



INGATESTONE & FRYERNING TENNIS CLUB

9 HIGH STREET
INGATESTONE CM4 9ED

HEALTH AND SAFETY POLICY

1. Scope of H&S Policy

This document contains the guidance and procedures that Ingatestone and Fryerning Tennis Club (IFTC) has introduced to meet the requirements of the Health and Safety at Work etc., Act. It contains:

- a. IFTC's Health and Policy Statement (Appendix 1).
- b. The organisation for health and safety management at IFTC.
- c. Risk assessments for the hazards identified in the Risk Register (Appendix 2).

Guidance for dealing with Emergencies and First Aid is set out in the Accident & Emergency Procedure.

2. Organisation for Health and Safety

The ultimate responsibility for health and safety lies with IFTC's Management Committee. The Health & Safety lead is responsible for the preparation / review of risk assessments.

The person designated as the Health and Safety Officer is Jessica Bonnett

A Health and Safety Manual containing all necessary procedures and documents will be produced and available in the clubhouse. Included will be

- a. The IFTC health and safety policy statement signed by the Club Chairman or committee member in absence of a Chairman.
- b. The organisation for managing safety at the club.
- c. Risk assessments.
- d. A Code of Practice/Conduct which sets out the standards by which the club will expect its members, their guests, and members of the public to adhere to.
- e. Procedures / guidance on:
 - i. Electrical equipment.
 - ii. Emergency guidance and procedures
 - iii. Accident / incident reporting form
 - iv. First aid guidance and accident log
 - v. The Code of Practice – Seniors and Juniors
 - vi. Any other appropriate document or procedure.

3. Risk Assessment Policy

Ingatestone and Fryerning Tennis Club (IFTC) will carry out a full bi-annual risk assessment of the facility with a view of highlighting potential hazards and taking the appropriate action wherever necessary to ensure a safe and enjoyable environment.

The Health and Safety Officer is responsible for reporting to IFTC's Management Committee on such issues. If a member / user wishes to report a hazard or potential hazard contact Jessica Bonnett or Adrian Bonnett or any other available Committee member by email ingatestonetennis@hotmail.co.uk

Equipment and site maintenance will be an item on the agenda for each Committee meeting. Any issues are raised and the appropriate action taken; all details will be listed in the minutes.

Risk assessments will include the following for consideration:

- a. Are surroundings safe and free from obstacles?
- b. Are the courts and any other area fit and appropriate for activity?
- c. Is the equipment fit and sound for activity and suitable for age group / ability?
- d. Are contact details available for parents / guardians / partners?
- e. Are players appropriately attired for the activity?
- f. Is a working telephone available with access to emergency numbers?
- g. Do volunteers, staff, coaches and members have access to information relating to health and safety?
- h. Are emergency procedures published and accessible?

4. Review

This document will be reviewed periodically as and when changes occur.

This document and appendices was approved by the Management Committee of Ingatestone & Fryerning Tennis Club June 2023

Updated 23.8.23: 3.3 with Junior coaching/safety ball on net winder

Updated 1.12.23:

1:1 removal of portable lights

2:3 inclusion of solar lights

3:2 Inclusion of leaf blower

6:1 inclusion of Electrical Certificate & Tweener Lights



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Health and Safety Policy Statement

1. Ingatestone and Fryerning Tennis Club (IFTC) is committed to maximising the safety and welfare of all its members including visitors, guests and members of the public.
2. The Committee is responsible for health and safety.
3. On an operational level, IFTC's Management Committee is responsible for ensuring that appropriate measures are put in place and maintained.
4. All members are required to comply with this policy.
5. In the case of an event, near miss or an incident that could have led to an accident, members are required to inform the Health & Safety Officer or a member of the Committee by email.
6. Ingatestone and Fryerning Tennis Club (IFTC) and its Committee are committed to the Health & Safety at Work Act 2005 and any other relevant acts and will:
 - a. Discuss Health and Safety at every committee meeting.
 - b. Appoint a Health & Safety Officer
 - c. Ensure that the playing, social and working environment at the club is safe and free from reasonable risk.
 - d. Provide appropriate First Aid equipment and notices.
7. The Club will produce and maintain:
 - a. A risk register which identifies all hazards associated with club activities
 - b. A risk assessment for each hazard identified in the Risk Register including Fire

Issue Number	2
Signed by J Bonnett on behalf of Chairman/Committee	<i>Jessica Bonnett</i>
Date	June 2023

Appendix 2

Ingatestone & Fryerning Tennis Club – Health and Safety Risk Assessment

Assessed By	Jessica Bonnett & Adrian Bonnett	Date	May 2023
Reviewed By	IFTC Committee	Date	June 2023 Dec 2023
Reviewed By		Date	

Hazard Ref	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/ Medium/ High Risk	Further Controls Required?	What further controls and who by?	By When?
1							
Hazards inside the clubhouse							
1.1	Electrical equipment inside clubhouse	Defective equipment could cause electrical injuries.	Visual appliance inspection before each use (fit for purpose, no damaged or broken flex, cracked plugs etc) General visual inspection of electrical items and sockets undertaken regularly by H&S committee member. Any damaged/unsafe items removed from the club immediately, email the club for appropriate action or replacement Electrical certificate Dec 2023	Low	No	N/A	N/A
1.2	Slip / trip / fall hazards – wet floor and untidiness	Personal injuries	Notice in clubhouse regarding tidiness/ clearing up.	Low	No		
1.3	Fire, hot liquids hazard in clubhouse.	Personal injuries – burns and scolds.	Kettle, water heater and microwave are only hot liquid sources.	Low	No		
1.4	Food and general hygiene in clubhouse.	Stomach upsets Leftover food encourages vermin onto the premises	General management of food carried out off site. Players and committee members monitor condition of clubhouse and maintain hygiene standards. Waste management procedure on club website. Rodent traps in place /used as necessary.	Low	No		
1.5	Poor maintenance of clubhouse premises	Personal injuries	Annual maintenance / spring clean day in place. Committee monitors condition of clubhouse and deal with / engage professional assistance as required.	Low	No		

Hazard Ref	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/ Medium/ High Risk	Further Controls Required?	What further controls and who by?	By When?
2 Hazards outside clubhouse (non-tennis play)							
2.1	Poor fence, grounds and court maintenance.	Injury as a result of sharp objects and/or poor surface, loose fencing	Regular maintenance inspection by committee members and reported to committee and acted on as necessary	Low	Regular inspection by H&S officer & members of the Management committee	Fencing, grounds and court maintenance kept under review by the Management Committee during use of the club and at meetings	Ongoing
2.2	Tidiness on and off court areas – debris, drink bottles, loose boards, stones etc	Trips, slips, cuts and other personal injuries.	Regular inspection. Use of Leaf blower to remove leaves by adult members.	Low	No		
2.3	Only route for access to / egress from club premises is via a public car park where there is frequent vehicle movement	Personal injury	Young children are escorted to and from the premises by parents / guardians. Visiting league teams are advised of the club's position in relation to the car park. Any incidents / near miss events will be investigated and monitored by the club and the IFCA informed. Solar lights used for safety during entry and exit.	Low	No		
2.4	Storage Shed for Equipment	Personal injury if items stored incorrectly.	Items such as balls, cones, umpire chair, lawn mower to be stored in a tidy manner and not over loaded. The shed should have broken and unused items periodically removed.	Medium	No		

3

Hazards whilst playing tennis

Hazard Ref	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/ Medium/ High Risk	Further Controls Required?	What further controls and who by?	By When?
3.1	Poor playing surface	Could lead to ankle and leg injuries	Code of conduct adhered to Courts replaced in 2021 Quarterly maintenance contract in place	Low	No		
3.2	Weather conditions making court surface slippery.	Slippery playing surfaces could cause ankle and leg injuries for players, and could make both training and matches dangerous and unsafe	Proper tennis footwear to be worn at all times when playing. Courts to be maintained to a high standard to allow water to drain and to prevent water retention with Quarterly Maintenance contact. All users to ensure courts are kept free of debris including use of leaf-blower and sweeping up snow / ice on courts.	Medium	No		
3.3	Personal injury – fracture / sprains / cuts by balls, racquets, inadequate fitness or strength	Injury	Players to concentrate and play responsibly. Code of Practice adhered to. First aid on hand. Junior Coaching: safety ball on net winder Accident forms in clubhouse, completed if necessary and scanned to H&S officer on ingatestonetennis@hotmail.co.uk analysed regularly for action/amendments to premises or Code of Practice	Low	No		
3.4	Medical conditions of players	Injury	Players left to play within the limits of any medical condition they may have. Members should inform the club of medical conditions. Parents / guardians are asked on application forms to declare any medical conditions of their children attending coaching. Coach aware and act accordingly	Low	No		

Hazard Ref	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/ Medium/ High Risk	Further Controls Required?	What further controls and who by?	By When?
4							
People and Organisational Hazards							
4.1	Lack of information, training or instruction	Ignorance can lead to accidents	Code of Practice adhered to Clear Committee roles adhered to Policies and information shared on website	Low	No		
4.2	Ignorance of rules and / or Code of Practice	Ignorance can lead to accidents	All members sign up to the Code of Practice as part of their membership requirements and copies are in the clubhouse	Low	No		
4.3	Unsafe behaviour or attitude by players	Could lead to accidents	Any dangerous behaviour by any player shall be reported to the chairman or committee member.	Low	No		
4.4	Lack of appropriate first aid equipment and trained individuals	Inability to deal with any injuries requiring aid	First aid kit is reviewed regularly as part of clubhouse checks, coach checks and informs H&S committee member by email of items needed. Coach and assistants are first aid trained. Contact numbers available on Club spark as part of first aid arrangements. All recorded incidents/accidents are reported to the IFTC Committee.	Low	No		
4.5	Lack of fire extinguishers	Could lead to destructive fire	Review fire extinguisher availability. (Management Committee has discussed but not agreed use of fire extinguishers in the clubhouse as it is so small)	Low	No		
4.6	Pandemics	Spread of a potentially serious 'disease'	Full adherence to all Government guidance.	Low	No		

Hazard Ref	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/ Medium / High Risk	Further Controls Required?	What further controls and who by?	By When?
Hazards specific to junior group coaching sessions							
5.1	Inadequate supervision/group to large	Could lead to injury	Professional coach employed, group sizes monitored by committee and allowed bookings on Clubs spark. Assistant coaches used as necessary	Low	No		
5.2	Inexperienced and / or unqualified assistant coaches / trainees.	Could lead to injury	Professional coach employed with relevant experience, qualifications and DBS check, who will oversee assistant coaches / trainees.	Low	No		
5.3	Inappropriate footwear	Could cause ankle and leg injuries for players	Proper tennis footwear to be worn at all times	Low	No		
5.4	Poor safety awareness/aggression from players	Could lead to injury	Code of Practice covers all members including juniors – persistent offenders should be expelled.	Low	No		
5.5	Inappropriate behaviour / uncontrolled use of rackets	Could lead to injury	Code of Practice covers all members including juniors – persistent offenders should be expelled. Take all reasonable steps to prevent balls from being hit into neighbouring gardens	Low	No		
5.6	Debris left on court /in clubhouse after session e.g. drink bottles and cans	Could lead to injury	Coach to ensure that all debris cleared at end of session which links in with waste management .	Low	No		

Hazard Ref	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/ Medium / High Risk	Further Controls Required?	What further controls and who by?	By When?
Fire Risk Assessment							
6.1	Electrical items/Tweener Lights catching fire	Fire and destruction of building/courts	Items are visually inspected when used, appliances are turned off when possible overnight, Dry Powder fire extinguisher available in the club house. Electrical certificate in place.	Low	No		
6.2	Wooden Building	Fire and burning down	No smoking, no naked flames, minimal electrical items used in building, minimal flammable items/materials in building	Low	No		
6.3	Persons present during a fire	Serious injury/loss of life	Building is small one level wooden structure with one entrance/exit, several small windows -single glazed. Persons could escape/be rescued if necessary.	Low	No		
6.4	Calling 999 Fire Assembly point	Immediate assistance	First person to notice the fire to call 999. All persons present to move to CC car park until safe to return.	Low	No		
6.5	Children present	Serious injury/loss of life	Parents to care for own children, all adults to ensure children move to safety, if Coach is in charge of a group he/she is responsible for the safety of the children present.	Low	No		