

UNIVERSITY of OXFORD SPORTS DEPARTMENT**OXFORD UNIVERSITY TENNIS CLUB RISK ASSESSMENT 2011**

Activities are usually carried out by OUTC at Merton College Real Tennis Court. Membership is open to students, staff and external members. The club has two resident coaches, Andrew Davis and Craig Greenhalgh, both of whom have completed T&RA coaching courses.

Club activities: the playing of real tennis, in friendlies, matches, training or coaching sessions, mainly at OUTC's home Court (Merton Street), but also (where listed in the Fixture Card) at other real tennis courts, usually within the UK but occasionally abroad.

During the majority of the time the Court is open and in use, at least one of the qualified professionals is on duty and within call if help is needed. Nevertheless, the club is unusual in that it has a high number of relatively aged members playing sport; some injury (although generally low-level) is inevitable, and members recognise this. The Club has both public liability and employer's liability insurance.

HAZARD	CONTROL MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES
Personal injury from poor technique or low level of fitness, e.g., tennis elbow, lower back strain.	Players are expected to be suitably fit for the tennis they are playing. Simple 'warm-up' exercise chart posted near the court. Under normal circumstances, OUTC (including temporary) pros are expected to be fit. All new players are expected to have a lesson with the Pro before playing 'unsupervised'	Medium	All prospective players to disclose any existing health or fitness problems on application form, and take precautions as necessary.
Personal Injury from	Standardized racquets, all made by	Low	

faulty equipment.	Gray's of Cambridge; balls hand-made by experienced people (Pros or those trained in doing so by them). Spectators protected by heavy netting surrounding court.		
Personal Injury from faulty Court and building.	All building faults, e.g., faulty lighting, etc., are to be reported to Pros for repair.	Low	
Personal Injury from ball.	OUTC are affiliated and receive updated rulebooks from the NGB. The only safety guideline in the current rulebook refers to the markers needing to wear a helmet. Play with reasonable care. T&RA poster (1984) on display.	Low	Optional goggles provided for eye protection; some members bring their own.
Spectators being struck by the ball.	Those sitting in the 'penthouse/dedans' should sit back away from the netting so that the hard balls hitting the net do not strike the spectators. Players/pros to warn spectators to sit back.		Spectators only when players/pros on court, players warn spectators.
Personal Injury from weather, i.e., abrupt changes in outside temperature.	'Sweaty' court can be slippery. Play suspended at the discretion of the players or Pros (if present)	Low	An unusual but still unsolved problem.
Personal Injury from slip, trip or fall.	Players taught court awareness. The dangers of the gulley and/or edges pointed out to novice players when	Low	

<p>Hazard: slips on the court and/or a twisted ankle or knee, etc., from putting your foot in the central gulley.</p> <p>Hazard: fall against the edges of the court or colliding with the edges</p>	<p>they start playing the sport,</p>		
<p>Any personal injury ranging from muscle fatigue, cramp, sore/stiff joints, pulled and strained muscles, ligaments and tendons to broken bones, etc.</p>	<p>Warm-up at the beginning of the session. T&RA warm-up poster displayed in the clubroom. First Aid kit at door to the court, checked by Pros regularly. First Aid provided by Pros. Current Public liability and Employer's liability insurances held (certificate supplied for the latter on display) Accident Book. Any accident noted in book kept in the clubroom, and reported to the next committee meeting. The book is updated with 'findings/action' of committee.</p>	<p>Medium</p>	<p>Any major accidents and/or injuries are to be notified to the Sports Federation a copy of the accident report form or completing the accident report form</p>
<p>Personal injury from other belongings being taken on court.</p>	<p>Players asked to leave bags, etc., off-court, but in a secure place if valuable.</p>	<p>Low</p>	<p>Planned imminent construction of cupboard in gallery.</p>
<p>Fire</p>	<p>All exits must be clearly marked. All players</p>	<p>Low</p>	

	<p>must ensure that exits are not blocked and exit routes are clear. Fire Assembly point: Merton Street outside the Court. Fire Extinguishers: checked professionally, regularly. Fire alarms in place. No Smoking policy in Club.</p>		
<p>Road accidents in hired minibuses when travelling to matches/competitions. Use of private vehicles to take players to away venues.</p>	<p>Organiser/events secretary to complete Trip Registration Form before each event outside of Oxfordshire. Drivers must have passed University accredited mini-bus tests. Drivers must be 21 years or older. Drivers must follow the Highway Code. Drivers must not be under the influence of alcohol.</p> <p>Mini-bus courses can be organised through the Sports Federation.</p>	<p>Low but potentially fatal</p>	<p>All trip registration forms are to be sent a day before weekday or weekend fixtures to the Sports Federation</p> <p>For trips out of the UK – trip registration forms are required one month ahead of the trip and these should be submitted to the Sports Federation.</p> <p>Where on trips (outside of Oxfordshire) major injuries and accidents occur and the emergency services called or a player ends up requiring hospital treatment the club can gain assistance and advice from the University Security Services on (01865) 289999. Security Services will also notify the University Press Office, the college of the injured person (if required) and Departmental staff who can help. For major accidents away from site a report should be sent to the Sports Federation</p>

Declaration (all members of the Committee must sign):

As a Club Official I am aware of my moral and legal obligations to my fellow club members. I have read and understand, agree to abide by, and enforce the rules of the Club Constitution, Code of Conduct, Risk Assessment, and responsibilities of the Office I hold.

President:

NAME:SIMON STUBBINGS SIGNATURE:.....

Secretary:

NAME:.....CHRIS STEFANOWICZ..... SIGNATURE:.....

Treasurer:

NAME:LESLEY SMITH.....SIGNATURE:.....

Professional:

NAME:.....ANDREW DAVIS.....SIGNATURE:.....

Professional:

NAME:.....CRAIG GREENHALGH.....SIGNATURE.....

Men's Captain

NAME:..... SIGNATURE:.....

Women's Captain

NAME:..... SIGNATURE:.....

Member 1

NAME:.....JOHN STEVENS.....SIGNATURE:.....

Member 2

NAME:.....DEREK WILLIAMS.....SIGNATURE:.....

Member 3

NAME:..... ADAM JEFFREY.....SIGNATURE.....

Member 4

NAME:.....ED WIGZELL.....SIGNATURE.....