

# RISK ASSESSMENT GUIDANCE

## INFORMATION & GUIDANCE IN HELPING TENNIS CLUBS TO UNDERTAKE AN EFFECTIVE RISK ASSESSMENT.

This resource provides guidance and does not constitute formal professional advice. This information in this resource is based on advice provided by the Health and Safety Executive, but the LTA recommends clubs to seek relevant expert advice in this subject area when required.

## WHY CONDUCT A RISK ASSESSMENT?

Ensuring that your tennis club is safe for your members, participants and workforce is an important element in managing any venue. Risks can come in many forms, and whilst you won't be able to eliminate all of them, it is important to establish an effective process to identify, manage and minimise the impact of any potential risk or danger.

Conducting an annual risk assessment is not only good practice for a tennis club to undertake but also helps your club meet its legal duty of care obligations in providing a safe playing environment for your members and the wider public.

It is also worth noting that conducting an annual risk assessment of your tennis venue is a LTA Venue Registration requirement, and without an up-to-date annual risk assessment a venue's public liability insurance through the LTA is invalidated.

## WHAT IS A RISK ASSESSMENT?

A risk assessment helps a venue to identify the potential risks and hazards at the club, review the current actions that the club is taking to mitigate and reduce the risk, and consider any further realistic potential steps that the club could be taking to reduce the risks. A good risk assessment will also identify the people at the club responsible for implementing any identified actions alongside a date for when this should be completed.

A risk assessment is not about creating huge amounts of paperwork or onerous processes, but rather about identifying sensible measures to control the risks in your workplace. Think about how accidents could happen and concentrate on real risks: those that are most likely, and which will cause most harm.

## FURTHER RISK ASSESSMENT RESOURCES

LTA Registered Venues should complete an online annual risk assessment [here](#) as part of your registration process.

The LTA have also developed a Risk Assessment Template that tennis venues can utilise when required. This can be accessed [here](#).

Further professional risk assessment advice can be found on the [Health and Safety Executive's website](#).

## WHEN TO DO A RISK ASSESSMENT

Tennis clubs should complete a full risk assessment at least once a year that oversees all aspects of the facility. But venues should consider carrying out more regular risk assessments throughout the course of the year, particularly ahead of any large club events, competitions or activities which involve many people that can affect or introduce new potential risks at the venue.

### Step 1: Identify the Hazards

One of the most important aspects of your risk assessment is accurately identifying the potential hazards at your club.



A good starting point is walking around the club and thinking about any activities, processes, substances or physical hazards that could injure or harm the health of not just club members, but any visitors to the club, volunteers and any paid staff and employees. When visiting a venue on a regular basis, such as your tennis club, it can be easy to overlook some hazards, so below are some tips to help you identify the ones that matter:

- Check the manufacturers' Instructions for chemicals and equipment as they can be very helpful in explaining the hazards.
- Review your accident log. Maintaining a log of all accidents at the club can help in identifying less obvious risks.
- Take account of non-routine activities such as cleaning, gardening, maintenance etc.

There are some hazards with a recognised risk of harm, for example working at height, working with chemicals, machinery or asbestos. Review the [HSE website](#) for further guidance.

## **Step 2: Who might be harmed?**

For each hazard you need to be clear who might be harmed and how this might occur, as this can help you in identifying the best way in controlling the risk. This doesn't mean listing everyone by name, but rather identifying groups of people who use or work/volunteer at the club. In your risk assessment think about the following groups of people:

- Club members
- Occasional players visiting the club (e.g. visiting teams, pay & play participants, guests of members etc)
- Coaches & players attending the coaching programme (particularly young children and their watching parents)
- Club volunteers and any paid employees
- Members of the public (particularly if you hold open days or club events)

## **Step 3: What are you currently doing to mitigate the risk?**

For each risk consider if the club currently has put in to place any precautions or preventions to reduce or remove the risk from occurring or to make the potential harm less serious.

Consider the actions and mitigations that you currently have in place and evaluate how effective they are. Consider if there are better and more effective ways of reducing the risk or even getting rid of it entirely.

Risk is a part of everyday life, and you are not expected to eliminate all risk. Generally you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

However, you do not need to take action if it would be grossly disproportionate to the level of risk. Your risk assessment should only include what you could reasonably be expected to know – you are not expected to anticipate unforeseeable risks.

## Step 4: Evaluate the Risks

For each it is important to evaluate the potential risk and harm that it presents and to rate them in terms of seriousness. This will help the club to prioritise the actions resulting from the risk assessment depending on how harmful the risks are, who might be harmed and to what extent/how likely they are.

When evaluating the risks it is worth considering the potential risk they currently represent, in terms of the current actions and mitigations the club is deploying; and it is then worth considering the potential risk rating once any further identified actions to manage the risk are implemented.

Risk ratings usually use a simple rating system of: Low, Medium and High. Although there are more sophisticated methods for rating risks, with the table below one of the most popular and common approaches:

		Severity of Harm		
		Slightly Harmful	Harmful	Extremely Harmful
Likelihood of incidence	Highly Unlikely	Minimal Risk	Tolerable Risk	Moderate Risk
	Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
	Likely	Moderate Risk	Substantial Risk	Intolerable Risk

## Step 5: Record your Findings

It is important to record your findings in a simple and concise way that focuses on the actions and steps that the club needs to take to mitigate the identified risks.

Producing an accurate risk assessment also enables the club to share and communicate the risks to others within the club, particularly with members of the club's management committee.

### Step 6: Implementing your Risk Assessment

Once the risk assessment has been undertaken it is then important to take steps to action and implement its findings and recommendations.

The risk assessment should be shared with the club's management committee, and the committee should take the lead in planning how the actions are delivered. Club committees are encouraged to review the progress in implementing the risk assessment actions at every committee meeting, and from time-to-time it may be necessary to add further risks to the risk assessment over the course of the year as new hazards are identified.