



Risk Assessment Policy

LEATHERHEAD LAWN 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.

RICHARD SMOWTON is responsible for reporting to the committee/management team on such issues. If a member/user wishes to report a hazard or potential hazard, they should do one of the following:

- Call RICHARD SMOWTON tel no. 01306 500356
- Email Richard.smowton@ntlworld.com
- Write a note, including details and location of the hazard, posting it on the notice board

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:

- Are 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?
- Is the performers register up to date with medical information and contact details?
- Are performers appropriately attired for the activity?
- Can emergency vehicles access facilities?
- Is 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?
- 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?

