



HEALTH & SAFETY POLICY

Health and Safety Policy

Note that the Safeguarding of young people and vulnerable adults is addressed in the SAFEGUARDING POLICY and not here.

Calne Tennis Club's committee is committed to ensuring, so far as is reasonably practical, the health and safety (H&S) of its members, visitors, guests, contractors, and all others who use its courts, clubhouse, gravel area between the clubhouse and court 1 and the area immediately in front of the access gates to the courts (the safety of the car parks and walkways are the responsibility of Beversbrook staff). The club expects members to share this commitment.

The Committee will:

- Keep a 'standing' H&S agenda item at their meetings to review H&S issues
- undertake risk assessment reviews quarterly to mitigate risks cognisant of the seasonal weather conditions
- provide and maintain safe facilities and equipment
- maintain a safe playing environment for members and visitors
- provide club H&S information and instructions to members, visitors, guests, and contractors
- provide links to Beversbrook Sports & Community Facility site-wide H&S
- maintain a first aid kit in the clubhouse suitable for the activities undertaken
- provide an 'Accident's Book' in the clubhouse
- review all accidents/incidents that occur at the club, provide information to users about lessons learned, and use them to mitigate future risks
- provide training, and safety equipment, where appropriate for maintenance and other work undertaken by volunteers

Responsibilities

Accountability for H&S at Calne Tennis Club (CTC) is vested in the club's committee. Members, visitors, guests, and contractors must make informed decisions for their own personal safety whilst at the club premises and in particular decisions about the suitability of prevailing weather for tennis. It is not practicable for the committee to decide whether the courts are fit for play other than for organised events. Members, visitors, guests, and contractors should highlight to the committee (via info@calnetennisclub.com or to any committee member verbally) any H&S concerns about the club's facilities or equipment.

Safeguarding

The club shall maintain at least one LTA qualified Welfare Officer to remain compliant with LTA registration requirements and ensure the club's ability to assure SAFEGUARDING of children and vulnerable adults. The cost of the training and qualification of the club's Welfare Officer(s) shall be paid from club funds.

Coaching shall only be carried out by LTA Accredited coaches. All LTA accredited coaches have in-date DBS checks, first aid qualification and safeguarding training.

The committee shall maintain a SAFEGUARDING REGISTER to record the training and qualification of Welfare Officers, coaches, the club's committee and any other officers or volunteers who require DBS checks and/or mandated safeguarding training and to ensure that these checks and training are kept in date.

Medical Exclusion

No one shall use the courts if they have been advised not to do so by a GP or other medical practitioner.

Clubhouse and Equipment

The committee is responsible for ensuring the maintenance, repair and cleanliness of the clubhouse, and fixed & portable equipment in the clubhouse & tennis courts including nets, scoreboards, the equipment hut and seats.

The following shall be undertaken by or on behalf of the committee to ensure the safety of the clubhouse and its equipment and the club equipment on court:

- Clubhouse, fire extinguisher(s), first aid, and court equipment shall be inspected monthly, and the results recorded; actions shall be placed for remedial work and then monitored until satisfactorily completed.
- Equipment presenting a hazard shall be made safe immediately and put out of use until remedied.
- A fire assessment of the clubhouse is to be carried out annually by a firefighting professional and the results recorded.
- A qualified professional shall carry out an ECIR inspection of floodlight switchgear, floodlight token box wiring, fixed electrical cabling, fuse panel, switches and sockets at least every 5 years, or more regularly depending on inspection results.
- A qualified professional shall carry out a PAT test of all portable electrical equipment at least every 12 months or more regularly depending on inspection results.

Courts

The committee is responsible for ensuring the safety, maintenance, repair and cleanliness of the tennis courts, access gates and immediate areas.

The following shall be undertaken by or on behalf of the committee to ensure the safety of the courts:

- The court playing surfaces, gates, immediate access areas and fences shall be inspected monthly, and the results recorded; actions shall be placed for remedial work and then monitored until completed.
- Damaged courts and fencing are to be made safe as soon as is possible and repairs undertaken. The condition should be assessed to determine whether to quarantine a court pending remedial work.
- Court users are to check that the courts are safe and fit for play, both before using them and on completion of play. The same check should also be

undertaken by home team captains before league matches, by the coach before coaching sessions / tennis camps and by the organiser before club events.

- The committee shall advise users if courts are unplayable due to potential hazards, maintenance work or other reasons. This shall normally be achieved by email via ClubSpark to all members and by 'blocking out' affected courts in the court booking system.

Risk Assessment

The committee will arrange for risk assessments to be undertaken covering health and safety, coaching and events and shall review the assessments twice a year and if legislation or guidance changes.

Play on Court

The tennis courts are only to be used for tennis and tennis-related training such as cardio tennis, tennis camps, tennis coaching and use of the ball machine. Other than for coaching, play is limited to two or four players on any court at any time.

Other than for coaching, players under the age of 10 must have at least 1 parent within the court fenced area supervising their activities. Players aged 10-14 may play unsupervised but a parent should be within the local vicinity of the court and ensure that the activities are safe.

Player numbers for coaching shall be in accordance with LTA guidelines.

Use of the ball machine is limited to club members only. Junior club members aged 10 or under may only use the ball machine under constant, close supervision of a parent/guardian. The ball machine is not to be used for coaching and is not to be used when plugged into a power supply.

Users should wear suitable clothing for playing tennis, footwear fit for the tarmac courts and bring sufficient to drink to stay hydrated.

Emergency Procedures

The Clubhouse door is never, under any circumstances, to be locked if the clubhouse is occupied.

In the event of the need to evacuate the clubhouse, players should stop playing and those the club's facilities should gather in Court 3 until cleared to leave site.

In the event of a fire in the clubhouse, evacuate, call the fire brigade on 999 and, if possible, send a runner to the Beversbrook Sports Facility office to notify the duty manager. The tennis club is located at **Beversbrook Sports Facility, Beversbrook Road, Calne, SN11 9FL.**

In the event of a very minor fire that is well within the capacity of the hand-held extinguisher it is permissible to attempt to extinguish it – **but nothing is more important than your safety so do not attempt to fight a fire if you are in any way unsure or unable to do so safely.**

Accidents and Incidents

The highest priority in the event of an accident or incident is the stabilisation and welfare of the injured person. In the event of an accident or medical incident requiring urgent medical assistance:

Major accident/incident requiring emergency assistance – ring 999. Follow up by contacting the Beversbrook Duty Manager on 01249 814191 for first aid assistance pending arrival of emergency services.

Minor accident/incident – if first aid assistance is required beyond that available from persons present and/or the First Aid box then ring the Beversbrook Duty Manager on 01249 814191. Otherwise assist the injured person using equipment from the First Aid box until they can return home and then follow the instructions below for recording and reporting the event.

If the injured party is a junior or vulnerable adult, then the parent/guardian and/or carer MUST be notified as soon as practicable.

Recording/Reporting: Once medical assistance has been provided and the situation is under control, the coach, First Aider, or a witness should complete the Accident/Incident Report Form in the Accident book (located in the Perspex holder on the SAFEGUARDING Noticeboard in the clubhouse). If the Clubhouse is not accessible, then please contact ANY club member for the combination number of the clubhouse key box. When there is time to do so, report the accident/incident to the club Chair, a club Welfare Officer or a committee member using the contact list at foot of this policy.

All accidents/incidents shall be investigated by a club Welfare Officer unless the Police are involved. The committee will always review accidents/incidents for lessons learned and, where possible, mitigations will be put in place to prevent recurrence.

Health and Safety Contacts

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

For Medical Assistance:

Emergency Services	999
NHS Urgent Advice Line	111
Immediate assistance	Beversbrook Duty Manager 01249 814191

For Reporting Purposes:

Club Chair & Welfare Officer	Claire Bielby 07752 449499
Deputy Welfare Officer	Dee Burgess 07869 103428
Club Secretary	Derek Warnett 07793 424902
Treasurer	Sara Allen 07858 931847

This policy is endorsed by the Calne Tennis Club Committee.

Policy Owner:	Derek Warnett
Policy approved by:	Claire Bielby, Club Chair
Date Policy approved:	10 th October 2023
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