



Billericay Lawn Tennis Club Limited

Health & Safety Policy

1. Scope

Billericay Lawn Tennis Club Limited (BLTC) is committed to providing a safe working, coaching, and playing environment for all members, learners and any related third parties.

2. Committee Responsibilities

The Club President, Chairman and the Committee with the approval of the wider club committee, have overall responsibility for the implementation of the BLTC Health & Safety Policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

The person designated with specific responsibility for Health & Safety is:

LESTER GALLEY - CLUB CHAIRMAN

3. Commitment Statement

BLTC is committed to health and safety of all sub contracted services, club members, learners, visitors and any relevant third parties in the delivery of tennis services. All individuals have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to others. In order to promote health and safety, so far as reasonably practicable in the delivery of these services, BLTC ensures that:

- All relevant individuals are provided with information, instruction, training and supervision as is necessary to ensure health and safety
- All relevant individuals are made aware of health and safety considerations including evacuation procedures and first aid
- All equipment is maintained to a safe standard across all areas of the club and can be used without risk to health and safety
- Risk assessments are completed annually in line with LTA recommendations.
- PAT testing is carried out in line with the Health and Safety at Work Act of 1974, Electricity at Work Regulations of 1989, Provision and Use of Work Equipment regulations of 1998 and the Management of Health and Safety at Work regulations of 1999.
- Members and Club coaches ensure that all accidents are managed, logged and reported to the Health and Safety Officer for investigation and future preventative action to be initiated. All information related to accidents are required to be maintained on file. Where an accident is deemed to be resultant of malpractice or maladministration; this is reported to the club secretary in line with the LTA's Malpractice Policy.
- Ensuring fire extinguishers are maintained in accordance with the manufacturer's guidelines, recommendations from Basildon Council Fire Department and all Health & Safety notices are up to date and in situ.

Billericay Lawn Tennis Club Limited is a private company limited by guarantee.
Registered in England and Wales, Company No:8743397. Registered Office: Blunts Wall Road, Billericay, Essex CM12 9SA



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- Ensuring fire alarms and emergency lighting are checked periodically
- Ensuring that the Club's defibrillator is checked annually and first aid box checked periodically as required
- Ensuring that courts, access ways and changing rooms are clear of obstructions and litter.
- COACHING
 - ❖ All coaches are appropriately trained, qualified and registered
 - ❖ All coaching sessions have appropriate supervision ratios
 - ❖ Registers are held for all junior coaching sessions
- Emergency Procedures are in place
- All chemicals are stored and used in line with COSHH Regulations 2002.

4. Accident Reporting

A safe and healthy environment is fostered through a partnership where all involved in BLTC combine their efforts and share the responsibility for tennis related personal injury prevention and management. Early reporting is essential to this process and the Club has a specific accident reporting and investigation book that should be used in the event of an accident and incident.

Accident that takes place at BLTC must be reported to the Club Secretary by the coach or club member (as applicable) as soon as possible. Any accident that takes place at non-BLTC premises (for example whilst playing away matches) must be reported to the venue in accordance with the applicable procedure as notified by the venue and details sent to the BLTC Club Secretary.

Accidents must be registered in the BLTC accident book which is located in the First Aid Cabinet by the front door.

5. First Aid

The Club's first aid supplies are located by the MAIN ENTRANCE DOOR

The Club's defibrillator is (charged ready for use) by the MAIN ENTRANCE DOOR

Special provision for treating allergic reactions should be the responsibility of the person with the allergy.

If you have a Health & Safety concern please contact the Health & Safety Officer Lester Galley, e mail: chairman@billericayltc.co.uk