

Health and safety policy: Newmarket URC Tennis Club (NUTC)

This is the statement of general policy and arrangements for: Newmarket URC Tennis Club: TENNIS SEASON 2023

The Committee
has overall and final responsibility for health and safety

The Committee
has responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)
Prevent accidents and cases ill health (physical and mental) by managing the health and safety risks in the workplace	Committee and Club Members	All Club Members will adhere to agreed policies , published on the Club Website. At Open Days, and during all Club-use, every effort will be made to ensure the safety of Club Members and visitors by exercising due caution and taking appropriate action to prevent risk in advance and if unsafe practice is observed at any time.
Provide clear instructions and information, and adequate training, where appropriate, to ensure Club Members are competent for the tasks assigned.	Committee	The Committee will be briefed on H&S and given a copy of the Risk Assessment to ensure adherence to its guidance. Additional helpers will be briefed by Committee Members as to requirements of assigned tasks, with specific regard for H&S.
Implement emergency procedures – evacuation in case of fire or another significant incident. (Help with fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities)	Committee	In case of significant incident , Committee Members will blow a sports whistle to alert attendees and guide them in appropriate safety procedures. In case of emergency, where required, a Committee Member will summon the emergency services and, in case of fire , will muster all attendees on Grass Court no.2 to await instruction. Members may consider using fire extinguishers only if safe to do so.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Committee	All equipment will be checked and serviced regularly to ensure it is in correct working order and dangerous substances stored appropriately. Access to The Shed (with tool and lawn-cutting equipment storage) will be barred to all, except by Club or Work-Party members briefed in H&S.

Signed:		Date:	23 rd April 2023
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If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	The Clubhouse
First-aid box is located:	The Clubhouse
Accident book is located:	The Clubhouse

Risk assessment: Newmarket URC Tennis Club (NUTC)

All employers must conduct a risk assessment. If you have fewer than five employees, you don't have to write anything down.

Newmarket URC Tennis Club: 2023 SEASON

Date of risk assessment: 23rd April 2023

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Safeguarding	Children / adults at risk targeted by strangers. Online / Photography risks	The Club's Safeguarding policy has been approved by LTA Official and is shared with all members, being available on the website and in the Clubhouse. It will be adhered to by all.	Vigilance according to Policy.	ALL	As above	
Safeguarding – unrecognised visitors	As above plus potential for theft, property damage etc.	See above, plus: Club members to remain vigilant to unwanted visitors. Mindful of their own safety, Committee to engage with visitors to establish identity and assess validity of reason for visit. Police may be called in extreme circumstances.	Safeguarding signage is displayed prominently.	ALL	Always	
FIRE Safe storage of inflammable / dangerous substances.	Site visitors – inc. members, guests etc. by close proximity to flames / fumes ...and e.g. fuel / weedkillers etc. that constitute a potential risk.	<ul style="list-style-type: none"> • emergency routes and exits – the drive is main exit point from the site. Court No. 2 is Muster station – to be marked as such. • fire extinguishers are situated in the Clubhouse. • Substances are kept under lock and key in the shed, with keys protected by a combination lock, accessible to the Committee. • Emergency evacuation plan – see H&S Policy above. (Whistle/muster/evacuate/dial 999/ extinguish fire only if safe) • Safety information shared with all members by email, available for visitors as hard copy in Clubhouse and through signage as appropriate. • Fire / incident safety shared among Committee via Risk Assessment and at meetings. 	-If drive inaccessible, escape-route over fence behind shed advised for an extreme event. - ensure regular checks of extinguishers. -Storage must be under 30 litres and each can less than 20 litres, stored in appropriate containers - see https://www.hse.gov.uk/fireandexplosion/petrol-storage-club-association.htm	Signage Alison Swain i/c John Harvey i/c Tony Carter i/c Alison Swain	Regular checks throughout the season	

Any emergency incident	All site visitors, and especially vulnerable attendees, e.g. young children/disabled/with special needs	Committee to prioritise safety/evacuation of vulnerable visitors – e.g. parents of multiple children may need assistance. Committee to supervise evacuation of Clubhouse / area of incident, move visitors well away from any vehicles, use extinguishers if a small fire and if safe to do so, and dial 999.	What3Words Code for the NUTC Clubhouse: requiring.darling.sunk What3Words for Duchess Drive entrance: remaining.rail.shoelaces	Signage Alison Swain/John Harvey i/c		
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages / wet grass.	General good housekeeping is carried out. All areas well lit. No trailing leads, cables or loose sports equipment. Committee, Coaches and Members keep play and recreation areas clear, eg no objects left in walkways.	Good housekeeping in kitchen, Clubhouse and on courts.	All Members, Coaches and Visitors	For 2023 season and beyond	
Slopes between grass courts	Over-running – slippage or falling down the slope(s).	All slopes are marked with warning signs to remind players of the need for caution.		Alison Swain - signage		
Being hit by tennis racquets, balls, from other players / ball-machine.	Any attendees – bruising or other injury may occur	All Committee and Club Members plus Coaches are aware of the risk and will call an alert if they observe a danger. Players to be kept behind the aperture of the ball-machine, if in use.	Vigilance on day of use.	Committee – all on site premises.	As above	
Movement of vehicles	Attendees and general public by inadvertently making contact with a vehicle.	Club Members to advise and remain vigilant re. vehicle movement and parking – if Club is full, alternative parking is on Duchess Drive.		As above	As above	
Use of machinery / tools	Accidental injury to personnel	Grounds team only to use tools and machinery. Workers should avoid working alone. If unavoidable, they must carry a charged mobile phone on their person.	Tools / machinery to be well-maintained and safely stored. Health and safety with regard to their use to be shared & meticulously observed.	Committee		

Accidents using kitchen equipment / hot drinks	Attendees - Scalding / cuts	ONLY Club Members to prepare e.g. hot drinks in Kitchen / Clubhouse. No children to be allowed in immediate vicinity of kitchen preparation area. Cake table should be sited away from drink-making area.	All Members and attendees to be observant in use of e.g. drinking vessels. Hot drinks that are carried out of the Clubhouse should not be filled to the brim, to minimise risk of accidental spillage.	ALL	As above	
Allergens	Food may contain allergens, such as nuts, gluten which should be avoided by those with food-intolerances / allergies.	Signage will warn that food may contain possible allergens. Gluten free cakes/biscuits will be marked as such.	Awareness and vigilance.	Club secretary to produce signage. (Check Kitchen drawers for signs.)		April 2023
Damage from plants / insects	Attendees – spiked by twigs / branches etc. or e.g. stung by insects	A Working Party has prepared the grounds, pre-season, and will continue to maintain throughout the season, cutting back shrubbery and checking safety of overhanging trees, insect nests, etc. First Aid kit available.	Vigilance	Committee	At working Party and vigilance in future.	

Cordoned off areas	All attendees: these indicate areas of potential danger.	All Members to be vigilant in ensuring any cordoned off areas are not breached. Risk Assessment shared to state that Carers are to supervise their children at all times.	Vigilance.	All Members and Carers.	On and from 1/5/2023	
Inappropriate or unpleasant behaviour of attendee(s) / gatecrashers.	Attendees – by e.g. abusive behaviour.	All Committee Members are detailed collectively and calmly to request that the person(s) leave the premises.	If person(s) continue to cause problems Police to be called by a Committee Member.	Vigilance from all.	Always	
Chairs on uneven ground	Attendees: chairs could tip over, causing injury, if not used appropriately.	Committee Members to raise awareness of spectators to uneven ground and advise care.	Placement of chairs to be on as flat ground as possible.	As above.	As above	
Safeguarding	Strangers targeting children	The Club's Safeguarding policy has been approved by LTA Official and is shared with all members, being available on the website and in the Clubhouse. It will be adhered to by all.	Vigilance on the day according to Policy.	ALL	As above	
Transmission of infectious disease	Attendees through infection being passed on.	Risk assessment to be emailed to all Members with a specific reminder not to attend if showing symptoms of infectious disease.	-	JH / AS	30/4/23 latest	
Unforeseen hazards	?	In the event of unforeseen hazard, the Committee will agree the best means to address the issue.	Whistle to alert to incidents as outlined above.	Committee	As above	