



Risk Assessment Policy

Risk Assessment Policy

HORLEY LAWN TENNIS CLUB (HLTC) 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 HLTC management Committee will appoint a person who is responsible for reporting to the committee on such issues. The name of that person shall be displayed on Club Notice Board(s). If a member/user wishes to report a hazard or potential hazard, they should do one of the following:

- Call or speak to above-named person
- Email or write to any member of the Committee
- Write a note, including details and location of the hazard, posting it in the suggestion box
- Write an entry in the maintenance log book, located in the clubhouse

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 safe and free from obstacles?
- Is the area fit and appropriate for the activity?
- Is the equipment fit and sound for the activity and suitable for age group/ability?
- Where required, is the register of participants up to date with medical information and contact details?
- Are participants 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 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?

The principles detailed in HLTC's Health and Safety Maintenance Guidance shall also be followed.

Risk Assessment

Risk assessments shall be conducted using the following basic template as guidance. Results of assessments will be recorded and filed safely with other HLTC official documents.

Basic template

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

Participants

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

Are participants 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 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

Is a working telephone available?

(If no, please outline the issues and action taken, if any) 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 club need to take any further action? (If yes, please specify.)

Signed: _____

Date: _____