

FULBOURN Tennis Club Health and Safety Policy

Policy Statement

Fulbourn Tennis Club is committed to ensuring, so far as is reasonably practical, the health and safety of its members, visitors, guests and contractors whilst on its courts or in the Pavilion and its adjoining grounds. It expects members to share this commitment and to inform the Management Committee in the case of accidents occurring on the club site.

The Management Committee will:

- discuss Health and Safety at their monthly meetings and undertake risk assessment reviews so as to prevent incidents and accidents
- provide and maintain safe facilities and equipment
- maintain a safe court environment for members and visitors
- provide information and instructions to members, visitors and contractors on health and safety issues
- provide a first aid kits

Responsibilities Overall and final responsibility for Health and Safety in respect of the Club is vested in the Club's Management Committee. Members, visitors, guests and contractors need to take reasonable care of their own health and safety while on club premises. If at any time there are any health or safety concerns these should be reported to the Management Committee.

Members

Club members should not play or attend training sessions at the Club if they have been advised not to do so by a GP or a hospital doctor.

Juniors under the age of 13yrs should always be accompanied by an adult if not in a coached session.

Courts

- FTC will be responsible for the maintenance, cleanliness, and repair of fixed and portable equipment. Courts to be checked prior to commencement of matches, tournaments and mix-in sessions.
- FTC will be responsible for ensuring court surfaces and surrounds are safe and properly maintained.
- Monthly inspections of courts and equipment will be made and recorded.
- Damaged courts and fencing to be made safe as soon as is practically possible and repairs undertaken.
- Floodlights to be checked for electrical safety yearly.
- Members and visitors to be advised if courts affected by potential hazards e.g. adverse weather conditions, debris on playing surfaces
- Any potential maintenance issues to be referred to the Club Chairman or Welfare Officer
- To maintain a safe environment for members and visitors. (Safeguarding details on club notice board).

- Coaches to have been subject to DBS checks. Coaching sessions to be monitored and supervised by coaching staff involved.
- All players to have appropriate footwear and clothing when using the courts.

Pavilion and Grounds:

in Partnership with Fulbourn Parish Council

- Six monthly inspections of the Clubhouse, front, side and rear grounds to be undertaken and recorded.
- Electrical, gas, heating, water supplies etc. to be maintained and relevant safety certificates obtained PAT testing to be undertaken yearly through parish council.
- Fire assessment is to be carried out where required and recorded.
- Extinguishers to be checked by a competent person on a regular basis.

Accident and Incident Reporting

In the event of an accident or incident, the Coach or First Aider should complete the Accident/Incident Report Form. The forms are located in the Clubhouse, if the Clubhouse is not accessible then please contact one of the Club Welfare officers or coach to report the accident.

If the accident is of a serious nature then a Club Welfare Officer 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.

First Aid

A first aid kit is located in the both the Clubhouse and in the Ball box on court. First aid equipment is checked monthly. An Accident book is located in the pavilion to be completed following an incident or accident. If accesses to pavilion is not possible contact welfare officer Heather Callingham contact details on website.

FTC 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 **999** will need to be contacted.

A sign is court side to direct members and visitors to the community Defibrillator situated by the Multi Use Sports ground. First aid information (what to do in an emergency) is included on the Clubs website.

Risk Assessment

Assessment of the facility will be regularly reviewed by the Management Committee and discussed at Committee meetings. Members and visitors are also responsible for health and safety and any concerns are to be referred to a member of the Club Chairman or Welfare Officer.

Key Contacts

Mike Humphreys-Davies Chairman

Heather Callingham Welfare Officer

Document last reviewed/updated

May 2023 update May 2024