



## A GUIDE TO HEALTH, SAFETY and WELL BEING AT HORLEY LAWN TENNIS CLUB

This guidance document is intended to encourage you, a member or guest of Horley Lawn Tennis Club (HLTC), “the Club”, to make the most of the playing and social experience, while also reminding you to be aware of the environment and the extra stresses competitive sport places on you, and to make allowances accordingly.

The guidance given is just that – guidance ! It does not purport to be complete and it is no substitute for professional advice which you are advised to seek elsewhere.

### Looking after yourself

All sport places different or additional stresses upon the body compared with non-sporting activities. Everyone’s ability to tolerate or withstand these is different, and you must make adjustments or allowances according to your own physical abilities.

Always take time to warm up properly. Do take time to exercise gently before trying anything strenuous. Do gentle stretches but only after warming up (that is, do not stretch cold muscles but rather limber up first). Ideally you should jog round the court a few times, and do some simple stretching before knocking up for your first game, then take it easy in the initial knocking up.

Wrist stretches may help avoid tennis elbow, and a good exercise is as follows (do this for the racquet hand):

*With racquet-arm outstretched to the front and fingers held up as far as they will go, gently pull back on the fingers with the other hand till you can feel the stretch and hold for a count of ten. Let go and turn the racquet-hand up the other way (now palm up). With the other hand gently pull the racquet-hand fingers downwards until you can feel the stretch, and hold for ten. Finally, let go, turn the racquet hand up the other way again (now palm down) and use the other hand on the back of the racquet-hand gently to fold the fingers downwards and stretch the racquet-arm muscles/tendons etc. for a final count of ten.*

You should undertake large body movements such as swinging the arms in complete circles in both directions to limber up before practising serving, and hit a few gentle ones before blasting them down the court !

The above pre-exercise regime is not exhaustive and is illustrative only. You should seek further professional advice as to what suits you best.

Ensure your tennis equipment and clothing is in good condition and is appropriate for you. For example, the age and condition of racquet strings, and the size and condition of the racquet grip, are all relevant to prevention of tennis elbow and similar conditions.

Always ensure that loose laces are re-tied at the earliest opportunity. Always ensure that tennis shoes are in good condition and that soles in particular are suitable for the conditions of play at the time. Be aware that worn soles can result in you slipping, particularly on wet surfaces. Note that soles in very new condition may not be suitable for the acrylic courts (4 and 5) particularly when dry, as these have a more aggressive surface which may actually have too much grip and result in damage to ankles or knees.

***If in doubt do not play when the courts are wet. Do NOT use courts that are frosty or icy, even in part.***

### Looking after others

Always shut the court gate behind you when you have entered or left a court (obviously if others are leaving or entering together the last one does it !). ***If you notice an open gate, close it – do not allow the risk of you or someone else running into it !!***

During play you can be as competitive as you like, but do not play dangerously. There is no merit in smashing a ball directly at a person on the other side (or on yours for that matter !) so play sensibly. If really necessary, avoid the shot and call a let (like in squash), but you can only do that *before* playing a shot, not after you’ve fluffed it !

### Children and Juniors

The Club actively encourages the creation and maintenance of a large and strong junior section. The Health and Safety of children and juniors (including ‘played up’ juniors) is the responsibility of their parents. HLTC will always look out for the well-being of these groups but, except where it has been negligent, HLTC cannot accept responsibility for children and juniors, particularly when they are unaccompanied by their parents or other responsible adult.

Except for organised/supervised sessions (eg coaching groups or junior nights) children and juniors must never be left unaccompanied on HLTC premises. Parents allowing their children to play unaccompanied must realise they are taking a deliberate risk, however small they may consider it.

The Club encourages parents to bring their children to the Club so that the former can play tennis. However parents must ensure that children left to amuse themselves while parents play tennis behave reasonably, and do not become a nuisance for other members or guests. Running behind a court while a game is in play is one example of nuisance !

On junior nights and coaching sessions, parents must remember they are responsible for promptly collecting their children from the club (or for making suitable alternative arrangements) at the end of the timed session. While happy to provide a supervised environment where well-behaved children can play and enjoy tennis, the Club is not a crèche and cannot guarantee the presence of a qualified or suitable supervising adult beyond the advertised time.

### **Safeguarding/Welfare**

HLTC has a robust set of policies under the banner of Safeguarding (which applies to all members including children, young people and vulnerable adults) which are available in the folder in the rack on top of the trophy cabinet. HLTC's Safeguarding/Welfare officer has a poster in the Clubhouse hallway and anyone having a safeguarding concern should address it to that officer. No-one should accept or tolerate bullying, harassment or discrimination in any form.

### **Food Hygiene**

Health and Safety issues arising from food and drink brought onto HLTC premises by members, non-members, guests and children, remain their own responsibility, and they are expected to operate good food hygiene practices (also known as common sense!).

In respect of food preparation in the kitchen, HLTC requires that Community Kitchen guidelines are practised – see the poster in the kitchen for details. Good practice includes:

- Frequently washing hands, particularly after handling raw food
- Properly washing plates, utensils and surfaces after food preparation
- Separating raw from cooked food, and particularly utensils and plates etc used for their preparation

### **Personal Hygiene**

This is a matter for yourself alone, but you should apply normal standards such as washing your hands after using the toilets. ***You must do this if handling food !!***

### **Car Park**

Those driving into or out of the car park are required to do so SLOWLY. In particular you must be aware that pedestrians could be crossing the entrance (where sometimes on exit it is difficult to get a good sightline), and others could be walking within the car park itself. You should take great care when exiting the car park and be alert to the approach of other vehicles on the road. Please do not spin wheels either in the car park or entrance/exit as this not only does damage to the car park, but could also throw up stones which could damage other vehicles or hurt someone.

Pedestrians should take care when entering or leaving the premises and be aware that a vehicle may also be entering or leaving at the same time.

### **Alcohol Consumption and the Bar**

The Club is licensed for the sale and consumption of alcohol and non-alcoholic drinks etc, and the conditions under which these are permitted are contained in the Local Authority's licence. Essentially the bar can be opened whenever the Club is open (although in practice it will only be open for limited hours). The Club views use of the bar as an essential part of the social experience although it does not actively encourage alcohol consumption.

You may (provided you are 18 or over) consume alcohol on the Club's premises providing you conform to any limitations set by the Bar Committee. It remains the Committee's right to refuse to serve alcohol to anyone, or to allow alcohol to be bought for, or supplied to, anyone who is, or who appears to be, excessively intoxicated in the view of any member of the Committee present. Such persons may also be required to leave the Club's premises. ***Under no circumstances will the bar supply, or allow to be procured, alcohol for consumption by persons under the age of 18 years. Persons under 18 are not permitted behind the bar at any time.***

Since the bar is not staffed when it is not open, you are responsible for washing, drying and putting away any glass, mug, cup etc you may have used, rather than leaving it in the expectation that someone else will do it. As always, parents are responsible for ensuring those used by their children are treated likewise. When the bar is open you should return any used glasses etc to the bar.

### **Smoking**

The law prohibits smoking within the Clubhouse and in the garage.

The Club actively encourages members, visitors and guests not to smoke, but permits smoking elsewhere on the premises (***excluding on the tennis courts***). For safety reasons no-one should smoke in the car park. Persons under the age of 16 (or older if legislation changes the age when smoking materials may legally be purchased) may not smoke anywhere on Club premises. The Committee will require such persons found smoking to leave the premises. Parents are responsible for enforcing this requirement.

***Always consider the impact upon those around you before smoking.*** Smokers are expected to exercise consideration for others, particularly when in the vicinity of open windows and doors, and should not smoke close to these if smoke may permeate the Clubhouse.

Smokers should dispose of matches, cigarette ends etc in a responsible manner (eg in one of the sand buckets provided) ensuring the material is properly and fully extinguished first !

Any member, visitor or guest failing to comply with this policy may be asked to leave the premises. Members are responsible for ensuring their guests comply with this policy. Persistent offenders may be denied entry to Club premises at the discretion of the Club committee. If, as a result of failure of any member, guest or visitor to comply with this policy, the Club suffers financially including as a consequence of prosecution, or the Club seeking legal advice, the Club may, at the discretion of the Committee, pursue legal action against the offending smoker(s) to recover the financial penalty and costs incurred.

***PLEASE NOTE THAT HLTC SMOKING POLICY APPLIES TO E-CIGS, VAPING DEVICES, PIPES, CIGARS ETC AND ANY TOBACCO REPLACEMENT PRODUCT THAT GIVES OFF SMOKE OR OTHER PARTICULATE OR VAPOROUS EMISSION***

### **Antisocial Behaviour**

The Club expects all members and guests to act in a socially acceptable way, and not to behave in a manner which inconveniences other members or guests. Examples of unacceptable behaviour are:

- Discarding chewing gum on the courts (or anywhere else on the premises come to that except in rubbish bins !)
- Damaging or vandalising Club equipment or premises
- Littering (members and guests should put rubbish in the bins provided or take it away. Parents are responsible for ensuring their children do likewise).
- Abusive or foul language

Parents are at all times responsible for the behaviour of their children (including junior members).

### **Electrical Safety**

The club will ensure that electrical devices are themselves safe to operate, but they must only be operated by those competent to use them. Under no circumstances must anyone attempt to dismantle any device at any time.

### **Guests and Visitors**

At all times an inviting Member is responsible for the welfare and behaviour of his/her guests, and must draw their attention to the guidance in this booklet. Other visitors' attention should also be drawn to this guidance by home team captains, committee members etc as appropriate.

### **Incident Reporting**

The Club is required to report certain types of Health and Safety related incidents to external authorities. To enable this, the Club requires that anyone suffering any kind of incident (and in particular accident) must record the details in the Accident/Incident Book which is in the Clubhouse, in a rack on the trophy cabinet. The book will be reviewed by the Committee from time to time.

### **Risk Assessment**

The Committee has undertaken a full Risk Assessment and reviews it regularly. The assessment documents and action plan are available in the Clubhouse (on a notice board in the hallway and in the folder in the rack on top of the trophy cabinet). Members and guests are invited to point out to any member of the Committee any particular hazards they consider worthy of assessment.