



## RISK ASSESSMENT POLICY

CROWTHORNE 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 *Grounds Manager* 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 Grounds Manager *David Smith* on 07900 545237
- Email [maintenance@crowthornetennisclub.co.uk](mailto:maintenance@crowthornetennisclub.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 clubhouse

Maintenance is an item on the agenda for committee 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 coaching register is up to date with medical information and contact details?
- Are players appropriately attired for the activity?
- Can emergency vehicles access facilities?
- Is there a working telephone 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?
- Do volunteers, staff, coaches and members have access to information relating to health and safety?



Ahead of the renewal of place to play registration all places must now complete an on-line risk assessment.

This has been completed and downloaded as PDF document Crowthorne TC Risk Assessment

## Risk Assessment Checklist

### Playing/training area

- Are the area and surroundings safe, free from obstacles and fit and appropriate for activity?  Yes/No
- If no, please outline the hazard, who may be at risk and action taken, if any.

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### Equipment

- Is the equipment fit and sound, suitable for age group/ability and safe and appropriate for activity?.  Yes/No
- If no, please outline unsafe equipment and action taken, if any.

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### Players – these are on-going checks that will take place during the year

- Is the coaching register up to date with medical information and contact details?  Yes/No
- If no, please outline current state and action taken, if any.
- Are players appropriately attired and safe for activity?  Yes/No
- If no, please outline unsafe equipment/attire and action taken, if any.

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### Emergency points

- Can emergency vehicles access facilities?  Yes/No
- If no, please outline the issues and action taken, if any
- Does the coach or other adult member have a working mobile phone with knowledge of emergency numbers?  Yes/No
- If no, please outline the issues and action taken, if any

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### Safety information

- Are emergency procedures published and accessible to those with responsibility for sessions?  Yes/No
- If no, please outline what information is missing and action taken, if any

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Does the place to play need to take any further action?  Yes/No (If yes, please specify.)

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