



HAYES (KENT) LAWN TENNIS CLUB LTD.

Hayes (Kent) Lawn Tennis Club Ltd. Risk Assessment Policy

Hayes (Kent) Tennis Club will carry out a full half-yearly risk assessment of the courts, access paths and surrounding areas with a view to highlighting potential hazards. We will assess who might be impacted by any risks, record what we identify and take the appropriate action wherever necessary to ensure a safe and enjoyable environment.

All members share a responsibility for reporting to the Committee and Hayes (KENT) LTC any risks and issues they perceive. If a member wishes to report a hazard or potential hazard, they should do one of the following:

- Call Felicity Crowther, Chairman 01689 856460, email her on felicitycrowther@yahoo.com, or leave a note pinned to the notice board;
- Write a note, including details and location of the hazard, handing it to a member of the Committee or, where that is not possible, pin it to the notice board in the clubhouse.

Our facilities are discussed at every Committee meeting. Details of any matters raised and the appropriate action taken will be detailed in the minutes.

Our risk assessment will encompass the following matters and areas:

- Is the entire court area and its surroundings safe and free from obstacles?
- Are court surfaces safe?
- Is the area safe and appropriate for coaching & play?
- Are our buildings safe, and appropriately maintained?
- Has electrical equipment been assessed for compliance with safety standards?
- Has fire safety been adequately considered?
- Is the equipment fit and sound for activity and suitable for age group/ability?
- Does the coach carry class registers that are up to date with medical information and contact details?
- Are members appropriately attired for tennis?
- Can emergency vehicles access facilities?
- Are first aid kits and defibrillator clearly visible and signposted?
- Have members been asked to carry a mobile telephone which can be available to call emergency numbers?
- Are emergency access points checked and operational?
- Are evacuation procedures for the Club House 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?

Hayes (Kent) LTC Committee
12th April 2023