



RISK ASSESSMENT POLICY & CHECKLIST

Risk Assessment Policy

COVID-19 risk assessments shall be conducted in accordance with LTA Guidance at the start of each substantive stage of the Government's plan 'Living with COVID-19' and whenever there is a substantive change to that plan.

Calne Tennis Club shall carry out a full (non-COVID-19) annual risk assessment of the clubhouse, tennis courts and immediate vicinity, to highlight hazards and potential hazards and shall take appropriate mitigation action wherever necessary to ensure a safe and enjoyable environment.

The committee is responsible for initiating the annual risk assessment and its successful conclusion.

Local risk assessments shall be carried out by coaches before any coaching takes place at the club by utilising the attached 'Checklist'.

Organisers of social events, league matches, tournaments, and other tennis activities, are responsible for ensuring that local risk assessments are conducted, utilising the Checklist, before the related activity starts and periodically ensuring that mitigation measures remain intact throughout the activity/event.

If a member, user or visitor spots a hazard or potential hazard in or around the club at any time, they should notify any committee member or coach on site at the time or report the matter as soon as possible by email to: info@calnetennisclub.com.

Maintenance is managed by the committee who will take appropriate action to eliminate, or mitigate, any hazards identified via checklists or email that require further work. Such action shall be recorded in the minutes.

The annual risk assessment, and local risk assessments conducted before organised tennis activities, shall include (where appropriate) the following checks:

- Is the area and surroundings safe and free from obstacles?
- Is the area fit and appropriate for activity?
- Is the equipment fit and sound for activity and suitable for age group/ability?
- Is the performers register up to date with medical information and contact details?
- Are performers appropriately attired for the activity?
- Can emergency vehicles access facilities?
- Is there a working telephone available with access to emergency numbers?
- Are emergency access points checked and operational?
- Are evacuation procedures published and posted somewhere for all to see?

- Do volunteers, staff, coaches, and members have access to information relating to health and safety?
- Are emergency procedures published and accessible to those with responsibility for sessions at the venue?

Approved: [Signed copy held on File]

Date: 15th March 2022

Claire Bielby, Chairman

Checklist – Complete before organised tennis activity at Calne Tennis Club

Playing / Training Area

Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? Yes / No

(If no, outline overleaf the hazard, who may be at risk and mitigation action taken, if any)

Equipment

Check that it is fit and sound for activity and suitable for age group/ability.

Is the equipment safe and appropriate for activity? Yes / No

(If no, outline overleaf the unsafe equipment and mitigation action taken, if any)

Players

Check that any new players' medical information and contact details are known and recorded. Check that players are appropriately attired for the activity.

Is information known and recorded? Yes / No

(If no, outline overleaf the current state and mitigation action taken, if any)

Are players appropriately attired and safe for activity? Yes / No

(If no, outline overleaf unsafe equipment/attire and mitigation action taken, if any)

Emergency Points

Check that emergency vehicles have access adjacent to the courts, and that one of those present has a working telephone and access to emergency numbers.

Are emergency access points checked clear? Yes / No

(If no, outline overleaf the issues and mitigation action taken, if any)

Is a working telephone available? Yes / No

(If no, outline overleaf the issues and mitigation action taken, if any)

Safety Information

Check that evacuation procedures are posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

Are emergency procedures and health and safety information accessible to those with responsibility for sessions? Yes / No

(If no, outline overleaf what information is missing and mitigation action taken, if any)

Do the club, players or coach need to take any further action before play can start?

Yes / No

(If yes, specify overleaf what mitigation action needs to be taken, if any.)

RISK ASSESSMENT TEMPLATE

<i>Club Name:</i>	<i>Name of Risk Assessor:</i>	<i>Date of Risk Assessment:</i>
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What are the Hazards?	Who might be harmed & how?	What precautions are already in place?	Any further actions required?	Risk Rating (low, medium, high)		Action undertaken by whom & by when?	Completed
				Now	After further action		