



ASHBY CASTLE LAWN TENNIS CLUB	
DOCUMENT	Health and Safety Policy
DATE:	13 October 2023

1. Policy Statement

- 1.1 Ashby Castle Lawn Tennis Club (ACLTC) 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 and its adjoining grounds. It expects members to share this commitment and to inform the Committee in the case of accidents occurring on the club site.
- 1.2 The ACLTC Committee will:
- Discuss Health and Safety at their monthly 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.

2. Responsibilities

- 2.1 Overall and final responsibility for Health and Safety in respect of the Club is vested in the Club's Committee.
- 2.2 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 Committee.

3. Members

- 3.1 Club members should not play or attend training sessions at the Club if they have been advised not to do so by a GP or a hospital doctor.
- 3.2 All players to have appropriate footwear and clothing when using the courts.

4. Courts

- 4.1 ACLTC will be responsible for the maintenance, cleanliness and repair of fixed and portable equipment. Courts to be checked prior to commencement of matches, tournaments and mix-in sessions.
- 4.2 ACLTC will be responsible for ensuring court surfaces and surrounds are safe and properly maintained.
- 4.3 Monthly inspections of courts and equipment will be made and recorded.
- 4.4 Damaged courts and fencing to be made safe as soon as is practically possible and repairs undertaken.
- 4.5 Floodlights to be checked for electrical safety on a regular basis.
- 4.6 Members and visitors to be advised if courts affected by potential hazards e.g. adverse weather conditions, debris on playing surfaces.
- 4.7 Any potential maintenance issues to be referred to the Club Committee.
- 4.8 SCLTC will maintain a safe environment for members and visitors. (Safeguarding details on club notice board).
- 4.9 Coaches to have been subject to DBS checks. Coaching sessions to be monitored and supervised by coaching staff involved.
- 4.10 Monthly inspections of the Clubhouse, front, side and rear grounds to be undertaken and recorded.
- 4.11 Open land to be adequately surfaced, be kept in good condition and gardens maintained. Electrical, gas, heating, water supplies etc. to be maintained and relevant safety certificates obtained.
- 4.12 Fire assessment is to be carried out where required and recorded. Fire escapes to be kept clear and well signed. Extinguishers to be checked by a competent person on a regular basis.

5. Emergency Procedures

- 5.1 In the event of the need to evacuate the Clubhouse, e.g. a fire, all exits are clearly marked.

6. Accident and Incident Reporting

- 6.1 In the event of an accident or incident, the Coach or First Aider should complete the Accident/Incident Report Form. The forms are located in the Clubhouse coaches office
- 6.2 If the Clubhouse is not accessible then please contact one of the Club officers or coach to report the accident.
- 6.3 If the accident is of a serious nature then a Club Officer will investigate all the circumstances of how the injury was sustained. If a junior is involved then the parent or guardian is to be informed immediately.

7. First Aid

- 7.1 A first aid kit is located in the Clubhouse ground floor. ACLTC 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.

8. Risk Assessment

- 8.1 Risk Assessments of the facility will be regularly reviewed by the Committee and discussed at Committee meetings. Members and visitors are also responsible for health and safety and any concerns are to be referred to a member of the Committee.

9. Key Contacts

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

Dave Rushton: M: 07780 437753 E: d.rushton61@btinternet.com

Ian Randon: M: 07815 693339 E: secretary.acltc@yahoo.co.uk