

## **Risk Assessment Policy**

*St Mary's Tennis Club* will carry out a full annual risk assessment of the facility with a view to highlighting potential hazards and taking the appropriate action wherever necessary to ensure a safe and enjoyable environment.

If a member/user wished to report a hazard or potential hazard, they should:  
Contact the Management Committee by email:  
stmarystennisclub@hotmail.co.uk

Maintenance is an item on the agenda for particular 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:

1. Is the area and surroundings safe and free from obstacles?
2. Is the area fit and appropriate for activity?
3. Is the equipment fit and sound for activity and suitable for age group/ability?
4. Is the players' register is up to date with medical information and contact details?
5. Are players appropriately attired for the activity?
6. Can emergency vehicles access facilities?
7. Is there a working telephone available with access to emergency numbers?
8. Are emergency access points checked and operational?
9. Are evacuation procedures published and posted somewhere for all to see?
10. Do volunteers, staff, coaches and members have access to information relating to health and safety?
11. Are emergency procedures published and accessible to those with responsibility for sessions at the venue?

Courts, grounds, storage areas and pavilion:

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

First aid kit, advice and accident report forms are available and checked regularly

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## Coached players

Check that the register is up to date with medical information and contact details.

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 players 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?

No: access through mobile telephones

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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?

**This policy will be reviewed annually by the Management Committee at the time of the Risk Assessment completion.**

