

RISK ASSESSMENT FORM

Location..... Billesley Indoor Tennis Centre..... Environment/Activity/Equipment.....

Sportshall Athletics

Sheet ...1...of.....3.

Hazard Identification Reference

(a) Confined Spaces	(b) Falls from Height	(c) Striking by Mobile Plant	(d) Trip or Slip	(e) Collapse	(f) Manual Handling	(g) Electrical	(h) Hazardous Substances	(i) Radiation	(j) Noise & Vibration	(k) Fire	(l) Explosion	(m) Others
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Severity (S)

Likelihood (L)

Risk Factor (R)

S x L= R

1 Negligible - all in a day's work	1 Improbable	<4 Risk may need to be controlled	LOW
2 Minor - minor injury with short term effect	2 Remote - unlikely	4-6 Risk must be controlled	MEDIUM
3 Severe - major injury/disability (reportable)	3 Possible - may or could well occur	7-9 Hazard must be controlled	HIGH
4 Extreme - fatal	4 Probable - expected to occur, several times	>9 Hazard must be avoided	VERY HIGH

Hazard Ref.	Hazard Description	People at risk	Initial Assessment			Control Measures	Residual Risk			Action/Comments – by whom and when
			S	L	R		S	L	R	
C	Equipment/ mats1	Pupils/ leaders/ staff	2	3	M	Clear Instructions on correct usage. Activities suitably spaced out and playing/ practice area highlighted. Leaders will have had training prior to the event.	2	3	M	N/a
M	Sporting accidents	Everybody	2	3	M	Ensure area is clear, and suitable for purpose. First Aid kit available if needed. Schools should have their own first aider and first aid however.	2	3	M	N/a

M	Group Management	Pupils	1	3	M	Registers, group counts, leader authority, medicines etc, teacher supervision. To be mindful other users will be using the facility (tennis courts and Gym). Pupils supervised when needing the toilet. Schools will be invited to select athletes for specific events at a designated time. Schools will have their own designated area for personal belongings. Food to be consumed within the designated area. School staff to monitor this.	1	3	M	N/a
M	Parents (if applicable)	Everybody	1	3	M	Clear Guidelines, designated viewing area (gallery section away from the activity area). Exception is if a parent is supporting their child on the schools authority.	1	3	M	N/a
M	Photography	Pupils	1	3	M	School staff can take pictures of their own school group. Event organiser will take edited/ blurred pictures for use on social media to showcase the event. No child will be identifiable (use the app Artisto).	1	3	M	N/a
M	Venue- Billesley Tennis Centre	Everybody	3	1	M	Following Billesley Tennis Centre Fire Procedures. Curtains around edge, hiding objects. Pupils managed at all times by staff. Using Billesley Tennis Centre Risk Assessment.	1	2	M	Fire meeting point shared in start briefing.

M	Parking	Everybody	3	2	M	Car parking spaces available on site (off the main road) in a safe area. Accessible parking spaces are available. Pavements are present for walking around from the vehicle and the entrance. School staff to escort pupils inside.	2	2	M	

Completed by **Phil Homer**Date **16/12//2025**.....Copies to **Eddie Parsons**

Reviewed by **H. Reed**Review Date (s) **16/12/2026**