

Health and Safety Policy

Gorleston Lawn Tennis Club (GLTC) 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 Clubhouse and its adjoining grounds. It expects members to share this commitment and to inform the Management Committee designated member 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 kit
- Provide member and volunteer training, and safety equipment, where necessary, in the undertaking of club work or maintenance

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 & Visitors

Club members and Visitors 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.

Courts

- GLTC 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.
- GLTC 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 on a regular basis.
- During the winter season, tennis courts should be illuminated with floodlights. No play without floodlights.
- Members and visitors to be advised if courts are affected by potential hazards e.g., adverse weather conditions, debris on playing surfaces.

- Any potential maintenance issues to be referred to the Club Management Committee.
- To maintain a safe environment for members and visitors.
- Coaches and NTA Coaches to have been first aid trained. Coaching sessions to be monitored and supervised by coaching staff involved.
- All players have appropriate footwear and clothing when using the courts.

Clubhouse and Grounds

- Monthly inspections of the Clubhouse, front, side and rear grounds to be undertaken and recorded.
- Grounds and paths to be adequately surfaced, be kept in good condition and gardens maintained.
- Electrical, heating, water supplies etc. to be maintained and relevant safety certificates obtained.
- Fire assessment is to be carried out where required and recorded.
- Fire escapes to be kept clear and well signed.
- Extinguishers to be checked by a competent person on a regular basis.

Emergency Procedures

In the event of the need to evacuate the Clubhouse, e.g. a fire, all exits are clearly marked.

Accident and Incident Reporting

In the event of an accident or incident, the Coach or First Aider or member or visitor should complete the Accident/Incident Report Form. The forms are located in the Clubhouse in the file next to the First Aid kit. If the Clubhouse is not accessible then please contact one of the Club committee members or coach to report the accident. If the accident is of a serious nature, then a designated committee member 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 Clubhouse. Keys are available for the Clubhouse for Members for a £5 deposit. Please contact the Club Secretary for further details. GLTC 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 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 Management Committee.

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

Ian Allen ian.a@icallen.co.uk

Policy Document last reviewed/updated

By: Management Committee When 12 December 2023