

## HEALTH AND SAFETY POLICY at Hutton and Shenfield LTC

### POLICY STATEMENT

Hutton and Shenfield LTC is committed to ensuring, so far as is reasonably practical, the health and safety of its members, visitors, guests and contractors whilst on its courts or in the Clubhouse or Summer House or its adjoining grounds.

It expects members to share this commitment and to inform the Tennis Committee in the case of accidents occurring at the Club.

The Tennis Committee will:

- Discuss Health and Safety at their quarterly meetings and undertake risk assessment reviews so as to prevent incidents and accidents
- Provide and maintain safe facilities and equipment
- Maintain a safe court environment for members and visitors
- Provide information and instructions to members, visitors and contractors on health and safety issues
- Provide a first aid kit
- Provide member and volunteer training, and safety equipment, where necessary, in the undertaking of club work or maintenance

### RESPONSIBILITIES

Overall, the final responsibility for Health and Safety in respect of the Club is vested in the Club's Tennis Committee. Members, visitors, guests and contractors need to take reasonable care of their own health and safety while on club premises. If at any time there are any health or safety concerns these should be reported to the Welfare Officer.

### HEALTH AND SAFETY

#### 1. COURTS

- H&S to be responsible for the maintenance, cleanliness and repair of fixed and portable equipment.
- H&S will be responsible for ensuring court surfaces and surrounds are safe and properly maintained.
- Periodic inspections of courts and equipment will be made and recorded.
- Damaged courts and fencing to be made safe as soon as is practically possible and repairs undertaken.
- Floodlights to be checked for electrical safety on a regular basis.
- Members and visitors to be advised if courts affected by potential hazards e.g. adverse weather conditions, sand on playing surfaces
- Any potential maintenance issues to be referred to the Grounds Co-ordinator
- H&S will maintain a safe environment for members and visitors.  
(Safeguarding details on club notice board and all policies on the Website).

- Coaches to have been subject to DBS checks. Coaching sessions to be monitored and supervised in line with the Operating Procedure signed by each Coach. Periodic inspection checks will be carried out.
- All players to have appropriate footwear and clothing when using the courts

## 2. CLUB HOUSE, SUMMER HOUSE AND GROUNDS

- Regular inspections of the Club House and Summer House and grounds to be undertaken and recorded.
- Grounds to be adequately surfaced, be kept in good condition and gardens maintained.
- Electrical, heating, water supplies etc. to be maintained and relevant safety certificates obtained.
- Fire assessment is to be carried out where required and recorded.
- Security lighting to be tested on a regular basis.
- Fire escapes to be kept clear and well signed.
- Extinguishers, if needed, to be checked by a competent person on a regular basis

## 3. EMERGENCY PROCEDURES

- In the event of the need to evacuate the Club House all exits are clearly marked.

## 4. ACCIDENT AND INCIDENT REPORTS

- Details of accidents and incidents to be recorded in the Accident Book in the Clubroom. If a junior is involved then the parent/guardian is to be informed immediately.

## 5. FIRST AID and DEFIBRILLATOR

- First aid kit to be kept in the Club House. A list of contents is available for inspection. A defibrillator is stored in the passage next to the Club room and regularly checked with member training conducted at least every three years. H&S is aware of its obligations to members and visitors regarding health and safety but if any injury gives cause for concern the appropriate emergency service will need to be contacted.

## 6. RISK ASSESSMENT

- Assessment of the facility will be regularly reviewed by the Tennis Committee and discussed at quarterly meetings. Members and visitors are also responsible for health and safety and any concerns are to be referred to the Welfare Officer. Coaches and members to have access to information relating to health and safety.

## 7. KEY CONTACTS

The following are the key contacts in the event of health and safety issues:

**Stephen Montgomery**, Health and Safety Officer on 07500 661 661 or [montysd@hotmail.com](mailto:montysd@hotmail.com)

**Matt Dyson**, Welfare Officer on 07834 789164 or [mattjdyson@gmail.com](mailto:mattjdyson@gmail.com)

**Nigel Malcolm**, Compliance Officer on 07775 745369 or [nigel.malcolm@btinternet.com](mailto:nigel.malcolm@btinternet.com)

Approved at Tennis Committee April 2020

May 16, 2020 version issued by Ian Gunn

July 13, 2020 version issued by Chris Rastin

November 26, 2020 version issued by Stephen Montgomery (change of H&S Officer)