

Inspection Checklist (Courts and Facilities)

The following checklist may be used as a basis for identifying a broad range of risk sources around the playing area. This checklist must be adjusted to recognise the diversity of organisations, their playing environments, equipment and programmes.

A diagram of the tennis court layouts has been appended to this checklist to enable accurate locations to be determined for inspection purposes and risk identification.

Member Club: **Date:**/...../.....

Inspected By: **Position:**

Court Nos.:

Place a tick or cross in the appropriate box to indicate compliance or non-compliance.

Court Enclosures

	Yes	No	N/A
Are the distances/clearances between the base lines and the court fencing adequate/sufficient to reduce impact hazards to participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the distances/clearances between the side lines and the court fencing adequate/sufficient to reduce impact hazards to the participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the distance/clearance/gap between courts adequate/sufficient to reduce impact hazards to the participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are grates manufactured and fitted to internal open drains?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the court surfaces extend fully to the court surround or fence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all court surfaces within the same enclosure identical?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If different court surfaces within the same enclosure create slip/trip hazards, etc are warnings or signage visible to all participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all court accessories positioned, stored and secured to prevent movement or impact hazards (rollers, super mopper, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an "Umpire Stand Safety Parameter Check" been conducted on all umpire stands/chairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are temporary scoreboards positioned so as to reduce impact hazards to participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are rules in place prohibiting non-tennis equipment in the court enclosures (kettles, electrical appliances, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Court Surfaces

	Yes	No	N/A
Are all foreign materials removed from the court enclosure and the court surfaces (rocks, litter, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all deep depressions on pathways (breaks, tree root damage, etc) or court surfaces repaired or signage/barricading erected to warn of the hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all raised areas on pathways (breaks, tree root damage, etc) or court surfaces repaired or signage/barricading erected to warn of the hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all potential slip hazards sign posted to warn of the hazard as required (slippery when wet, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are non-slip applications implemented on stairs, etc to reduce the impact of slip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all trip hazards identified and removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all court lines clear and visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are broken or raised lines repaired or replaced as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are protruding nails for lines removed and replaced as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are court surfaces generally safe (no tears in synthetic, wooden floor boards in good repair, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Nets and Net Posts

	Yes	No	N/A
Are damaged nets replaced/repaired as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are centre straps available and used to reduce the movement of the net in the wind and in accordance with the rules of tennis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the centre straps in a serviceable condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exposed/frayed wire ends from nets removed or covered/protected (electrical tape, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all non-standard attachments removed from the net posts and the nets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are external winders in good repair/good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous external winders removed or repaired (protective knobs may be missing, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are net posts secured, stable and free from rust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fencing and Gates

	Yes	No	N/A
Is fencing in good repair (curled bottoms, jagged edges on the chain mesh, breaks in the chain mesh, other holes, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is fencing adequately tensioned to alleviate the above hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all attachments to fences secure and not presenting "falling objects from height" hazards (signage, hooks for hanging drag mats, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all attachments to fences free from sharp/protruding edges (signage, hooks for hanging drag mats, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all sharp protrusions identified and removed from fences (metal ties, broken chain mesh)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gaps between the bottom of fences and the footings (eg brick) filled or covered to reduce trip hazards (ankle injuries, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is padding provided where injury could occur from impact hazards with walls or fences (exposed retaining walls, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gates to the courts in good repair and easily opened/closed reducing manual handling hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are locking cantilevers easily opened/closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all fences (chain mesh, etc) and gates free from rust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all fence and gate posts free from rust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is signage erected warning/banning participants climbing fences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lighting Poles and Lighting

	Yes	No	N/A
Do all lights have adequate protective covers installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the lighting arrangement provide adequate visibility for its intended purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is padding provided for light posts where injury could occur from impact hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all light poles secure and not showing signs of movement (wooden poles may rot below the ground)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the footings of the light poles free from rust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has Non-Destructive Testing (NDT) been performed by an accredited individual/organisation on the welds and bolts of the lighting poles to ensure fatigue of steel is not prevalent in the pole and the footings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the locking mechanisms on cantilever type poles in a serviceable condition and free from rust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cantilever type poles easy to handle reducing manual handling hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are changes to lighting arrangements (eg extra lights installed on posts) subjected to "Management of Change" procedures to ensure engineering specifications are not compromised?

Court Surrounds

	Yes	No	N/A
Are all deep depressions on pathways (breaks, tree root damage, etc.) repaired or signage/barricading erected to warn of the hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all raised areas on pathways (breaks, tree root damage, etc.) repaired or signage/barricading erected to warn of the hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all potential slip hazards sign posted to warn of the hazard as required (slippery when wet, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are non-slip applications implemented on stairs, etc. to reduce the impact of slip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hand rails on stairwells provided and in a serviceable condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairwells in serviceable condition and free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is railing installed around heights to prevent access to the edge and protect against falls from height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are grates manufactured and fitted to open drains?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler heads guarded or appropriately sunk into the ground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazards such as hanging objects identified and removed (overhanging branches, etc.) as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do shelters around the courts and facilities comply with building codes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous areas (construction areas, maintenance sheds) barricaded/locked/sign posted to ensure "no entry by unauthorised personnel"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "YES" to all the above, your courts and facilities have the characteristics indicating good risk management practices. If you answered "NO" it may indicate a risk that requires assessment.

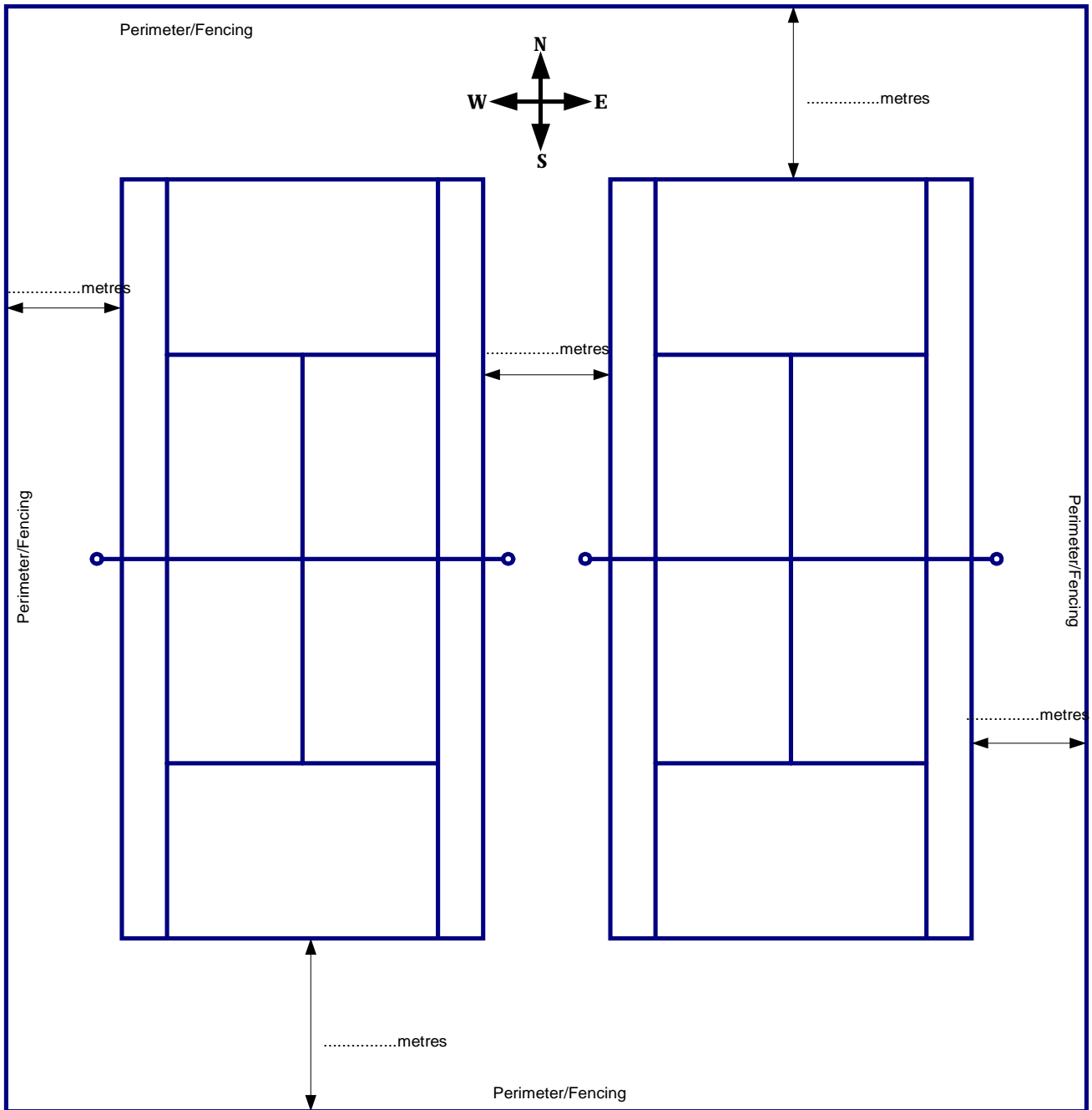
This checklist is only indicative and other sources of risk may need to be assessed in a facilitated risk management workshop.

All non-compliance issues should be registered on a Hazard Reporting and Corrective Actions form and processed in accordance with the relevant guidelines.

Audited By:

Signature:

Position:



Comments:

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