



## **Claygate Lawn Tennis Club - Health & Safety Policy**

The Policy Statement below has been agreed by the Chairman and Committee of Claygate Lawn Tennis Club.

The Club recognises its obligation to its members, contractors and visitors to manage the health and safety risks arising from its various activities and events, including:

- the provision and maintenance of safe facilities and equipment (i) for the playing of both tennis and table tennis and (ii) generally within the Clubhouse and grounds;
- safeguarding against incidents and accidents;
- the provision of information and instructions to members, contractors and visitors from time to time regarding health and safety issues;
- undertaking risk assessments, and reviewing and revising this policy as necessary, at regular intervals.

### **Responsibilities**

1. Overall and final responsibility for Health and Safety in respect of the Club is vested in the Club Committee.
2. The Committee have day-to-day responsibility for Health & Safety in connection with the management and organisation of facilities, activities and events.
3. Key contacts currently are:
  - Club Chairman, Keith Tilson (07711 771401)
  - Club Secretary, Vanessa Relleen (07595 908160)
  - Welfare Officer, Annie Benning (07713 886679)
  - Clubhouse Representative, Frank Brierley (07884 066156 and 01372 467146)
  - Courts & Grounds Representative, Phil Sandilands (07786 390855)
  - Health & Safety Representative, Judy Forster (07939 037179 and 01372 463137)

Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Club Secretary.

4. Members, volunteers, contractors and visitors are required to take reasonable care of their own health and safety while on the Club premises, and accept that use of, and work on, the courts and the Club's premises is at individuals' own risk. In the case of any health or safety concerns or the wish to report a health and safety risk, they should contact one of the above key contacts.

### **Emergency Procedures**

In the event of a major fire or other incident necessitating the need to evacuate the Clubhouse, there are two fire exits, both clearly marked – one through the front door of the Clubhouse, the other through the kitchen back door. Both doors can be opened from the inside without the use of a key. All bathrooms/toilets should be checked to ensure no-one is left inside.

The fire service should be immediately informed by calling 999, and all doors should be closed after evacuation of people.

In the event of a minor fire, an attempt should be made to extinguish it using the fire blanket kept in the kitchen, or a fire extinguisher, as appropriate.

Fire extinguishers are located in the Clubhouse at various points:

- just inside the front door (2 X 6 litre foam)
- in the kitchen (1 X 2kg CO2)

Both are suitable for multiple fire types, but CO<sup>2</sup> particularly for electrical fires and less messy for the kitchen. The Club ensures that the fire extinguishers are properly maintained and checked at regular intervals. Instructions on how to use the extinguishers are clearly displayed on them.

## **First Aid**

### Minor injuries/health problems

First Aid supplies are located in the cabinet labelled 'First Aid' next to the patio doors in the Clubhouse. It contains basic medicaments and materials for members and visitors to use for treating minor ailments.

### Loss of consciousness

A portable defibrillator, along with instructions for its use, is housed in the locked cabinet on the outside of the Clubhouse near the water fountain. This should be used in case of sudden cardiac arrest indicated by sudden collapse and/or loss of consciousness. The emergency services (ambulance) should be called immediately on 999. A code is required to open the defibrillator cabinet. It is C159X. The emergency services also know it.

All accidents at the Club should be recorded in the Accident & Emergency folder, which is kept in the first aid cabinet. The Club's Health & Safety Representative is responsible for keeping the First Aid supplies up-to-date and the defibrillator in working order as per its manufacturer's instructions.

## **Other Health and Safety Matters**

1. The Club seeks to provide a secure environment for its members, contractors and visitors. To meet this objective, overall security of the Clubhouse and the grounds is periodically reviewed by the Club Committee. This includes taking appropriate measures to ensure that the Club's facilities are only being used by members, their guests and/or other legitimate users (e.g., visiting teams and those competing in tournaments hosted by the Club).
2. The Club also ensures that its sports facilities (including court surfaces), public areas within the Clubhouse, equipment and electrical appliances, heating, water supplies etc are properly maintained to the correct standards with necessary documentation.
3. While the Club's Committee bears general responsibility for securing the Clubhouse at night and when no members are present, on any occasion the last member to leave is held responsible for ensuring that all windows and doors (including patio doors) are secured and all internal lights are switched off
4. If any member should observe anything that gives cause for concern, this should be reported promptly to one of the key contacts listed above.
5. If the matter giving concern appears to be more serious in nature or is an emergency, **the appropriate emergency service or services should be contacted immediately by dialling 999** and providing them with the name and address of the Club as set out below:

**Claygate Lawn Tennis Club, Torrington Close, Claygate, Surrey KT10 0SB**

6. Use of the Kitchen – it is important that appropriate standards of hygiene are maintained when using the kitchen, as per notices on the kitchen wall.
7. This Policy Statement shall be displayed on a notice board in the Clubhouse and on the Club's website.

Signed .....

K. Tilson, Chairman

Date 17 April 2023