

## Risk assessment form

### WYLAM TENNIS CLUB

Venue:

Wylam Tennis Club

Name and position of person doing check:

Angela James

Date of check:

7<sup>th</sup> November 2018

#### Playing/training area

Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity **Yes**

#### Risks identified and mitigating action

Dog excrement on playing area – visual check before play

Glass on courts – Visual check before play

Moss on courts – bushes cut back to reduce risk. Regular brushing of leaves from courts. Twice yearly professional treatment.

Trips and falls – ensure appropriate first aid available

Steps lack of light – painting edges white

#### Equipment

Check that it is fit and sound for activity and suitable for age group/ability.

Is the equipment safe and appropriate for activity? **Yes**

#### Risks identified and mitigating action

Nets regularly checked

Loose equipment removed from run off areas

## Participants

Check that the attendance register is up-to-date with medical information and contact details. Check that performers are appropriately attired for the activity.

Is/are the register(s) in order? **Yes**

### Risks identified and mitigating action

Welfare officer meets with club coaches to verify information is appropriately maintained

Are performers appropriately attired and safe for activity? **Yes**

### Risks identified and mitigating action

Adults – Personal responsibility

Juniors – Coaches to ensure suitable footwear is worn

## Emergency points

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational? **Yes**

2 access points

Is a working telephone available?

**No**

(If no, please outline the issues and action taken, if any.)

Coach to carry a working mobile

Members to have mobiles available during club play

## Safety information

Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions in the club? **Yes**

Published on club website and notice board

Does the club need to take any further action? Yes

Steps lack of light – solar lights screwed to posts

Trip hazard – temporary ramp – paint edges white

Ball recovery – sharp edges from fence – visual checks and undertake repairs to fencing

Burns – ensure appropriate first aid available

**Signed:**

*Angela James*

**Date: 7<sup>th</sup> November 2018**

**Name: Angela James**

*N.B. A new risk assessment form should be completed at the start of each season, to ensure you cover the club should the incident happen again, and any resultant changes made to the club's code of practice.*

---