



## **Risk Assessment Policy**

LEATHERHEAD 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 Club Chairman is responsible for reporting to the management committee on such issues. If a member/user wishes to report a hazard or potential hazard, they should do one of the following:

- Speak with any committee member who is present at the time
- Email Ed Stansfield ([edstansfieldtennis@outlook.com](mailto:edstansfieldtennis@outlook.com)) or call him if it is an urgent issue (07891732832)
- Write a note, including details and location of the hazard, posting it on the notice board

Safety and maintenance are a key item on the agenda of management committee meetings. Issues are raised, actions taken and details minuted.

Our annual risk assessment is submitted to our insurer and can be viewed on our website.

Our leaflet 'Play Safe, Stay Fit, Have Fun' contains general health and safety advice for club members. It is distributed to new members.

November 2021

