

Risk Assessment Checklist for Tennis Wales Officials / Referees / Coaches

We recommend that you complete this form before the commencement of any tournament or competition.

Name of official _____

Competition/tournament Title: _____

Date of tournament/competition _____

Date of initial assessment _____

Venue _____

The answer to all questions should be "Yes". If the answer is "No" please state in the comments box the question number & the remedial action taken to ensure that the risk is minimised, or explain why the risk is not applicable.

Venue and Courts	Yes	No
1. Have the courts been maintained to a standard that will allow play to take place safely?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have the courts been appropriately prepared and are safe for play?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the courts free from trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the court surrounds and run-off areas clear and free from hazards?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has all equipment been inspected and is fit for purpose?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are all nets/advertising boards/notice boards secure and in acceptable condition?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have the courts been inspected by you to ensure they are safe for play?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have all players & officials been made aware of the fire drill, emergency procedures and any safety concerns?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the first aid provision appropriate & location known to all officials?	<input type="checkbox"/>	<input type="checkbox"/>
Conditions (outside)	Yes	No
10. Will play finish in good natural light?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the court lighting remain on until finish of play?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the risk of slipping acceptable, given the prevailing weather conditions?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do all players accept that it is safe to play, given the prevailing weather conditions?	<input type="checkbox"/>	<input type="checkbox"/>
14. Has the weather forecast been checked and plans made to review the suitability of the courts throughout the tournament?	<input type="checkbox"/>	<input type="checkbox"/>

Extra Comments re: H&S Checks/Conditions/Areas of concern

Signed _____

Name _____

A copy of this form should be retained by the coach for a period of 5 years. If the Coach/Official is carrying out on behalf of Tennis Wales Ltd, please send a copy to maria.rees@tenniswales.org.uk

This form is an extension of your usual daily checks. Please highlight any extra checks necessary or any concerns in the Extra Comments section.

Please inform the venue management or Tennis Wales of any safety/wellbeing concerns.