

## RISK ASSESSMENT POLICY

Hoylake Lawn Tennis Club (HLTC) (the club) will carry out an annual risk assessment of the facility with a view to identifying potential hazards and taking appropriate action to ensure a safe and enjoyable environment. This will be led by the House Officer.

The House Officer will ensure that the online Lawn Tennis Association (LTA) Annual Risk Assessment is completed in order that the club can access the LTA Venue Insurance Package.

Once the risk assessment has been undertaken this should be shared with the club's management committee, and the committee should take the lead in planning how the actions are delivered. The club committee are encouraged to review the progress in implementing the risk assessment actions at every committee meeting, and from time-to-time it may be necessary to add further risks to the risk assessment over the course of the year as new hazards are identified.

The risk assessment will include ensuring that:

- The area and surroundings are safe and free from unnecessary obstacles
- The area and surroundings are fit and appropriate for tennis and linked social events
- The equipment is sound and suitable for the age group
- Junior members are registered with up-to-date contact and medical information
- Emergency vehicles can access the club
- There is a working phone line available
- Evacuation procedures are published and posted in the club house
- Accident and emergency procedures are posted in the clubhouse