

## Risk Assessment Policy

*Flitwick & Ampthill LTC* 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 Secretary is responsible for reporting to the committee/management team on such issues. If a member/user wished to report a hazard or potential hazard, they should do one of the following:

- Call The Secretary on 07816 514692
- Email [secretary@flitwicktennis.co.uk](mailto:secretary@flitwicktennis.co.uk)
- Write a note, including details and location of the hazard, posting it in the suggestion box/notice board
- Write an entry in the maintenance log book, located in the place to playhouse

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:

- 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?
- Are emergency access points checked and operational?
- Are evacuation procedures are published and posted somewhere for all to see?
- Do volunteers, staff, coaches and members have access to information relating to health and safety?
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The current Places to Play risk assessment follows -