



Health and Safety Policy

Policy statement

East Grinstead Tennis, Squash and Racketball Club (EGTSRC) represented here by the General Committee (GC) is committed to ensuring, so far as is reasonably practicable*, the health and safety of its staff, members, guests/visitors and contractors whilst on the premises. The GC expects staff, members, guests/visitors and contractors to share this commitment and take responsibility for their own and others' safety, and they should take appropriate measures to minimise risk of injury.

Responsibilities

The responsibility for Health and Safety in respect of the EGTSRC is vested in the House & Grounds Manager (H&G) and the GC. However, it is shared with members, visitors/guests and contractors who need to take reasonable care of their own and others' health and safety while on club premises and should take appropriate measures to minimise risk of injury. If at any time, there are any health or safety concerns these should be reported to the H&G and/or the GC immediately.

Members:

Court related

- to ensure they have the appropriate footwear and clothing for their chosen activity and court surface.
- to take responsibility for checking the safety of courts prior to the commencement of any activity on the surfaces provided, e.g. weather-related issues on outside surfaces or slip hazards on indoor surfaces.
- to take reasonable care and attention, prior to and when using the facilities, fixed and/or portable equipment.

General Health and Safety issues

- should not play or attend sessions at the Club, if they have been advised not to do so by a GP or a hospital doctor.
- should provide emergency contact details in case of an incident.
- should advise H&G and/or the GC in the event of accidental damage to equipment (or noting damage to equipment) immediately.
- to inform the H&G and/or GC in the case of accidents or incidents occurring on the club site.

Clubhouse and Grounds related



- to take all necessary measures to minimise risk of injury to themselves and others.

EGTSRC as represented by the GC will:

General Health and Safety issues

- discuss Health and Safety at their bi-monthly meetings and undertake periodic risk assessment reviews so as to minimise the risk of incidents and accidents.
- provide information and instructions to members, visitors and contractors on health and safety issues.
- provide a first aid kit.
- provide a Defibrillator.
- provide staff/members/volunteers, with the necessary training and safety equipment when club work or maintenance is required (training as applicable).
- undertake statutory inspections (testing of fire alarms, extinguishers, water systems, gas & electrical installations and equipment).
- maintain a safe environment for members and visitors. (Safeguarding details on club notice board).
- ensure Coaches have been subject to DBS checks. Coaching sessions to be monitored and supervised by coaching staff involved.
- ensure service providers potentially encountering juniors have been subject to DBS checks.
- check for controls of work potentially involving harmful substances.

Court issues

- provide and maintain safe playing environments for all members and visiting players; ensuring court surfaces and surrounds are properly maintained.
- provide regular inspections of all courts and equipment and record the findings.
- be responsible for the maintenance, cleanliness and repair of fixed and portable equipment.
- repair damaged courts and fencing as soon as is practically possible.
- check floodlights, squash lights/heaters for electrical safety on a regular basis.

Clubhouse and Grounds

- undertake and record monthly inspections of the Clubhouse and grounds.
- adequately maintain surrounding land along with general outside facilities (patio and pathways).
- obtain safety certificates for electrical, gas, heating, water supplies etc.
- carry out and record fire assessment where required.
- ensure fire escapes are kept clear, unlocked and well signed.
- ensure extinguishers are maintained and tested by a competent person on a regular basis.

Emergency Procedures



- ensure in the event of the need to evacuate the Clubhouse, all exits are clearly marked.
- ensure access for emergency vehicles is maintained.

Accident and Incident Reporting

- In the event of an accident or incident, a responsible adult in attendance should complete the Accident/Incident Report Form. The forms are within the First Aid kit in the Clubhouse kitchen.
- If the accident is of a serious nature, then the GC will investigate all the circumstances of how the injury was sustained.
- If a junior is involved, then the parent or guardian is to be informed immediately.
- The GC has access to Emergency Contact details via MyCourts in case of need.
- Necessary regulatory organisations will be informed as required.

First Aid

- A first aid kit is in the Clubhouse kitchen, on the wall next to the door to the bar.
- The GC will ensure this is adequately stocked and reviewed on a regular basis.
- GC is aware of its obligations to members and visitors regarding health and safety but if any injury gives cause for concern the appropriate emergency service will need to be contacted.

Risk Assessment

- Assessment of the facility will be regularly reviewed by the H&G and the GC and updated as necessary.
- Members, staff and guests are also responsible for health and safety and any concerns raised should be referred to a member of the H&G or GC.

Key Contacts

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

- House & Grounds Manager **Marc Razzell** email houseandgrounds@egtsc.org
- Administration Officer **Kari Thomas** email admin@egtsc.org

Document last reviewed/updated

By and when:

General Committee

- Secretary, 5th Feb 2024 - Caroline Hayes
- Chair, 5th February 2024 – John Belsey

Next review date - February 2026



Notes:

*(apparently this is a definitive term)

Reasonably practicable – balancing the level of risk against the measures needed to control the real risk in terms of money, time and disruption. It shouldn't be grossly disproportionate to the level of risk.