

## Risk Assessment Policy

**Ramsbury 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.

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

- Call **Ian Smith on 01672 520395**
- Email **oldtiff@hotmail.co.uk**
- Write a note, including details and location of the hazard, posting it in the suggestion box/notice board
- Write an entry in the maintenance log book, located in the place to Pavilion

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 performers register is 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 is available with access to emergency numbers?
- 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?
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- 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

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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?

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

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Performers

Check that the performers register is up to date with medical information and contact details. Check that performers are appropriately attired for the activity.

Is/are the register(s) in order?  
(If no, please outline current state and action taken, if any) Yes  No

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Are performers appropriately attired and safe for activity?  
(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 a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational?  
(If no, please outline the issues and action taken, if any) Yes  No

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Is a working telephone available?  
(If no, please outline the issues and action taken, if any) Yes  No

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

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

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_