



**Great Brickhill
Tennis Club**

Great Brickhill Tennis Club

Accident Reporting and H&S Policy

September 2022 – V2

Great Brickhill Tennis Club is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern.

HEALTH AND SAFETY POLICY: To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.
- Create a safe environment by putting health and safety measures in place as identified by the annual risk assessment.
- To keep up to date with government Covid-19 guidance and tennis venue Covid-19 guidelines.
- Ensure that sufficient Covid-19 information is provided to members and that appropriate posters and signage are in place.
- Ensure that all members are aware of, understand and follow the club’s health and safety policy.
- Appoint a competent club member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities.
- Report any injuries or accidents sustained during any club activity or whilst on the club premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

- **AS A CLUB MEMBER YOU HAVE A DUTY TO:**
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- To keep up to date with all guidance issued by the club on Covid-19 and to ensure adherence to all Covid-19 measures introduced by the club.
- Co-operate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety or welfare.

- **CLUB HEALTH AND SAFETY OFFICER: - David Bratt.**

- **FIRST AID:** The First-Aid Kit is in the Club Shed

- This Policy is reviewed annually (or earlier if there is a change in national legislation).
- This Policy is recommended for approval by The Committee.
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- V2 Approved 13/09/2022

Signed on behalf of GBTC R. Dunn (Chairman).....

Reporting accidents

It is important that we report accidents correctly and promptly.

This is what you must do when an accident occurs. :

Minor Accidents and injuries

- ❑ The Club maintains a First Aid Kit for use in the event of minor injuries. All injuries should be reported in the Accident Report Book (Kept in the GBTC Shed, with the First Aid Kit) and a copy passed to the Secretary for filing.
- ❑ The First Aid Kit is a clearly labelled green box located in the Tennis Club shed. Reserve supplies and some additional items are available at number 1 Horsepond, This kit is limited in its scope but should adequately cope with the more usual minor injuries likely to arise. All Qualified First Aiders should acquaint themselves with the contents.
- ❑ Accident Report Book. It is a legal requirement for the Club to provide an Accident Report Book and this is located with the First Aid Kit in the Tennis Club Shed. It is compliant with the Data Protection Act and should be used to report all accidents or injuries that occur on site. It is usual for the casualty themselves to make the report and submit it to the Committee Member named in the Report Book. However, in the event of a serious accident, when this may not be possible, the Senior Member taking charge of the situation should ensure that it is completed.

Serious accidents or incidents

- ❑ In the event of a serious accident or major incident, the Emergency Services should be summoned. The senior Member present (Chairman, Officers, other Committee Members, Senior Member or Senior Junior Member) should immediately take responsibility for coordinating all action and reporting the matter, both in the Accident Report Book and directly to a Committee Member.
- ❑ It is a legal requirement that any major accident (one resulting in hospitalization in excess of 24 hours), regardless of perceived liability, is reported to the HSE.
- ❑ It is also an insurance requirement that certain matters be reported to the insurance brokers.
- ❑ It is therefore, imperative that the Secretary is also alerted promptly so that the matter can be correctly followed through.