

LTA Club Grounds, Car Parks, and Storage

Every year there are a large number of injuries caused by accidents occurring around club grounds, in car parks, and in gardens. Many of these are caused by people tripping on poorly maintained surfaces or slipping when the ground is wet or icy.

Even where the hazards are the same, the control measures you adopt may have to be different from those in the examples, to meet your particular needs.

The main way these hazards can be controlled is by routine maintenance.

Q1 Are there regular inspections of club grounds, car parks, paths, and steps?

- (YES) - The club recognises the need for regular inspections of club grounds, car parks and steps and has a process in place.
- (NO) - Regular inspections should take place in order to ensure that facilities remain safe and in good working order.

Q2 Are these checks recorded and remedial action highlighted and completed?

- (YES) - The club records inspection checks of the grounds, car parks, paths and steps. Remedial action required following the checks are highlighted and subsequently completed.
- (NO) - Checks should be recorded and any remedial action needed should be completed.

Q3 Are emergency access points and assembly points properly marked, operational and checked regularly?

- (YES) - The club checks regularly that emergency access and assembly points are operational and properly marked.
- (NO) - All emergency access points and assembly points should be checked regularly to make sure they are still fit for use. Assembly points need to be carefully located taking into account of position, number of people on site, and access for emergency vehicles.

Q4 Are routes for cars and pedestrians clearly segregated, defined, and identifiable?

- (YES) - The club has routes for cars and pedestrians clearly segregated, defined and identifiable.
- (NO) - Clubs should make it clear where pedestrian zones are. Pedestrians should be able to safely cross/get off the car park on to pavements as soon as possible.

Q5 Is there adequate lighting across the site to enable safe walking between facilities to car park etc.?

- (YES) - Lighting is placed in all areas to maintain suitably safe levels to prevent trips and falls. Lighting is included in the regular maintenance checks.
- (NO) - The Club should provide safe routes of access to and from the car park, around the clubhouse and to courts. Inadequate levels of lighting can give rise to accidents. Routine inspections of club lighting will ensure that where lighting has failed it is repaired as soon as possible.

Q6 During inclement weather are the car park and footpaths gritted/cleared from snow and ice?

- (YES) - During inclement weather the club ensures that communal footpaths and the car park are cleared of snow & ice.
- (NO) - During inclement weather the club should ensure that communal footpaths and the car park are cleared of snow and ice. Grit is spread on the night when the bad weather is predicted.

ELECTRICITY

Q7 Are all electrical installations installed and maintained in line with legal requirements?

- (YES) - All electrical installations are installed and maintained within legal requirements.
- (NO) - Only qualified and competent persons should be allowed access to install or maintain equipment. This may require outside contractors to complete works in order to comply. Maintenance should be carried out in line with manufacturer advised schedules.

Q8 Are all electrical installations, sockets etc. checked regularly by a competent person as part of the regular maintenance programme?

- (YES) - All electrical installations, sockets etc. are checked regularly by a competent person as part of the regular maintenance programme.
- (NO) - Only a competent person should be allowed to check electrical installations, sockets etc.

HAZARDOUS MATERIALS

Q10 Are fertilisers, pesticides and herbicides used for the courts and grounds used in line with COSHH requirements?

- (YES) - The club recognises that fertilisers, pesticides and herbicides used for the courts and grounds are used in line with COSHH requirements.
- (NO) - The Control of Substances Hazardous to Health is a legal requirement that clubs must be aware of and compliant with. Further details can be found at <http://www.hse.gov.uk/coshh/> including the basics and how to manage within the requirements. Clubs should adopt the HSE "Principles of good control practice" when dealing with potentially hazardous materials.

STORAGE AREAS

Q11 Does the club ensure access restrictions, responsibility to lock up and regular maintenance of all storage areas?

- (YES) - The club ensures that they have clear agreements in place for the use of storage facilities detailing access restrictions, responsibilities to lock up and regular maintenance of the areas.
- (NO) - Clubs should have a clear agreement in place for the use of storage facilities. This should include details of the areas for use, access details, responsibilities, and restrictions.

GROUND KEEPING

Q12 Is all the equipment routinely checked in line with the manufacturer guidelines?

- (YES) - The club ensures that equipment is regularly maintained in accordance with the manufacturer's recommendations and within Health and Safety guidelines regarding the provision and use of work equipment.
- (NO) - Regular inspections should take place in order to ensure that facilities remain safe and in good working order.

Q13 Is Personal Protective Equipment (PPE) provided to members of staff who undertake grounds maintenance?

- (YES) - Personal Protective Equipment is provided to members of staff who undertake ground maintenance.
- (NO) - The Club is responsible for providing suitable PPE to volunteers or employees who use lawnmowers, strimmer's, brush cutters and other maintenance machines or substances. For further guidance on what your duties are see: <http://www.hse.gov.uk/contact/faqs/ppe.htm>