

# FERNHURST TENNIS CLUB

## RISK ASSESSMENT POLICY

FERNHURST TENNIS CLUB will carry out a full annual risk assessment of the facility with a view of highlighting potential hazards and taking the appropriate action wherever necessary to ensure a safe and enjoyable environment.

CHRIS SYKES is responsible for reporting to the Committee on such issues. If a member wishes to report a hazard or potential hazard, they should do one of the following:

- ☐ Call CHRIS SYKES Mobile 07976 924246
- ☐ Write a note, including details and location of the hazard, and hand it to a member of the Committee

Maintenance is an item on the agenda for Committee meetings. Any issues are raised and the appropriate action taken; all details will be listed in the minutes.

The risk assessment includes the following areas:

- ☐ 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 membership list up to date with medical information and contact details?
- ☐ Are players appropriately attired for the activity?
- ☐ Can emergency vehicles access facilities?
- ☐ Is there mobile reception at the place to play?
- ☐ 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?
- ☐ 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?

A standard template is attached but this may need to be adapted to conform to the requirements of the LTA, their insurers and/ or their brokers

**Standard basic template – these should be completed, signed and dated and filed safely**

**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, please outline the hazard, who may be at risk and action taken, if any)

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**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, please outline unsafe equipment and action taken, if any)

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**Members**

Check that the Membership list is up to date with medical information and contact details.

Check that members are advised to be appropriately attired for the activity.

Is the membership list in order? YES/ NO

(If no, please outline current state and action taken, if any)

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Are players appropriately attired and safe for activity? YES/NO

(If no, please outline unsafe equipment/attire and action taken, if any) Yes No

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**Emergency points**

Check that emergency vehicles can access facilities, and that mobile reception is available for calls

Are emergency access points checked YES/NO

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

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Is a working telephone available? YES/NO

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

e.g. Mobile reception checked on site

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**Safety information**

Check that evacuation procedures are published and posted somewhere for all to see.

Ensure that volunteers and staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions? YES/NO

(If no, please outline what information is missing and action taken, if any) Does the place to play need to take any further action? (If yes, please specify.)

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..... Date.....