



Risk Assessment Policy

CROWTHORNE 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 *Grounds Manager* is responsible for reporting to the committee on such issues. If a member wishes to report a hazard or potential hazard, they should do one of the following:

- Call Grounds Manager *Steve Stowe* on 07803 207409
- Email maintenance@crowthornetennisclub.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 clubhouse

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.

Ahead of the renewal of place to play registration all places must now complete an on-line risk assessment.

*This has been completed and downloaded as PDF document **CTC Risk Assessment** available in the Committee Area*

The Risk Assessment covers the following...

Club Grounds	Clubhouse	Courts
<ul style="list-style-type: none">○ Inspections○ Record/remedy○ Emergency access / assembly○ Pedestrians / Cars○ Lighting○ Snow / ice gritting○ Electrical legal installation○ Electrical inspection○ Pesticides COSHH○ Secure storage○ Maintenance equipment○ PPE for maintenance	<ul style="list-style-type: none">○ Clubhouse & contents insured○ Fit to play / work declarations○ Cleaning / maintenance○ Electrical inspection○ Fire risk assessment○ Fire alarm○ Fire alarm serviced (6 months)○ Fire safety officer○ Evacuation points○ Fire extinguishers○ Fire extinguishers serviced○ First aid○ Building security○ Soiled waste disposal	<ul style="list-style-type: none">○ Maintenance schedule○ Court clearing / cleaning○ Court inspections○ Court out of bounds procedure○ Maintenance workforce training○ Members H&S requirements