



# HENLEAZE LAWN TENNIS CLUB LTD

## Health and Safety Policy

**Date:** February 2024  
**Next review date:** February 2026

### Policy Statement

Henleaze Lawn Tennis Club Limited 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 club house 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 committee meetings and undertake risk assessment reviews to prevent incidents and accidents where possible
- 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

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.

### Courts

- HLTC 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 club sessions.

- HLTC 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.
- 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 Management Committee.
- 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.

## **Clubhouse**

- Regular inspections of the clubhouse and surrounding grounds to be undertaken and recorded
- 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
- Ensure measures are taken to reduce the risk of legionella

## **Emergency Procedures**

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

## **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 on the table. If the clubhouse is not accessible then please contact one of the Club officers to report the incident.

If the accident is of a serious nature then a club 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.

## **Control of hazardous substances and machinery**

All chemicals related to kitchen use and ground maintenance to be kept locked or out of reach of children. Machinery to be kept in a locked cupboard or shed. Children should be encouraged not to use the kitchen when appropriate.

## **First Aid**

A first aid kit is located both in the clubhouse and in the shed by court 4. They are to be kept up to date and in date.

HLTC 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. my3words and the club postcode are located in the clubhouse and outside court 4.

## **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**

Alison Price 07720 727575

Heather Forrest 07891 520456

John Albarran 07786 383240

<b>Review date</b>	<b>Note of any updates/changes</b>