

MIDHURST TENNIS CLUB

Risk Assessment Policy

MIDHURST 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.

CLIVE BLOTT 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 **CLIVE BLOTT 01730 813113 Mobile 07845 406804**
- Write a note, including details and location of the hazard, posting it in the suggestion box

Maintenance is an item on the agenda for committee/management 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 are 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 are 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?

Standard basic template – these should be completed 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?

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

Yes ☐ No ☐

Equipment

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

Is the equipment safe and appropriate for activity?

(If no, please outline unsafe equipment and action taken, if any)

Yes ☐ No ☐

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?

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

Yes ☐ No ☐

Are players appropriately attired and safe for activity?

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

Yes ☐ No ☐

Emergency points

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

Are emergency access points checked

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

Yes ☐ No ☐

Is a working telephone available?

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

e.g. Mobile reception checked on site

Yes ☐ No ☐

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?

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

Yes ☐ No ☐

Does the place to play need to take any further action? (If yes, please specify.)

Signed: _____

Date: _____

