



# Ryde Lawn Tennis & Croquet Club

## INSPECTION CHECKLIST

Inspection no 02 Areas inspected Club house & surrounding grounds

Inspected by Carrie Bateman & Richard Hutchins Date 3/6/15

HAZARD	YES/ NO	COMMENTS (location & brief details)	ACTION TAKEN (with dates)
<b>Cleanliness</b>			
Are work surfaces, shelves & floor kept clean & tidy?	Yes	Initial instruction to all catering volunteers to all follow consistent procedures as indicated in Health Hygiene standards – sign the food safety file in the kitchen.	Refer to cleaning and preparation procedures displayed in kitchen. Also instruction manuals
Are walls & ceilings clean & in good condition? <i>(not cracked, chipped or peeling)</i>	Yes	Recent renovation carried out, inside and outside the building	Continue maintaining Club house and surrounding areas as required
Are all surfaces easy to wash down?	Yes		
Are equipment, crockery & utensils cleaned thoroughly after use?	Yes		
Are sinks and drains working properly? <i>(not blocked or smelling)</i>	Yes		
Is deep cleaning carried out regularly? <i>(note when last carried out)</i>	Yes	Work in organised by JS & Social Committee annually at the start of the spring season	
Is the goods delivery area kept clean & free from clutter?	Yes		

<b>Disposal of Waste</b>			
Are waste food & other waste removed from the kitchen at least once per day?	Yes	All waste removed after every time the kitchen is used for food purposes	.
Is waste cooking oil & fat disposed of correctly? <i>(via a specialist collection agent)</i>	Yes		
Is waste stored in a bin or similar container with a tightly fitting lid?	Yes		

<b>HAZARD</b>	<b>YES/ NO</b>	<b>COMMENTS (location &amp; brief details)</b>	<b>ACTION TAKEN (with dates)</b>
<b>Disposal of Waste (Cont)</b>			
Are broken glass & other sharp waste put in a puncture-proof container or wrapping before disposal into a bin?	Yes		8/6/15- Committee agreed that a sealable tin container (marked) will be provided for all broken glass to be placed in, to ensure volunteers are not at risk from cutting themselves when handling glass.
Are refuse bins kept at a distance from the kitchen?	Yes	Main bins Outside building	
Are refuse bins emptied regularly?	Yes		
Are trolleys available for moving heavy or large loads? <i>(manual handling assessments needed for handling heavy or awkward loads)</i>	Yes	The club currently has one trolley stored in shed for heavy loads	8/6/15 – Committee agreed to display a sign by the trolley with safe/correct lifting instructions for volunteers to follow (MB)
<b>Food Hygiene</b>			
Are Volunteers trained in basic food hygiene practices? <i>(check training records)</i>	Yes	Training in-house Health & Hygiene procedures provided via guidelines pack. Food Safety inspector last visited 30/6/11 which resulted in 5 Star rating	All volunteers are made aware of all Food Safety procedure before undertaking any kitchen duties and sign to confirm this
Are food deliveries attended to immediately?	Yes		
Is cooked & raw food stored & prepared separately?	Yes		Clear instruction fully displayed
Are refrigerators & freezers clean & working properly? <i>(freezer temperature 18°C or less, Fridge 1°C - 8°C max)</i>	Yes		Maintained by Social committee MB to agree person responsible
<b>Pest Control</b>			
Are kitchen, servery & storage areas regularly checked for pest (mice, insects, etc) infestations? <i>(note date of last check &amp; name of pest control company)</i>	Yes	Volunteers are informed to Report any concerns immediately to (JS) Maintenance	None Req at present
Are pest control visits made out of hours e.g. at night?	No	Not deemed necessary	

<b>Toilets and washing facilities</b>			
Are there enough toilets?	Yes	Individual toilets for Men, Women and disabled toilets	
Are toilets and washbasins clean and in working order?	Yes	Cleaned and maintained by employed cleaner	
Are hot water, soap & hand-drying facilities provided?	Yes	Hot & Cold water facilities, Hand soap provided with paper towels & blow dryers	
Is there a rest area away from the kitchen, where people can sit, eat & drink? <i>(may be part of dining area)</i>	Yes	Clubhouse has dining area/bar. This area is tidied up after usage by volunteers	
<b>HAZARD</b>	<b>YES/ NO</b>	<b>COMMENTS (location &amp; brief details)</b>	<b>ACTION TAKEN (with dates)</b>
<b>Ventilation</b>			
Are cooking smells & steam removed from the room?	Yes		
Is there a supply of fresh air with no draughts?	Yes		
<b>Lighting</b>			
Is the lighting bright enough, especially over work surfaces & cookers?	Yes		
Are steps, stairs & storerooms properly lit?	Yes		
Are light shades & diffusers clean & in good condition?	Yes	Regular checks carried out by JS	
<b>Slips, Trips and Manual Handling</b>			
Are the floors in a good condition? <i>(no cracks, bumps or worn bits)</i>	Yes	Floors covered with carpet and kitchen floors with none slippery kitchen Lino.	
Are the floors free from obstructions? <i>(such as boxes or rubbish)</i>	Yes	Flooring areas are kept clutter free to minimise risks of slips, trips and falls.	
Are floor surfaces slip resistant?	Yes	Kitchen areas, toilets and showers rooms have been modernised (June 2011)	
Are spills cleared up immediately?	Yes		
Are 'caution – wet floor' signs used when floors have been washed?	Yes		12/9/11 – Wet Floor caution sign now provided. Still used 3.6.2015
Are Volunteers wearing suitable closed-in, slip resistant shoes?	Yes		
Are steps & stools provided where needed?	Yes	Kept in maintenance shed	
Are steps & stools in safe condition? <i>(not broken or wobbly)</i>	Yes	Maintained by JS (Maintenance)	

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<b>Fire Precautions</b>			
Are fire doors & escape routes free of obstructions?	Yes	Escape routes kept clear	
Are fire doors clearly marked & kept closed?	Yes		
Do fire door closing mechanisms operate properly?	N/A		
Are vision panels in doors unobstructed?	N/A	No doors with vision panels at club	
Are fire extinguishers of the correct type and tested annually?( <i>check last test date on label</i> )	Yes	Last checked by Wight Fire 4.7.14	No Action Required
Are fire blankets provided & checked annually? ( <i>check last test date on label</i> )	Yes	Checked by Wight Fire 4.7.14 Instructions faded & hard to read	30/8/11 Wight Fire sent a updated sign, now displayed next to Fire Blanket. Water extinguisher replaced 4.7.14
Have Volunteers been trained in use of fire blankets?	No	Volunteers made aware of instructions displayed in kitchen	As above Sign displayed with simple instruction's
Are up to date fire action notices displayed where Volunteers can read them? ( <i>what to do in event of fire &amp; fire assembly points</i> )	Yes		Fire action signs now displayed around clubhouse RHu to check fire assembly points
Can fire alarms be heard in all areas, including storerooms and toilets?	Yes	There is a smoke Alarm in the Kitchen which can be heard in all areas	Social Committee MB to check smoke alarms
Are fire drills carried out at least once per term? ( <i>check fire evacuation records</i> )	No		Review fire alarm procedure at AGM's
Are 'no smoking' rules followed? ( <i>look for cigarette butts</i> )	Yes	No Smoking in Clubhouse or grounds.	No form of smoking including e and vapour cigarettes is to be allowed on site.
<b>Machinery and Equipment</b>			
Are Volunteers trained to use & clean food preparation equipment safely? ( <i>check training records</i> )	Yes	All Volunteers are made aware of the Clubs Food Safety File.	
Is machinery and equipment regularly inspected & maintained.	Yes	All equipment that is faulty is reported to JS or committee team for action	Equipment serviced yearly
Is there a procedure for reporting faulty machinery or equipment & taking it out of use until mended? ( <i>note details of this procedure</i> )	Yes	As above	
Is there a working telephone available?	Yes		

HAZARD	YES/ NO	COMMENTS	ACTION TAKEN
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	NO	(location & brief details)	(with dates)
<b>Electrical Safety</b>			
Are electrical sockets and equipment placed away from sinks and hotplates?	Yes		
Is electrical equipment regularly inspected and tested?	Yes	Last recorded 2009	Recent work carried out at the club and certificated 7/11/11
<i>portable electrical equipment tested every 3 years – check test labels</i>	Yes	As above last recorded 2009	CB to investigate person to undertake PAT testing and arrange a visit Arrange PAT testing every year
Does all electrical equipment pass visual inspection?	Yes	Any concerns are reported to JS (Maintenance)	
<b>Visual inspection of equipment</b>			
<i>Switch off and disconnect (unplug) equipment before inspecting. Then look for danger signs</i>			
• Are cables covering intact	Yes	Tracking in place	
• Damage to the plug - is the casing intact and pins straight?	Yes		
• Are leads intact without any joins.	Yes		
• Outer covering of cable are gripped where it enters the plug or equipment - see if the coloured insulation or copper of the internal wires are completely covered.	Yes		
• the plug, equipment or socket is free from indications of overheating (eg brown burn marks) <i>Label any faulty equipment with 'do not use' signs &amp; take out of use until checked by an electrician. Encourage other Volunteers to report any faults etc.</i>			
<b>Gas Safety</b>			
Are gas appliances regularly checked & serviced by qualified fitters? <i>(every six months)</i>	No	The Club has no Gas equipment installed at present other than a Barbeque gas Cylinder	Barbeque bought 2011 and stored in shed
Are Volunteers trained to use gas appliances safely? <i>(check training records)</i>	No	As above	
Do Volunteers know what to do in a event of a gas leak?	No	As Above	
<b>HAZARD</b>	<b>YES/</b>	<b>COMMENTS</b>	<b>ACTION TAKEN</b>

	NO	(location & brief details)	(with dates)
<b>Chemicals</b>			
Are all chemicals clearly labelled? <i>(e.g. cleaning materials, disinfectants, detergents, pest killers)</i>	Yes		
Have Volunteers been trained to use these chemicals safely?	No	Refer to individual labels for instructions	
Do Volunteers know what to do in an emergency?	Yes	Refer to individual labels for instructions	
<b>Protective Clothing</b>			
Are rubber or plastic gloves provided to protect against skin damage from hot water, detergents, disinfectants & other chemicals?	Yes	Gloves available in kitchen	
Are heatproof gloves or gauntlets provided for taking dishes in & out of hot ovens?	Yes	Gloves available in kitchen	
Is all protective clothing replaced as soon as it is worn out or damaged?	Yes	Social committee replaces when req	
Are clean overalls provided	Yes	Clean overalls available for kitchen areas and are changed after every social event	
<b>First Aid</b>			
Are first aid boxes clearly marked and fully stocked?	Yes	Diana Harris checks & re-stocks First Aid supplies	
<b>Accidents and Illness</b>			
Are accidents reported in an accident forms <i>(check accident records kept at club)</i>	Yes		
Do Volunteers report symptoms which may cause food poisoning? <i>(diarrhoea, vomiting, skins rashes, boils, fever, discharges from ear or nose)</i>	N/A	Volunteers would not work in the kitchen if unwell or recovering from illness	

HAZARD	YES/ NO	COMMENTS (location & brief details)	ACTION TAKEN (with dates)
<b>Car Park &amp; Grounds</b>			
Are the club gates in good working order?	Yes	Large wooden gates are acceptable at present	12/9/11- Management Committee has agreed to investigate further to replacing new metal sliding gates. Development Committee will liaise

			with Paul Cotton. New gates installed 2014
Do they stay pinned back when open?	Yes		
Is there any difficulty in opening them?	No		
Is there access for emergency vehicles?	Yes		
Is there a speed sign and is the pedestrian pathway in the car park clearly identified?	Yes		
Are the pathways and steps leading to the courts & clubhouse safe, clean & free from debris/hazards?	Yes	Seats not secured, could be at risk from falling down grass bank or moved by members and placed inappropriately.	Seats will now be secured down with a peg in ground & bungee (PM) This will be undertaken yearly.
Is the safety lighting around the courts and pathways in good working order?	Yes	New Bollards with lighting installed 2011	Also Refer to Lighting.
<b>Playing/training area</b>			
Are the court & lawn surfaces clean and free from debris?	Yes	Maintained by club volunteers	
Are the courts & lawn surfaces safe to use?	Yes	Guidelines for safe use of Astroturf courts given to all members and signs displayed on appropriate footwear & clothing	Refer to additional Risk Assessment carried out in 2011 attached
Are the courts in good working order?	Yes	Maintained by Phillip & club committee	
Are the court gates in good working order?	Yes		
Do the gates open easily and close safely?	Yes		
Is the area fit and appropriate for activity?	Yes		Coaches to assess playing area prior to coaching sessions. DF to assess
<b>HAZARD</b>	<b>YES/ NO</b>	<b>COMMENTS (location &amp; brief details)</b>	<b>ACTION TAKEN (with dates)</b>
<b>Tennis Equipment</b>			
Is the equipment used fit & sound for activity and suitable for age group/ability?	Yes	Refer to Coaches own risk assessment	
<b>Performers</b>			
Do coaches check that performers' registers are up to date with medical information and contact details?	Yes		Action: Decide how relevant information on children is stored and updated and how coaches are informed. DF to discuss at coaches meeting.
Are performers appropriately attired for the activity (see rule 19)	Yes		

<b>Sheds</b>			
Are any flammable liquids/gases or harmful substances stored appropriately and in line with COSHH regulations?	Yes	Small amount of Petrol stored in locked shed, inside a locked cabinet, access to appropriate members only.	
Is equipment stored in the sheds safely and at a safe accessible level?	Yes		
Is there any obvious potential hazard in the sheds?	No		
Is there any obvious potential hazard immediately outside and surrounding the sheds?	Yes	Pathways leading to sheds are a potential hazard during dimming daytime light	Storage facilities have been altered and adequate lighting is available.
<p><b>This Risk assessment was carried out by:</b></p> <p><b>Name: Carrie Bateman                      Richard Hutchins                      Karen Bicknell</b></p> <p><b>and approved by the Management Committee</b></p> <p><b>Date:      8.6.15</b></p>			




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