



## **Risk Assessment Policy**

Gosforth 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.

The Secretary is responsible for reporting to the committee on such issues. If a member/user wished to report a hazard or potential hazard, they should do one of the following:

Call: Jane Donald 0771 9581342

Email: [gosforthsecretary@gmail.com](mailto:gosforthsecretary@gmail.com)

Write a note, including details and location of the hazard, posting it on notice board.

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 performers register up to date with medical information (Coaches responsibility for under 18's) 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?

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?