



RISK ASSESSMENT CODE OF PRACTICE & POLICY

Broughton Tennis Club (Updated November 2018: Andre Webb BTC Welfare Officer)

Summary

This code covers the playing of tennis and other tennis related activities carried out by the Tennis Club at Broughton & District Tennis & Bowling Facility (next to School).

For minor accidents and injuries there is a small first aid kit in the clubhouse.

There is a list of committee members and incident response plan on the tennis club noticeboard outside the clubhouse.

If access required to the clubhouse or an accident, fault or incident needs to be escalated for any reason please contact the existing welfare officer (Andre Webb 7 Woodilee Broughton, e-mail treasurer@broughtontennisclub.co.uk, tel 07710488764)

Personal Safety

The tennis club committee is responsible for the upkeep of the tennis court and in conjunction with the bowling club for the surrounding facilities including the clubhouse. However all players are to take responsibility for their own safety when playing on the court which is largely unattended throughout the year.

If a member has any concern regarding aspects of safety for playing not having been rectified following the annual risk assessment then please notify the protection officer as above.

Avoiding physical injury on court:

- Assess the court considering inclement weather conditions prior to commencing play (existing members have noted that the court surface can be quite slippery on a wet day).
- Wear appropriate clothing and trainers or tennis shoes.
- Do not play following periods of severe frost, ice or snow.

- Warm up with some simple exercises prior to play.
- To avoid being hit by racquets or balls, non- players should not stand or walk on the court whilst players in action.
- To avoid standing on balls, balls lying within the boundaries of the court should be removed prior to commencement of the next point.
- Glass containers should not be kept on court to avoid breakages

Injury on court:

- For small cuts, abrasions and minor injuries, a first aid kit is available in the clubhouse for treatment by themselves or parent/supervisor.
- Fellow players / attendees should make the casualty comfortable and stem any bleeding (if any).
- After the injury has been attended to send details of the accident/fault/incident to the club protection officer to record and consider mitigating action to prevent further incidents if resulting from structural defects of the court and its surroundings.
- If an ambulance is required, in extreme emergencies only, please call 999.

Reporting of problems:

- Each club member has a duty to inform the welfare officer or other office bearer of any problem, unacceptable behaviour or faults in the courts, surrounding area and clubhouse.
- Any faults identified to be notified to the existing welfare office (currently Andre Webb 7 Woodilee Broughton mob 07710 488764 e-mail treasurer@broughtontennisclub.co.uk).

The welfare officer will keep a record of any accident/fault/incident and the actions taken if necessary, reviewed regularly and posted to the club website (www.broughtontennisclub.co.uk)

Clubhouse Safety:

- Care should be taken with electrical goods in the clubhouse particularly in the kitchen area and all small children to be accompanied by an adult.
- Ensure all electrical appliances are switched off when not in use (ie heaters, oven, stove, kettle etc.)

Please do not leave any alcohol left visible in the kitchen. Alcohol to be kept in the fridge when able to be monitored by an adult.

Insurance:

- Members are insured for public liability insurance via the existing policy taken out with the bowling club through Keegan & Pennykid Insurance Brokers Ltd.