

# Glossary

## Glossary of terms included in the Risk Assessment Questions

Regular – actions occurring at reoccurring and uniform intervals. How often an activity is performed depends on the nature of the risk and the circumstances. For example, how regularly you sweep the tennis courts could depend on the overall condition of the courts and the time of year.

Adequate – satisfactory or acceptable practices. There is no definition of 'adequate' from an insurance requirement perspective.

Documented procedures – recording and storing procedures, either in paper format or electronically.

Authorised person – someone who has been given authority by the club.

Competent person – someone who has sufficient training, experience or knowledge to be performing the activities in question.

## Questions that might be asked by Clubs

Q – Why can I not see the risk assessment I completed last year?

A – This is a new, and improved risk assessment system with enhanced capabilities. Because of this, we are unable to pull through previous risk assessments. Next year you will be able to see this years' assessment.

Q – Why are there more questions than there were last year?

A – The LTA took the decision to improve the risk assessment process in order to bring risk management to the forefront of clubs' minds. Because of this, a new question set has been devised that will help the clubs establish and understand their risks. We have also provided improved guidance that will assist the club in areas where they can improve their risks

Q – Some of the questions are not applicable to me, what do I do?

A – We have tried to foresee which questions might not be applicable to every venue and the assessment will allow you to miss these questions out and still proceed. If there are other questions where you cannot answer either yes or no, please choose 'no' if your response is 'not applicable'.

Q – What is the Action Plan and when will I get it?

A – The action plan is a document which collates all your risk assessment answers. This document will be made available for you to download from the Risk Assessment dashboard in due course. In the meantime, we will send the Action Plan to you via email. We strongly recommend that the Action Plan should be reviewed in your committee meetings during this year.

Q – Our club has new facilities, but there isn't an applicable risk assessment for them. What should I do?

A – Our risk assessment system is based on the information about your facilities provided to us by the LTA. If your club has new facilities this year, and there isn't an applicable risk assessment, then please let the LTA know so we can update our information. .

For clarity, the full suite of risk assessments includes – Indoor/outdoor courts, Clubhouse, Changing Rooms, Swimming Pools & Spas & Club grounds.

Q - Will my venue be penalised if we're not undertaking all the risk management steps we should be?

A - No, the system is designed to help you explain what steps you are taking in order to manage risk and identify ways you may be able to improve. If you answer no, this will feed into your action plan, which will collate all the areas you should focus on, but your insurance cover is not affected at all.