

Policy 008 – Risk Assessment Policy

Introduction

1. Wylam 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.
2. Angela James 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:
 - a. Call Angela James on 07873132451
 - b. Write a note, including details and location of the hazard, posting it on the club house notice board
3. 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.

Risk Assessments

4. The risk assessment includes the following areas:
 - a. Is the area and surroundings are safe and free from obstacles?
 - b. Is the area fit and appropriate for activity?
 - c. Is the equipment fit and sound for activity and suitable for age group/ability?
 - d. Can emergency vehicles access facilities?
 - e. Are emergency access points checked and operational?
 - f. Are evacuation procedures are published and posted somewhere for all to see?
 - g. Do volunteers, staff, coaches and members have access to information relating to health and safety?
 - h. Are emergency procedures published and accessible to those with responsibility for sessions at the venue?
 - i. Are evacuation procedures are published and posted somewhere for all to see?
 - j. Do volunteers, staff, coaches and members have access to information relating to health and safety?
 - k. Are emergency procedures published and accessible to those with responsibility for sessions at the venue?
 - l. Are there any steps that need to be undertaken to protect members against infectious diseases (including COVID 19)?

Review

5. This Policy is reviewed every two years (or earlier if there is a change in national legislation).

This Policy was reviewed by Dan George (Club Secretary):

This Policy was approved by James Mackay (Club Chairman):