

# Pin Point Tennis Team Risk Assessment Policy

Pin Point Tennis Team will carry out a full annual/biannual/quarterly risk assessment of the facility with a view of highlighting potential hazards and taking the appropriate action whenever necessary to ensure a safe and enjoyable environment.

Head Coach Gemma Wiltshire is responsible for reporting to the Head of Admin on such issues. If a player/user wished to report a hazard or potential hazard they should do one of the following:

- Email [pinpointtennisteam@yahoo.co.uk](mailto:pinpointtennisteam@yahoo.co.uk)
- Write a note, including details and location of the hazard passing it onto a coach.

Maintenance is an item on the agenda for Coaches/Admin 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 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?
- ✓ Are the registers up to date with medical information and contact details?
- ✓ Are players appropriately attired for the activity?
- ✓ Can emergency vehicle access facilities?
- ✓ Is there a working telephone available with access to emergency numbers?
- ✓ Are emergency access points checked and operational?
- ✓ Are evacuation procedures published and posted somewhere for all to see?
- ✓ Do volunteers, staff, coaches and players have access to information relating to health and safety?
- ✓ Are emergency procedures published and accessible to those with responsibility for sessions at the venue?
- ✓ Are evacuation procedures are published and posted somewhere for all to see?
- ✓ Do volunteers, staff, coaches and players have access to information relating to health and safety?
- ✓ Are emergency procedures published and accessible to those with responsibility for sessions at the venue?

# Risk Assessment Complete and File Safely

## Playing/Training Area

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

Is the area fit and appropriate for activity? Yes / No

(If no please outline the hazard, who may be at risk and any action taken if any)

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## Equipment

Check that the equipment is fit and sound for activity and suitable for age group/ability

Is the equipment safe and appropriate for the activity? Yes / No

(If no please outline unsafe equipment and action taken if any)

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## Players

Check the player's register is up to date with medical information and contact details.

Check the players are appropriately attired for the activity.

Are the registers in order? Yes / No

(If no please outline current state and action taken if any)

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Are players appropriately attired and safe for activity? Yes / No

(If no please outline unsafe equipment/attire and action taken if any)

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**Emergency Points**

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

Are emergency access points checked and operational? Yes / No  
(If no please outline the issues and action taken if any)

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Is there a working phone available? Yes / No  
(If no please outline the issues and action taken if any)

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**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 the emergency procedure's published and accessible to those with responsibility for session?  
Yes / NO  
(If no please outline what information is missing and action taken if any)

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Does Pin Point Tennis Team need to take any further action?

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Name Printed: \_\_\_\_\_

Role: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_