



RISK ASSESSMENT POLICY

APRIL 2023

Ormskirk 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 Secretary, Brenda Golds, is responsible for reporting to the Management Committee on such issues. The Club Captain, Head Coach and Junior captain are responsible for conducting risk assessments relating to club activities.

REPORTING A HAZARD

If a member/user wished to report a hazard or potential hazard, they should do one of the following:

- Call Brenda Golds on 01695 575045
- Email secretary@ormskirktennisclub.co.uk
- Write a note, including details and location of the hazard, posting it in the letter box
- Write an entry in the maintenance log book, located in blue file in the upper left wall cupboard
- Maintenance is an item on the agenda for 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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RISK ASSESSMENT FORM

These should be completed and filed safely in the Blue Maintenance / Risk Assessment file

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)
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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)
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Performers

- Check that the 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)
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- Are performers appropriately attired and safe for activity?
(If no, please outline unsafe equipment/attire and action taken, if any)

Emergency points

- Check that emergency vehicles can access facilities, and that a working telephone available with access to emergency numbers.
- Are emergency access points checked and operational?
(If no, please outline the issues and action taken, if any)

Safety information

- Check that evacuation procedures are published in 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,

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

Signed: _____ Date: _____