



Wickham Community Tennis Club

Risk Assessment Policy

January 2015

Wickham Community Tennis Club will carry out a full quarterly 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.

Secretary Nicki Oliver is responsible for reporting to the committee on such issues. If a member/user wished to report a hazard or potential hazard, they should do one of the following:

- Call Secretary Nicki Oliver tel 01329 835019
- Email wickhamtennisclub@live.co.uk

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?
- Can emergency vehicles access facilities?
- Are emergency procedures published and accessible to those with responsibility for sessions at the venue?

Session organisers / coaches are responsible for the following:

- 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?
- Is there a working telephone available with access to emergency numbers?
- 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?