



## Risk Assessment Policy



**Dunstable 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 House Manager 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: House Manager, Mick Smitham, 07930 314072

Email: [info@dunstabletennisclub.com](mailto:info@dunstabletennisclub.com)

Write a note, including details and location of the hazard, posting it in the members box.

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?
- 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?
- 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?
- Are evacuation procedures are published and posted somewhere for all to see?