



Brooklands Tennis Club Health & Safety Guidelines

The Club is committed to providing the safest facilities and playing experience possible for our Members and their guests. To this end, we have produced the following Health & Safety Guidelines. These are reviewed and updated regularly and a Risk Assessment to assist in identifying potential hazards is performed on a regular basis and signed off on annually by the Committee.

These guidelines are designed as a checklist to assist in the identification of hazards but they cannot possibly be exhaustive. If you have particular concerns about hazards which are not covered here or if you require further information, the first point of contact should be a member of the Committee.

First Aid

All our lead coaches are trained in first aid. In the event of an incident, a First Aid Box is available in the tennis hut. You can find instant ice-packs here as well. Please inform a Committee member if you use the last of any item in the First Aid Box or if you notice something is running out. Judy Taylor, our Chairperson, will also regularly check whether the First Aid Box requires replenishment.

On the outside wall of the club house, on the path to the tennis courts there is a Defibrillator, in case of suspected cardiac arrest. Ensure you take your mobile with you, as to get the code to open the box you need to call the number printed on the outside (manned 24 hours).

Insurance

All those who take part in sport must ensure that anything they do does not cause injury or loss to other people, or damage to property. If they do, they could legally be liable to pay damages, as awarded in a civil court. Tennis is no exception and therefore clubs, players, coaches, officers and officials, umpires and volunteers share a similar responsibility. The following insurance is arranged to protect the sport of tennis and its participants.

Civil Liability Insurance

All Brooklands Tennis Club members are covered by the LTA liability insurance scheme (or comparable cover). The LTA Liability Insurance includes cover for public liability, up to £60m, including professional indemnity of up to £10m for any one occurrence. Civil Liability provides protection for a wide range of activities.

Accident Book

An Accident Book is provided in the tennis hut. If you are unable to access the book in the hut, please inform a Committee member as soon as possible after the event.

If the matter giving concern appears to be more serious in nature or is an emergency, then **please contact the appropriate emergency service or services immediately by dialing 999** and providing them with the name and address of the Club :- Brooklands Tennis Club, Whitehall Road, Sale, Cheshire, M33 3NL.

Coaches are required to have readily available access to mobile phones and in the event of a serious accident, an ambulance should be called immediately. In the event of an emergency a telephone is also available in the sports clubhouse.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 requires an accident report to the enforcing authority, where a member of the public sustains an injury resulting from possible errors on behalf of the place to play, if this results in them attending hospital on the day of the incident. The report can be made via the Incident Contact Centre (ICC), details at the end of this document, or by other means.

Should any incident occur which might lead to an insurance claim, all details must be noted down in the Accident Book. This should include date, time, details of person(s) concerned and witnesses, nature of injury and a brief description of circumstances. A committee member should also be notified without delay. Details of incidents involving members of visiting teams from LTA affiliated clubs should also be entered so that there is some supporting evidence should the injured party wish to claim on their own club's LTA insurance.

Courts and External facilities

The Club ensures that its courts and public areas surrounding the courts, equipment, etc. are properly maintained to the correct standards and that, where required, relevant safety certificates are issued. This includes

- Ensuring the court areas and equipment are fit and sound for activity and suitable for applicable age group/ability
- Carrying out assessments regarding the safety of different playing and pedestrian surfaces during different weather conditions
- Ensuring the area and surroundings are safe and free from obstacles, e.g. potholes or trip hazards
- Separate vehicle and pedestrian access
- Emergency vehicles having the ability to access the facilities
- Secure fencing surrounding the courts
- Floodlight posts designed to prevent climbing
- Floodlight checking for electrical safety on a regular basis

Flying Balls

- Having suitable means in place to advise members and their guests of any potential adverse weather conditions or other hazards such as flying balls. The Club believes the biggest risk to our members is the dangers of flying balls in the area around the tennis courts. The tennis committee have highlighted this concern on a number of occasions to the main board. The Board have acknowledged our concerns and have taken necessary steps to mitigate this risk by increasing warning signage and further risk mitigation activity is always under discussion. The Board also now require all coaches, team managers and captains etc. to bring the serious danger of flying balls to the attention of anybody playing on the cricket, all weather, tennis and bowling areas when there is a recognisable danger from another area. **Members should remain vigilant when spectating or playing near or on the courts. It is also essential that if cricket or lacrosse is being played any youngsters/ parents not playing on the all-weather or tennis courts but in the vicinity of the cricket/lacrosse pitches are warned of the danger and are watching out for flying balls.**
- In the past, coaches and captains have been obliged to complete and retain / submit paper forms which record incidents or accidents but in 2019 the Club moved to an online system, which should improve the speed and consistency of reporting, as well as the recording and retention of information. The new form is accessible to all members and straightforward to complete on either a PC or mobile phone / tablet on the following link, which can also be found on the Brooklands Sports Club website https://bsc.formstack.com/forms/incident_report
- This form should be completed by any person who witnesses a near-miss incident, e.g. a ball from one sports area landing near people not participating in that sport. If you are unable to access the form via the link above, please inform a Committee member as soon as possible after the event. The forms will be reviewed monthly by the Main Club Safety Officer and any necessary mitigating actions to minimise the risk of future similar incidents will be taken by the Board.

General Housekeeping

- Coaches to advise players about appropriate footwear and suitable attire
- Members register is kept up to date with medical information and contact details
- Appropriate measures in place to ensure that the Club's facilities are only being used by members, their guests and/or other legitimate users (e.g. tennis holiday camps, visiting teams, tournaments hosted at the Club, etc.).

Useful Contacts

Accident reporting (RIDDOR –Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995) Incident Contact Centre (ICC) 0845 300 9923 or <http://www.riddor.gov.uk/>

HSE website <http://www.hse.gov.uk>

English Sports Council <http://www.sportengland.org/>