

Health and Safety Checklist

This document outlines the key policies/procedures relating to Health and Safety for Riverside Tennis Club. Key review dates have been identified, however updates may take place earlier if the requirement arises.

Health and Safety System	Policy Components	Review Date
Health and Safety Policy	Review of Health and Safety Policy by Management Committee	- Every 3 years - Next: Nov 2027
Code of Conduct Policy	Review of Code of Conduct Policy by Management Committee	- Every 3 years - Next: Mar 2029
Risk assessment and management	- Review and update Risk Register - Check for fire hazards - Check fire extinguishers, fire blankets and signage - Ensure issue reporting forms are being utilised through the website and completed forms are investigated and logged - PAT Testing	- Annually: Next Apr 27 - Monthly - Annually: Next Apr 27 - Investigation within 72 hours - Forms logged monthly - Annually: Next Apr 27
Accident Reporting and Management	Ensure accident reporting forms are being utilised through the website and completed forms are investigated and logged	- Investigation within 24 hours - Forms logged monthly
Emergency Planning and Readiness	Ensure first aid kit is well stocked	Monthly
Coach/Volunteer information, training and supervision	- Health and Safety Policy issued to members annually - Code of Conduct Policy issued to members annually	- Annually in April - Annually in April
Event management	Checklists managing risks	Ad hoc when organising events

Committee Approved: 17 June 2026