



# **Risk Assessment Policy**

**Cirencester Tennis Club**

### Risk Assessment

Cirencester 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.

The Facilities committee member 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: Facilities committee member - George Brooks 07831 815281
- Email: George Brooks [george@georgebrooks.net](mailto:george@georgebrooks.net)
- Write a note, including details and location of the hazard, posting it in the suggestion box

Maintenance is an item on the agenda for committee/management meetings. Any issues are raised and the appropriate action is 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 activity?
- Is the equipment fit and sound for activity and suitable for age group / ability?
- Are performers appropriately attired for the activity?
- Can emergency vehicles access facilities?
- Is there access to a mobile phone network and details of emergency numbers?
- Are emergency access points checked and operational?
- 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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This Policy is reviewed every year (or earlier if there is a change in national legislation).

This Policy is recommended for approval by:

**Club Committee Chair**, Zena Marchington

Date:

**Club Facilities Officer**, George Brooks

Date: