary trailing cables to be covered to prevent a tripping hazard</li> <li>A good regime to be in place</li> <li>Regular removal of waste product and good housekeeping of shrubbery</li> <li>Regular inspections to be carried out</li> <li>Members to wear suitable footwear for walking in the weather conditions</li> <li>Surfaces in paved areas must be level and in good condition</li> <li>Other surface finishes to be kept in good condition</li> <li>Pedestrian walkways to be regularly inspected</li> <li>Temporary barriers to be used to segregate hazardous areas until remedial work can be done – check barriers regularly</li> <li>Areas that are covered in snow and ice to have restricted access and signage with communications to the members where practicable</li> </ul>							

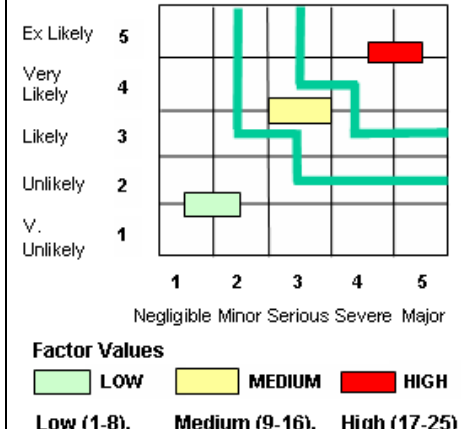


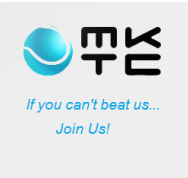
	<ul style="list-style-type: none"> <li>• Steps should be clear and when suitable well lit</li> <li>• Internal and external lighting to be suitable and in good working order</li> <li>• All lighting to be properly maintained</li> <li>• Contractors and workmen to wear suitable footwear</li> <li>• Work to be postponed if weather conditions deteriorate</li> <li>• Salt etc. to be used to thaw out frost or snow-covered walking areas but <u>NOT the tennis courts</u></li> <li>• Contractors, Coaches, staff and workman to work in accordance with their own safe practices</li> <li>• Contractors, Coaches, Staff and workmen to assess their own working area for safe practices</li> <li>• Contractors, and workman use ladders at their own risk and with their own Risk Assessment</li> </ul>							
<b>REVIEW DATE:</b>	Do not exceed 12 months							
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	3	<b>X</b>	<b>Severity</b>	4	=	<b>12</b>	<b>Medium Degree of Risk</b>
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor			

<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes	<b>DATE:</b>	1/11/2017			
<b>OPERATION/ PROCESS:</b>	2 Weather		<b>PERSONS AT RISK:</b>	All members				
<b>ACTIVITIES:</b>	Being at the club/playing tennis and normal committee business		<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: Yes COSHH: No Noise: No				
<b>SIGNIFICANT HAZARDS:</b>	<ul style="list-style-type: none"> <li>Weather conditions that are significantly hotter than normal</li> <li>Weather conditions that are significantly colder than normal</li> <li>Weather conditions that are significantly wetter than normal</li> <li>Allergies</li> <li>Dangers</li> </ul>			 <p><b>Factor Values</b>  <span style="color: green;">■</span> LOW    <span style="color: yellow;">■</span> MEDIUM    <span style="color: red;">■</span> HIGH  <b>Low (1-8), Medium (9-16), High (17-25)</b></p>				
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	4	<b>X</b>	<b>Severity</b>	4	=	<b>16</b>	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>Members are advised not to run on the grounds when not playing tennis</li> <li>Members to familiarise themselves with their tennis club and available resources.</li> <li>Members to carry out self-risk assessment when moving around the club grounds and never take short cuts or risks.</li> <li>Members must use designated walkways/routes and they must not deviate from these, especially when moving in inclement weather.</li> <li>Members are advised to wear shoes that are suitable for playing tennis and walking on tennis courts which will offer the wearer reasonable slip resistance.</li> <li>Members are advised in hot weather to drink plenty of fluids and play to their capabilities taking into consideration any medical advice they have been given by their GP. If necessary, the member should stop and take rest when needed.</li> <li>Members should avoid carrying heavy things when the weather is very icy or very wet.</li> <li>Members when carrying out any form of manual handling task make sure that the intended route is clear and free from obstacles.</li> <li>Avoid when possible burning in the hot sun and bring your own lotions, follow the clubs 'Sun Policy' and wear hats where practicable</li> <li>Lighting plays a vital part in inclement weather and movement around the courts therefore blown light bulbs should be reported to be replaced as soon as possible and avoid areas of poor or reduced lightning/visibility.</li> <li>Under no circumstance are members to run around especially in inclement weather and in emergency responses.</li> </ul>							



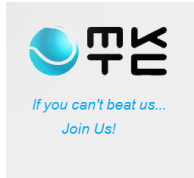
	<ul style="list-style-type: none"> <li>Members moving around the club and playing on courts are to be fit and in good health.</li> <li>Members are to remain aware of their own safety when on the MKTC grounds and playing and walking around paying attention when walking up/down steps.</li> <li>Members are to wear appropriate clothing for all types of inclement weather.</li> </ul>							
<b>REVIEW DATE:</b>	Do not exceed 12 months							
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	2	<b>X</b>	<b>Severity</b>	2	=	<b>4</b>	<b>Low Degree of Risk</b>
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor			

<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes	<b>DATE:</b>	1/11/2017			
<b>OPERATION/ PROCESS:</b>	3 Car Park & Vehicle Movements		<b>PERSONS AT RISK:</b>	All members and public				
<b>ACTIVITIES:</b>	<ul style="list-style-type: none"> <li>Interaction with vehicles</li> <li>Preventing injury</li> <li>Car park compliance/courtesy</li> <li>Safe use of car park</li> </ul>		<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: No COSHH: No Noise: No				
<b>SIGNIFICANT HAZARDS:</b>	<ol style="list-style-type: none"> <li>Awareness of vehicles and vehicle movements</li> <li>Keep pedestrians safe</li> <li>Appropriate and legitimate use of the car park</li> <li>Use pedestrian walkways where provided</li> </ol>			 <p>Factor Values  <span style="color: green;">■</span> LOW    <span style="color: yellow;">■</span> MEDIUM    <span style="color: red;">■</span> HIGH            Low (1-8), Medium (9-16), High (17-25)</p>				
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	3	<b>X</b>	<b>Severity</b>	4	=	<b>12</b>	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>All members use the car park to either cycle through, walk through or drive into, all members have a responsibility to put the health and safety of others first.</li> <li>All members use recognised walkways where they exist.</li> <li>All members are aware that their cars are left unattended at the owners' risk.</li> <li>Drivers must ensure that no one is walking behind their vehicle before reversing.</li> <li>Pedestrians must ensure that they do not move behind a moving vehicle.</li> <li>Pedestrians must always watch moving vehicles and never turn their back to a moving vehicle.</li> <li>Cyclists must also never cycle behind a moving vehicle.</li> <li>Cyclists must also be courteous of other pedestrians and allow right of way.</li> <li>Cyclists must NOT cycle on the tennis courts but walk with their pedal cycle.</li> <li>Cyclists must leave their pedal cycle in a safe place so as not to endanger pedestrians</li> <li>Cyclists must not leave their pedal cycle blocking a pathway or route pedestrians need to walk</li> <li>All members are to be aware of their duty to ensure the safety of themselves, the public and other members.</li> <li>All new members to have received an induction and risk assessment. Risk Assessment is available to all members on requests.</li> <li>No formal training required to be a member or to use a pedal cycle on the grounds or use the car park.</li> <li>Members should not knowingly put themselves or others at risk</li> <li>All members are to be aware of their duty to ensure the safety of themselves, the public and others</li> </ul>							
<b>REVIEW DATE:</b>	Do not exceed 12 months							
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	2	<b>X</b>	<b>Severity</b>	4	=	<b>8</b>	<b>Low Degree of Risk</b>
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor			

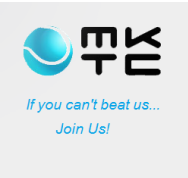


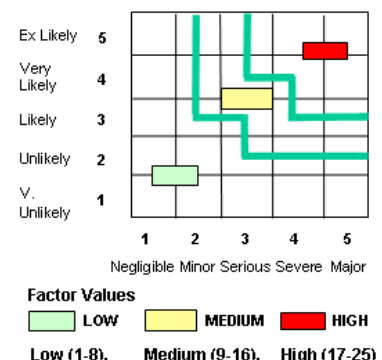
<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes	<b>DATE:</b>	1/11/2017			
<b>OPERATION/ PROCESS:</b>	4 Moving around site		<b>PERSONS AT RISK:</b>	All members				
<b>ACTIVITIES:</b>	Generally moving/walking around site/ Playing tennis		<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: No COSHH: No				
<b>SIGNIFICANT HAZARDS:</b>	<ul style="list-style-type: none"> <li>Weather conditions</li> <li>Slip, trip, fall hazards</li> <li>Uneven surfaces</li> <li>Obstacles</li> <li>Trailing wires or cables</li> <li>Vehicle traffic</li> <li>Sport ethics</li> </ul>		<p>Factor Values  <span style="color: green;">■</span> LOW    <span style="color: yellow;">■</span> MEDIUM    <span style="color: red;">■</span> HIGH  Low (1-8),    Medium (9-16),    High (17-25)</p>					
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	4	<b>X</b>	<b>Severity</b>	4	=	<b>16</b>	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>Members to read, understand and comply with Health &amp; Safety legislation while at the club.</li> <li>Members to familiarise themselves with the club grounds, tennis courts and clubhouse and all designated escape routes in the event of an emergency.</li> <li>Members to carry out self-risk assessment when moving around site and never take short cuts or risks.</li> <li>Members must use designated walkways/routes and they must not deviate from these, especially when carrying items or in inclement weather.</li> <li>Members must be constantly aware of moving vehicles always.</li> <li>Members are advised to wear shoes that have a profiled rubber tread which will offer the wearer reasonable slip resistance.</li> <li>Members should not walk onto court while a game is in play.</li> <li>Members should not walk across the rear of a court while a game is in play to avoid risk of injury.</li> <li>Members should avoid using mobile phones while walking on the courts and moving around site. There is a sign advising members and guests not to use mobile phones</li> <li>When carrying out any form of manual handling task make sure that the intended route is clear and free from obstacles.</li> <li>Avoid areas whenever possible where trip hazards exist.</li> <li>Lighting plays a vital part in movement therefore blown light bulbs should be reported to a committee member to be replaced as soon as possible and avoid areas of poor or reduced lightning/visibility.</li> <li>Ensure that any trailing wires or cables are hidden or covered by cable covers always.</li> <li>Under no circumstance are members to run around the grounds when not on a tennis court especially when dealing with emergency response.</li> <li>During games member's, should self-assess the suitability of the surface, inclement weather and, or should determine suitability to continue play.</li> <li>Members should not commit heroic acts during play that may lead to injury of themselves or others.</li> <li>During the game members, must always put health and safety of others first.</li> </ul>							





	<ul style="list-style-type: none"> <li>Members are advised that they are to self-assess the way they play tennis to avoid injury of themselves or others and to ensure safe play for spectators.</li> <li>Members are advised to play in accordance with any medical advice provided by their GP.</li> </ul>							
	<ul style="list-style-type: none"> <li>Report all trip, slip &amp; other building hazards, damage or faults, or any spillages found to a committee member or other responsible person(s).</li> <li>Members moving around site are to be fit and in good health.</li> <li>Members to remain aware of their own safety when walking around site paying attention when walking up/down stairs and maintain 3 points of contact with the stairway at all times.</li> </ul>							
<b>REVIEW DATE:</b>	Do not exceed 12 months							
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	2	X	<b>Severity</b>	2	=	4	<b>Low Degree of Risk</b>
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor			

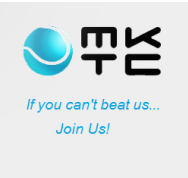


<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes	<b>DATE:</b>	1/11/2017			
<b>OPERATION/ PROCESS:</b>	5 Housekeeping		<b>PERSONS AT RISK:</b>	All members				
<b>ACTIVITIES:</b>	<ul style="list-style-type: none"> <li>Moving about in general</li> <li>Storage of goods (low &amp; high level)</li> <li>Using cupboards</li> <li>Incorrect storage in cupboards</li> <li>Removal of waste from work areas</li> <li>The use of trailing cables</li> <li>Storage of chemicals and flammable liquids</li> </ul>		<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: Yes COSHH: No Noise: No				
<b>SIGNIFICANT HAZARDS:</b>	<ul style="list-style-type: none"> <li>Risk of slips, trips and falls caused by poorly maintained floors, etc.</li> <li>Risk of slips, trips and falls caused by spilled liquids</li> <li>Incorrect storage of goods may lead to tripping hazards or blocked fire escape routes</li> <li>Risk of falling or muscular injury from handling goods in high-level storage</li> <li>Leaving drawers open can lead to operatives banging into them</li> <li>Excessive waste may lead to fire hazards</li> <li>Trailing cables may lead to slips, trips and falls</li> <li>Chemical substances and highly flammable liquids etc. may cause personal injury of fire</li> </ul>		 <p>Factor Values  <span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>LOW</b>    <span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>MEDIUM</b>    <span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>HIGH</b>            Low (1-8),    Medium (9-16),    High (17-25)</p>					
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	4	<b>X</b>	<b>Severity</b>	4	=	<b>16</b>	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>Floors to be maintained in good condition</li> <li>Floor covering to be kept in good repair</li> <li>Floors not to be highly polished</li> <li>All spillages to be cleaned up immediately</li> <li>Follow manufacturer's recommendations for the cleaning up of oils, chemicals etc.</li> <li>The storage of goods on floors to be kept to specific areas with adequate walkways between them</li> <li>Doors to be kept free of obstacles</li> <li>All walkways, toilet area to be kept free of obstacles</li> <li>Heavier items to be stored at lower level only</li> <li>Committee members to regularly check and remind members of any hazards</li> <li>Clearly mark and label hazards</li> <li>Waste materials to be stored in bins and removed at the end of each day where practicable</li> <li>Committee members to check club house and report issues when on the premises</li> <li>All cables to be kept away from areas where members and public walk</li> <li>Cable management systems to be used for cables to desks, island sites etc.</li> <li>Cable protectors to be placed over temporary trailing cables where they cross aisles and walkways</li> <li>Knives and other sharp kitchen utensils are stored out of reach of children.</li> <li>All highly flammable liquids etc. to be kept in a specially provided cabinet when not in use</li> </ul>							
<b>REVIEW DATE:</b>	Do not exceed 12 months							

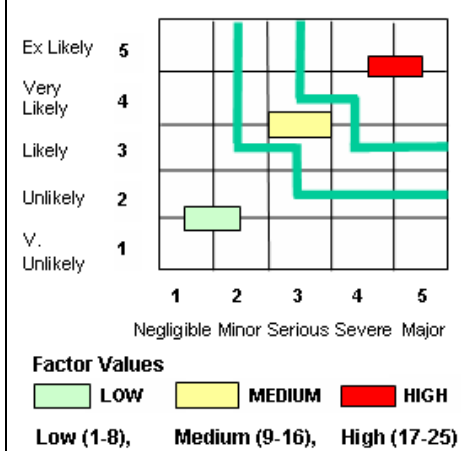
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	2	<b>X</b>	<b>Severity</b>	4	=	<b>8</b>	<b>Low Degree of Risk</b>
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor			



<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes	<b>DATE:</b>	1/11/2017			
<b>OPERATION/ PROCESS:</b>	6 Slips, Trips and Falls		<b>PERSONS AT RISK:</b>	Members and public/visitors				
<b>ACTIVITIES:</b>	<ul style="list-style-type: none"> <li>Getting about in general</li> <li>Getting about in catering areas</li> <li>Getting about in external areas</li> <li>Waking outside in poor weather conditions</li> </ul>		<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: Yes COSHH: No Noise: No				
<b>SIGNIFICANT HAZARDS:</b>	<ol style="list-style-type: none"> <li>Contaminated floors can lead to injuries from slipping, tripping and falling while walking on the grounds or while playing tennis</li> <li>Floor coverings in poor condition can cause tripping accidents leading to fall injuries</li> <li>Trailing cables etc. at events can cause tripping accidents leading to fall injuries</li> <li>Floors contaminated by cooking oils and fats, water spilled foodstuffs etc. can cause slipping and tripping injuries</li> <li>Pedestrian walk areas in poor condition can lead to trips and fall injuries</li> <li>Poorly lit areas can lead to trips and falling injuries</li> <li>Walking outside, and playing tennis during wet, frosty or icy conditions can lead to slip and fall injuries</li> </ol>			<p>Factor Values  <span style="color: green;">■</span> LOW    <span style="color: yellow;">■</span> MEDIUM    <span style="color: red;">■</span> HIGH            Low (1-8),    Medium (9-16),    High (17-25)</p>				
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	4	<b>X</b>	<b>Severity</b>	4	=	<b>16</b>	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>Floor surfaces to be kept in a good, clean condition</li> <li>Tennis courts to be maintained well, and swept when identified sweeping is needed</li> <li>Spilled liquids to be cleaned up immediately on normal walking surfaces</li> <li>Warning notices to be put out when floor cleaning is in operation or if the floor is slippery and or wet</li> <li>Floor surfaces are kept free from grease, oil, foodstuffs rubbish and packaging etc.</li> <li>Floor finishes to be kept in good condition</li> <li>Tennis court surfaces to be kept in good condition</li> <li>Areas to be closed off until hazards are dealt with</li> <li>Regular inspections of floor to be carried out</li> <li>All trailing cables to be secured away from walkways during events</li> <li>Additional power points to be installed, to remove the need for extension leads where possible</li> <li>Temporary trailing cables to be covered to prevent a tripping hazard</li> <li>A good regime to be in place to look after the courts and grounds</li> <li>Regular removal of waste products</li> <li>Regular inspections to be carried out by committee members while on the grounds</li> <li>Members to wear suitable footwear when playing tennis</li> <li>Surfaces in paved areas must be level and in good condition</li> <li>Other surface finishes to be kept in good condition</li> <li>Pedestrian walkways to be regularly inspected</li> <li>Temporary barriers to be used to segregate hazardous areas until remedial work can be done – check barriers regularly cordon off where practicable</li> <li>Areas that are covered in snow and ice to be restricted and communications sent to members where practicable</li> <li>Internal and external lighting to be suitable</li> </ul>							

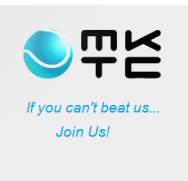


	<ul style="list-style-type: none"> <li>• All lighting to be properly maintained</li> <li>• Members and visitors to wear suitable footwear for the weather conditions</li> <li>• Tennis play and matches to be postponed if weather conditions deteriorate</li> <li>• Salt etc. to be used to thaw out frost or snow-covered walking areas but NOT the courts themselves as this can damage the courts. Walkways only.</li> </ul>							
<b>REVIEW DATE:</b>	Do not exceed 12 months							
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	3	<b>X</b>	<b>Severity</b>	4	=	<b>12</b>	<b>Medium</b> Degree of Risk
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor			

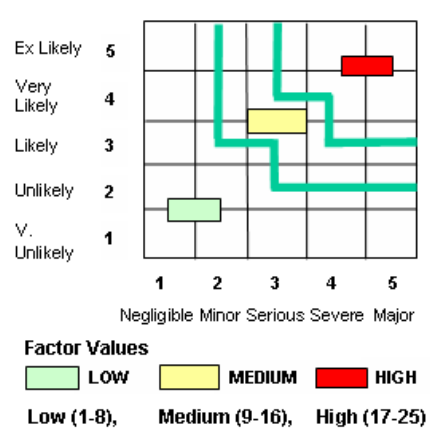
<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes	<b>DATE:</b>	1/11/2017			
<b>OPERATION/ PROCESS:</b>	7 Emergency Response		<b>PERSONS AT RISK:</b>	All members Members of Public				
<b>ACTIVITIES:</b>	<ul style="list-style-type: none"> <li>Interaction with Public and Emergency Services</li> </ul>		<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: Yes COSHH: No Noise: No				
<b>SIGNIFICANT HAZARDS:</b>	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> <li>Alarm activation i.e. Panic, fire, smoke</li> <li>Medical Emergency</li> <li>Confrontation or assault</li> <li>Bomb threat</li> </ul>			 <p>Ex Likely 5 Very Likely 4 Likely 3 Unlikely 2 V. Unlikely 1</p> <p>1 2 3 4 5 Negligible Minor Serious Severe Major</p> <p><b>Factor Values</b>  <span style="color: green;">■</span> LOW    <span style="color: yellow;">■</span> MEDIUM    <span style="color: red;">■</span> HIGH            Low (1-8),    Medium (9-16),    High (17-25)</p>				
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	3	<b>X</b>	<b>Severity</b>	3	=	9	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>All members to have received site induction, briefings, and be comfortable with the procedures. This should include information on hazards and control measures to minimise risks</li> <li>Ensure Members, Guests and Visitors are familiar with emergency procedures i.e. Fire, Bomb alert and evacuations</li> <li>Be expedient but aware of any risks to yourself. Do a self-assessment before any task</li> <li>Do not operate mobile phones while walking on the courts</li> <li>Ensure if the emergency services are called that someone waits near to the main road to assist them to locate you</li> <li>Ensure a committee member is aware of the incident</li> <li>Complete an accident report</li> <li>All new members are offered Inductions to help them to familiarise themselves with the club and the Fire Assembly Point and ask questions. These Inductions are face to face.</li> <li>Written information including the clubs Policies and Procedures are available on the website and on request.</li> </ul>							
<b>REVIEW DATE:</b>	Do not exceed 12 months							
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	2	<b>X</b>	<b>Severity</b>	3	=	6	<b>Low Degree of Risk</b>
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor			

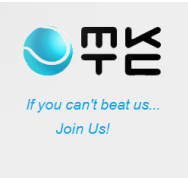
<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes			<b>DATE:</b>	1/11/2017		
<b>OPERATION/ PROCESS:</b>	8 First Aid Assistance			<b>PERSONS AT RISK:</b>	<b>First Aiders</b>				
<b>ACTIVITIES:</b>	Providing First Aid Assistance to an injured party			<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: Yes COSHH: No Noise: No				
<b>SIGNIFICANT HAZARDS:</b>	<ul style="list-style-type: none"> <li>Contact with bodily fluids i.e. blood, saliva, vomit, etc.</li> <li>Slips, trips and falls</li> <li>Manual handling</li> </ul>			<p>Ex Likely 5 Very Likely 4 Likely 3 Unlikely 2 V. Unlikely 1</p> <p>1 2 3 4 5 Negligible Minor Serious Severe Major</p> <p><b>Factor Values</b>  <span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>LOW</b>    <span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>MEDIUM</b>    <span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>HIGH</b></p> <p><b>Low (1-8), Medium (9-16), High (17-25)</b></p>					
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	4	<b>X</b>	<b>Severity</b>	4	=	16	<b>Medium Degree of Risk</b>	
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>Only First Aiders that are trained and certified may undertake First Aid</li> <li>All first aiders to ensure they are familiar with specific emergency procedures and telephone numbers</li> <li>All equipment used to be kept in sterile conditions and storage</li> <li>All equipment to be kept up to date</li> <li>Ensure when dealing with injured person that gloves are used always</li> <li>All waste i.e. hand towels, aprons, gloves, blood covered items, etc.; to be disposed of in clinical waste in a responsible manner</li> <li>Ensure regular audits of all equipment/consumables and the first aid box replenished regularly</li> <li>If it is necessary to lift and shift a person, ensure you are assisted by someone else, to reduce the risk of injury through manual handling.</li> <li>Ensure procedures are in place for calling emergency services.</li> <li>First aiders should only render First Aid within their own capabilities and understanding. If in doubt, ask for further assistance</li> <li>All incidents/accidents must be recorded on an Accident Form</li> </ul>								
<b>REVIEW DATE:</b>	Do not exceed 12 months								
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	1	<b>X</b>	<b>Severity</b>	3	=	3	<b>Low Degree of Risk</b>	
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor				



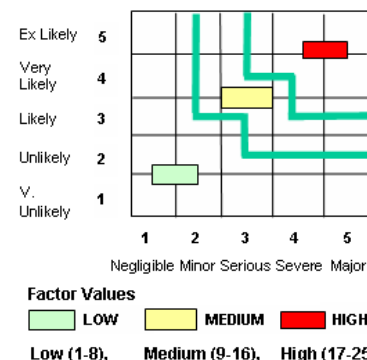


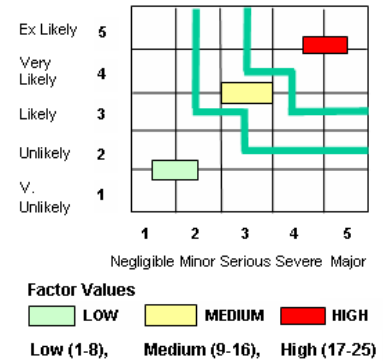
<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes	<b>DATE:</b>	1/11/2017			
<b>OPERATION/ PROCESS:</b>	9 Conflict Management		<b>PERSONS AT RISK:</b>	All Members Members of Public				
<b>ACTIVITIES:</b>	<ul style="list-style-type: none"> <li>Interaction with the Public</li> <li>Preventing access to unauthorised persons</li> <li>Dealing with members and tantrums</li> <li>Use of force</li> </ul>		<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: Yes COSHH: No Noise: No				
<b>SIGNIFICANT HAZARDS:</b>	<ul style="list-style-type: none"> <li>Confrontation and assault</li> <li>Escalation to bystanders</li> <li>Threats such as Fire and evacuations</li> <li>Vandalism of the premises, broken windows &amp; Burglary</li> </ul>		<p>Factor Values  <span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>LOW</b>    <span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>MEDIUM</b>    <span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>HIGH</b>  <b>Low (1-8), Medium (9-16), High (17-25)</b></p>					
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	3	<b>X</b>	<b>Severity</b>	4	=	<b>12</b>	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>All members to keep the safety of themselves and other members and visitors at the forefront of all decision making</li> <li>Ensure all members are familiar with emergency procedures, and are aware of the closest landline telephone in case of emergency or mobile phones are not available</li> <li>Where possible members should avoid dealing with conflict with an individual</li> <li>Ensure members are aware of any potential conflict situations that may affect them</li> <li>Do not pursue any person who has committed an offence on the tennis club premises</li> <li>Members should not knowingly put themselves at risk</li> <li>All members are to be aware of their duty to ensure the safety of themselves, the public and others</li> <li>The location of all members is known always including younger members and visitors</li> <li>Ensure member colleagues are aware of any potential conflict situations</li> </ul>							
<b>REVIEW DATE:</b>	Do not exceed 12 months							
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	2	<b>X</b>	<b>Severity</b>	4	=	<b>8</b>	<b>Low Degree of Risk</b>
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor			

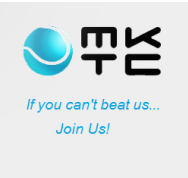
<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes	<b>DATE:</b>	1/11/2017			
<b>OPERATION/ PROCESS:</b>	10 Safe Use of Basic Cleaning Materials		<b>PERSONS AT RISK:</b>	Users				
<b>ACTIVITIES:</b>	<ul style="list-style-type: none"> <li>Storage of Cleaning Materials</li> <li>Use of Cleaning Materials</li> <li>Disposal of Cleaning Material Containers</li> </ul>		<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: No COSHH: Yes Noise: No				
<b>SIGNIFICANT HAZARDS:</b>	<ul style="list-style-type: none"> <li>Incorrect storage may lead to ingestion of some harmful substances causing skin burns or poisoning</li> <li>Incorrect storage may lead to fire or explosion causing burns and property damage</li> <li>Incorrect use of cleaning materials may lead to ill-health or skin conditions</li> <li>Mixing of different types of cleaning materials may lead to ill-health</li> <li>Incorrect application of some cleaning products may cause eye or skin damage</li> <li>Some cleaning materials when in contact with the skin may cause skin damage leading to dermatitis</li> <li>Decanting cleaning materials may cause spillages which may be harmful to health</li> <li>Incorrect disposal may lead to environmental issues</li> </ul>			 <p><b>Factor Values</b>  <span style="color: green;">■</span> LOW    <span style="color: yellow;">■</span> MEDIUM    <span style="color: red;">■</span> HIGH  <b>Low (1-8), Medium (9-16), High (17-25)</b></p>				
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	4	X	<b>Severity</b>	3	=	<b>12</b>	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>Members to always read the COSHH (Control of Substances Hazardous to Health) data labels for manufacturer's information and instructions regarding the product, it's safe use and safe storage methods.</li> <li>Members to ensure that harmful cleaning substance are only stored in the containers that they are received in</li> <li>No decanting of cleaning materials into other containers such as drink bottles</li> <li>Members to follow the manufacturer's instructions for the storage of all cleaning materials</li> <li>All cleaning materials to be stored in a secure area</li> <li>Members to follow the manufacturer's instructions for the use of cleaning materials</li> <li>Members to be provided with all necessary PPE (Personal Protective Equipment) as specified by the manufacturer</li> <li>Members to be instructed not to mix different types of cleaning materials</li> <li>Members who use cleaning products that are corrosive to wear the correct types of hand and eye protection</li> <li>Where cleaning products give off fumes that may affect breathing, users are to ensure that suitable ventilation exists before use</li> <li>Members to be made aware of cleaning products that may damage the skin and to be provided with suitable gloves</li> <li>Where possible alternative products to be sourced that are less hazardous</li> <li>Members to regularly check their skin for sign of damage such as cracking, flaking or reddening</li> <li>Cleaning materials to be purchased in suitable sizes containers to prevent the need for decanting</li> <li>All spillages of cleaning materials to be cleaned up immediately</li> <li>By following the suppliers/manufacturer's guidelines</li> <li>Used containers to be disposed of in accordance with the manufacturer's instructions</li> </ul>							



<b>REVIEW DATE:</b>	Do not exceed 12 months							
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	3	X	<b>Severity</b>	3	=	9	<b>Medium Degree of Risk</b>
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor			

<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes	<b>DATE:</b>	1/11/2017			
<b>OPERATION/ PROCESS:</b>	11 Electrical Appliances & Welfare Facilities		<b>PERSONS AT RISK:</b>	All Members & Visitors				
<b>ACTIVITIES:</b>	<ul style="list-style-type: none"> <li>Safe use of electrical appliances</li> <li>Storage of electrical appliances (low &amp; high level)</li> <li>Identifying faults and the need for replacements</li> <li>The use of trailing cables</li> <li>Storage appliances</li> </ul>		<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: Yes COSHH: No Noise: No				
<b>SIGNIFICANT HAZARDS:</b>	<ul style="list-style-type: none"> <li>Risk of appliances falling into disrepair and becoming unsafe may lead to fire hazards</li> <li>Risk of fire</li> <li>Risk of tripping the mains</li> <li>Risk of injury</li> <li>Leaving cables exposed</li> <li>Excessive waste</li> <li>Trailing cables may lead to slips, trips and falls</li> <li>Equipment and sockets to be PAT tested</li> <li>Sockets to be checked with a socket checker</li> </ul>			 <p>Factor Values  <span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>LOW</b>    <span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>MEDIUM</b>    <span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>HIGH</b>            Low (1-8),    Medium (9-16),    High (17-25)</p>				
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	4	<b>X</b>	<b>Severity</b>	4	=	<b>16</b>	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>Floors to be maintained in good condition suitable for portable heating appliances</li> <li>Ensure heating devices are switched off and unplugged when not in use and left unattended</li> <li>Electrical devices are to be well maintained and repaired or replaced when required</li> <li>Keep spillages away from electrical appliances and clean up immediately</li> <li>Follow manufacturer's recommendations for the safe use of electrical appliances</li> <li>The storage of electrical appliances to be in accordance with safe use and manufacturers recommendations</li> <li>Fire doors and escape routes to be kept free of obstacles</li> <li>Heavier items to be stored at lower level only</li> <li>Members to be instructed not to leave appliances plugged in and switched on</li> <li>Committee members to regularly check and remind members of any identified hazards and communicate such hazards where practicable</li> <li>Committee members to carry out regular checks</li> <li>Electrical items to be disposed of in accordance with law and manufacturers guidance</li> <li>Members to check work areas at the end of each shift/day</li> <li>All cables to be kept away from areas where members and visitors walk</li> <li>Cable management systems to be used for cables to desks, rooms etc.</li> <li>Facilities should be kept clean at all times</li> </ul>							
<b>REVIEW DATE:</b>	Do not exceed 12 months							
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	2	<b>X</b>	<b>Severity</b>	4	=	<b>8</b>	<b>Low Degree of Risk</b>
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor			

<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes			<b>DATE:</b>	1/11/2017	
<b>OPERATION/ PROCESS:</b>	12 Temporary Structures			<b>PERSONS AT RISK:</b>	All Members and Guests/Visitors			
<b>ACTIVITIES:</b>	<ul style="list-style-type: none"> <li>Moving about in general</li> <li>Storage of goods (low &amp; high level)</li> <li>Temporary Structures/Marquees</li> <li>Removal of waste from work areas</li> <li>The use of trailing cables</li> </ul>			<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: Yes COSHH: No Noise: No			
<b>SIGNIFICANT HAZARDS:</b>	<ul style="list-style-type: none"> <li>Risk of slips, trips and falls caused by poorly maintained temporary structures</li> <li>Risk of hazard due to temporary structure not being secure</li> <li>Incorrect installation of temporary structures may lead to tripping hazards or blocked fire escape routes</li> <li>Excessive waste may lead to fire hazards</li> <li>Trailing cables or cords may lead to slips, trips and falls</li> <li>Chemical substances and highly flammable liquids etc. may cause personal injury of fire</li> </ul>			 <p>Factor Values  <span style="color: green;">■</span> LOW (1-8), <span style="color: yellow;">■</span> MEDIUM (9-16), <span style="color: red;">■</span> HIGH (17-25)</p>				
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	4	<b>X</b>	<b>Severity</b>	4	=	<b>16</b>	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>Floors to be maintained in good condition around temporary structure</li> <li>Floor covering to be kept in good repair inside temporary structure</li> <li>All spillages to be cleaned up immediately</li> <li>Follow manufacturer's recommendations for the safe use of any temporary structure</li> <li>Fire doors and escape routes to be kept free of obstacles</li> <li>All walkways, stairs etc. to be kept free of obstacles</li> <li>Use of correct means of access to prevent falls</li> <li>Members to consider manual handling training if required to erect temporary structure or take down</li> <li>Members to be instructed not to leave temporary structure in an unsafe state</li> <li>Committee members to regularly check and remind Members of the hazards</li> <li>Committee members to carry out regular checks</li> <li>Waste materials to be stored in bins and removed at the end of each working shift/day</li> <li>Members to check general areas at the end of each day/night and report issues</li> <li>All cables to be kept away from areas where members and visitors to the club walk</li> <li>Cable management systems to be used for cables to desks, seating areas etc.</li> <li>Cable protectors to be placed over temporary trailing cables where they cross aisles and walkways</li> <li>All chemical substances to be kept locked away when not in use</li> <li>All highly flammable liquids etc. to be kept in a specially provided cabinet when not in use</li> <li>Consider Health &amp; Safety when erecting temporary structures as much as you would a solid building</li> <li>Members are not go near an unsafe temporary structure and to report the matter to the Committee</li> </ul>							
<b>REVIEW DATE:</b>	Do not exceed 12 months							
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	2	<b>X</b>	<b>Severity</b>	4	=	<b>8</b>	<b>Low Degree of Risk</b>

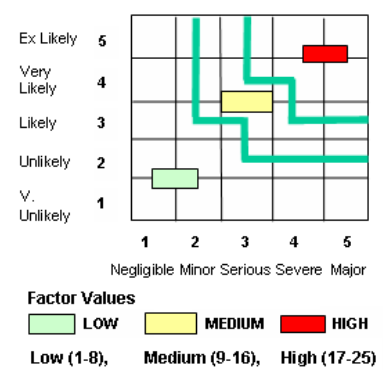


<b>ASSESSOR:</b>	Yolanda Hamblen	<b>POSITION</b>	Risk Assessor
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<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes	<b>DATE:</b>	1/11/2017			
<b>OPERATION/ PROCESS:</b>	13 Falling objects from height		<b>PERSONS AT RISK:</b>	All Members Visitors & Guests				
<b>ACTIVITIES:</b>	<ul style="list-style-type: none"> <li>Rackets and balls in play and risk of injury</li> <li>Getting about in external areas</li> <li>Waking outside in poor weather conditions</li> </ul>		<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: Yes COSHH: No Noise: No				
<b>SIGNIFICANT HAZARDS:</b>	<ul style="list-style-type: none"> <li>Safe play</li> <li>Safe spectating</li> </ul>		<p><b>Factor Values</b>  <span style="color: green;">■</span> LOW (1-8), <span style="color: yellow;">■</span> MEDIUM (9-16), <span style="color: red;">■</span> HIGH (17-25)</p>					
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	4	<b>X</b>	<b>Severity</b>	4	=	<b>16</b>	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>Members must be aware of their surroundings and other members near to them</li> <li>Members must not use mobile phones on courts where there is active play – there are signs around the club saying ‘No Mobile Phones’</li> <li>Members and visitors must be aware that by the very nature of tennis there will be objects in the air and to have good awareness of the moving tennis balls, people and rackets always</li> <li>Member must always use a tennis racket and ball safely ensuring their actions are not reckless</li> <li>Members and visitors must only sit and stand in a place of safety away from the courts</li> <li>Members must assess if a visitor’s actions or position could be unsafe to themselves or others and act to prevent injury</li> <li>Members should advocate ‘Safe Play’ always</li> <li>Members must call out if they see a danger or a ball go astray that may injure another</li> <li>Members should alert other members of visitors or guests of any dangers</li> </ul>							
<b>REVIEW DATE:</b>	Do not exceed 12 months							
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	3	<b>X</b>	<b>Severity</b>	4	=	<b>12</b>	<b>Medium Degree of Risk</b>
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor			

<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes	<b>DATE:</b>	1/11/2017			
<b>OPERATION/ PROCESS:</b>	14 Danger from the public		<b>PERSONS AT RISK:</b>	All Members Members of Public & Visitors				
<b>ACTIVITIES:</b>	<ul style="list-style-type: none"> <li>Interaction with the Public</li> <li>Preventing access to unauthorised persons</li> <li>Dealing with guests/visitors &amp; protesters</li> <li>Instant arming</li> </ul>		<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: Yes COSHH: No Noise: No				
<b>SIGNIFICANT HAZARDS:</b>	<ul style="list-style-type: none"> <li>Confrontation and assault</li> <li>Escalation to bystanders</li> <li>Threats such as Fire, Bomb alerts and evacuations</li> </ul>		<p>Ex Likely 5 Very Likely 4 Likely 3 Unlikely 2 V. Unlikely 1</p> <p>1 2 3 4 5 Negligible Minor Serious Severe Major</p> <p><b>Factor Values</b>  <span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>LOW</b>    <span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>MEDIUM</b>    <span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> <b>HIGH</b></p> <p><b>Low (1-8), Medium (9-16), High (17-25)</b></p>					
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	3	<b>X</b>	<b>Severity</b>	4	=	<b>12</b>	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>Ensure all members are familiar with emergency procedures, and are aware of the closest landline telephone in case of emergency</li> <li>Where possible members should avoid dealing with conflict as an individual</li> <li>Ensure interested parties are aware of any potential conflict situations including outside the grounds</li> <li>Do not pursue any person who has committed an offence off the tennis grounds and premises</li> <li>Members should not knowingly put themselves at risk</li> <li>All members are to be aware of their duty to ensure the safety of themselves, the public and others</li> <li>Ensure all members are familiar with emergency procedures, and are aware of the closest telephone in case of emergency</li> <li>The location of all members is known always</li> <li>Ensure members are aware of any potential conflict situations</li> <li>Members should be self-aware and especially when alone or at night and be aware of their personal safety</li> </ul>							
<b>REVIEW DATE:</b>	Do not exceed 12 months							
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	2	<b>X</b>	<b>Severity</b>	4	=	<b>8</b>	<b>Low Degree of Risk</b>
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor			



<b>RISK ASSESSMENT</b>	MKTC (Milton Keynes Tennis Club) Ltd	<b>LOCATION:</b>	The Pavilion, Woughton on the Green Milton Keynes	<b>DATE:</b>	1/11/2017			
<b>OPERATION/ PROCESS:</b>	15 Use of Club Equipment		<b>PERSONS AT RISK:</b>	All Members, Visitors & Guests				
<b>ACTIVITIES:</b>	<ul style="list-style-type: none"> <li>Moving about in general</li> <li>Storage of goods (low &amp; high level)</li> <li>Incorrect storage in cupboards</li> <li>The use of trailing cables</li> <li>Internal and External 'Equipment' or Club facilities (hard and soft)</li> </ul>		<b>ASSOCIATED ASSESSMENTS REQUIRED</b>	Manual Handling: Yes COSHH: No Noise: No				
<b>SIGNIFICANT HAZARDS:</b>	<ul style="list-style-type: none"> <li>Risk of injury from faulty equipment</li> <li>Ensuring the safe use of equipment</li> </ul>		 <p>Factor Values  <span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> LOW    <span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> MEDIUM    <span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> HIGH            Low (1-8),    Medium (9-16),    High (17-25)</p>					
<b>ACTIVITY RISK RATING:</b>	<b>Likelihood</b>	4	<b>X</b>	<b>Severity</b>	4	=	<b>16</b>	<b>Medium Degree of Risk</b>
<b>CONTROL MEASURES:</b>	<ul style="list-style-type: none"> <li>All equipment both internally and externally is to be maintained in good condition and records kept</li> <li>All equipment is to be kept in good repair</li> <li>Equipment that is faulty must have access to it withdrawn or it be removed</li> <li>Faulty equipment must be reported to a committee member</li> <li>Follow manufacturer's recommendations for the use of equipment both internally and externally</li> <li>The storage of equipment on floors to be kept to specific areas with adequate walkways between them</li> <li>Fire doors and escape routes to be kept free of equipment</li> <li>Heavier items to be stored at lower level only</li> <li>Ensure the safe use of equipment and the handling or moving equipment</li> <li>Report hazards to a committee member</li> <li>Coaches and committee members to carry out regular checks</li> <li>Equipment to be stored safely at the end of each day</li> <li>All cables to be kept away from areas where member's visitors and guests walk</li> <li>Equipment consists of anything at the club provided by the club or by a coach</li> <li>Equipment must be used with authorisation</li> <li>Equipment not used with authorisation needs to be reported to a committee member</li> </ul>							
<b>REVIEW DATE:</b>	Do not exceed 12 months							
<b>RESIDUAL RISK RATING:</b>	<b>Likelihood</b>	2	<b>X</b>	<b>Severity</b>	4	=	<b>8</b>	<b>Low Degree of Risk</b>
<b>ASSESSOR:</b>	Yolanda Hamblen			<b>POSITION</b>	Risk Assessor			