



Risk Assessment

Risk assessment number: 001	Company: We Do Tennis	Location: Various	Date: 01.10.2018
Brief description of task: <ul style="list-style-type: none"> Group tennis lessons (outdoor and indoor courts) 		Relevant Legislation / Guidance: <ul style="list-style-type: none"> Health and Safety at Work etc Act 1974 Regulatory Reform Fire Safety Order 2005 Management of Health & Safety at Work Regulations 1999 	
Equipment Used: <ul style="list-style-type: none"> Tennis racquets and balls Nets, Cones, throw down lines 			

Hazard Identified	Who may be harmed	P	S	Risk rating before controls applied	Control measures to be implemented	P	S	Risk Rating after controls applied
Court surface	Coaches, players	4	4	16	<ul style="list-style-type: none"> Suitable anti slip surfaces are installed Effective cleaning schedules in place to remove debris Courts checked visually by the coach prior to the arrival of players for slip hazards and defects Coach to notify the operator immediately of any issues that need rectifying Coach to ensure that all players are wearing correct footwear Caps are in place to cover post holes if nets are removed, these are flush to the ground level Spillages are cleaned up promptly Equipment is stored in the lockers or changing rooms and not brought onto the outdoor courts 	2	3	6
Sharps, litter, animal waste	Coaches, players	2	5	10	<ul style="list-style-type: none"> Visual check of courts by the Coach prior to the lesson Coach to ensure all players place all litter in the bins provided Any sharps / animal waste must be handles carefully using gloves and protecting hands from needlestick injuries 	1	5	5



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					<ul style="list-style-type: none"> Sharps (needles) must be disposed of in a sharps container - where there is not one available the venue / manager must be contacted to arrange collection 			
Environment (lighting, temperature)	Coaches, players	3	3	9	<ul style="list-style-type: none"> Suitable and sufficient lighting is installed that is well maintained Tennis is cancelled in the event of inclement weather that may prove hazardous (ice, snow, thunderstorms) Coach to instruct players regarding suitable clothing for the weather conditions and the use of sunscreen Drinking water is available from the Club Toilets may or may not be available depending on venue - players will be advised of availability 	2	2	4
Equipment	Coaches, players	3	3	9	<ul style="list-style-type: none"> All equipment purchased is from a reputable supplier and suitable for use Equipment is stored securely when not in use A visual check of all equipment is carried out by the coach prior to the session and any defective equipment removed from use Defective tennis nets are reported to the Club immediately Coaches are instructed in the correct and safe use and movement of equipment All equipment other than tennis nets and tennis equipment is cleared from the courts prior to the session starting Tennis nets are removed by trained staff only, following correct manual handling procedures and stored safely Equipment used is appropriate to the age and ability of the group 	2	2	4
Supervision	Coaches, Players	4	4	16	<ul style="list-style-type: none"> The LTA recommendations for ratio of coaches and assistants to players are adhered to Lessons are not held without the correct ratio of coaches and assistants to players Coaches will hold a current LTA accreditation 	2	2	4



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					<ul style="list-style-type: none"> • A coach will be present during the lesson at all times • All coaches will have an induction prior to commencing work • Unruly or disruptive players are removed from the lesson • Registers are held on the Club Spark App and all coaches have access to this 			
First aid	Coaches, Players	3	4	12	<ul style="list-style-type: none"> • All coaches are first aid trained • Coaches carry their own first aid kit and know what to do in the event of a first aid emergency • Coaches to be aware of the location of the nearest AED • All accidents are reported to the Club and recorded • All coaches are to have a mobile phone available on the courts during the session • Coaches have access to the Club Spark App which has emergency contact details • Emergency contact details for the venue / park will be given to the coach 	2	2	4
Fire	Coaches, players	3	5	15	<ul style="list-style-type: none"> • A fire risk assessment is carried out by the Club annually and any actions completed • The coach is trained in the emergency evacuation procedures for the Club • Emergency exit routes and assembly point are clearly signposted and are unobstructed at all times • The coach or group leader will keep a register of all attendees and will be responsible for evacuating the group and checking this in the event of an evacuation • Emergency contact details for the venue / park will be available for the coach 	1	5	5
Physical activity	Coaches, players	3	4	12	<ul style="list-style-type: none"> • Warm up and cool down led by the coach prior to the sessions • Coach is responsible for checking for any injuries or medical conditions of the players to ensure any necessary 	2	3	6



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					adaptations are made			
Collisions between players and with equipment	Coaches, players	4	3	12	<ul style="list-style-type: none"> Sharp or large jewellery to be removed prior to the session Clear instruction given regarding safe use of the equipment by the coach Supervision ratios are adhered to Lighting units are adequately guarded No spectators allowed on the courts during the session (unless invited by the coach) 	2	3	6
Players with additional needs	Coaches, players	3	4	12	<ul style="list-style-type: none"> A consultation will be carried out with the parent, guardian or carer prior to commencing lessons to discuss and agree any specific needs or adaptations required Coach to be informed of any additional needs amongst the players in their lesson and any necessary adaptations or limitations 	2	2	4
Children and vulnerable adults	Coaches, players	3	3	9	<ul style="list-style-type: none"> All coaches and assistants have enhanced DBS certificates All coaches have completed safeguarding training A coach will be present at all times during the lesson Players are not left unaccompanied at any time Any concerns about a child are notified immediately to the Club Welfare Officer who will take the full details and notify the relevant authorities Emergency contact details for every child are held on the Club Spark App 	2	3	6
Missing child	Players	3	4	12	<ul style="list-style-type: none"> A register is taken prior to each lesson Regular headcounts are carried out during the lesson Supervision ratios are adhered to Parents collect their children from the coach at the end of the lesson Emergency contact details for every child are held on the Club Spark App 	2	2	4



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Holiday Camps	Coaches, players	4	4	16	<ul style="list-style-type: none"> Coaches give a session briefing for the players at the start of each session to familiarise the players and parents with all procedures and rules of play Emergency contact details for every child are held on the Club Spark App Medical information is collected for each child and the coach is made aware of any medical needs and / or allergies No food is supplied - children bring their own food and drink 	3	3	9
Hygiene / cross infection	Coaches, players	4	2	8	<ul style="list-style-type: none"> Coaches and players advised to wash their hands after every session Coaches and players not to attend sessions if unwell Shared coaching equipment to be kept clean 			

This Risk Assessment must be reviewed, amended and signed by a Director and the contents understood by the coaches prior to lessons commencing.

Prepared by Niki Whitaker, Head of Training, Safety & Welfare

Signed: 

Date: 01.10.2018

Signed: 

Date: 01.12.2022

Reviewed on: 01.12.2022

Reviewed by: Niki Whitaker

Updates: Additional section on hygiene added and COVID-19 risk assessment archived.



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RISK RATING = Likelihood (L) x Severity (S)		HAZARD SEVERITY (S)				
		1	2	3	4	5
		Negligible Negligible injury, no absence from work	Slight Minor injury requiring first aid treatment	Moderate Injury leading to a lost time accident	High Involving a single persons serious injury/death	Very High Multiple serious injuries/death
1	Very Unlikely A freak combination of factors would be required for an incident / accident to result	LOW	LOW	LOW	LOW	LOW
2	Unlikely A rare combination of factors would be required for an incident / accident to result	LOW	LOW	LOW	MEDIUM	MEDIUM
3	Possible Could happen when accidental factors are present but otherwise unlikely	LOW	LOW	MEDIUM	HIGH	HIGH
4	Likley Not certain to happen but an additional factor may result in an incident/accident	LOW	MEDIUM	HIGH	HIGH	HIGH
5	Very Likely Almost inevitable that an incident / accident would result	LOW	MEDIUM	HIGH	HIGH	HIGH