

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

**This is the statement of general policy and arrangements for: Newmarket URC Tennis Club:
NEW SEASON OPEN DAY 1st May 2023 12.00-17.00**

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 other 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 prior to the Open Day to ensure it is in correct working order. Access to The Shed (with tool and lawn-cutting equipment storage) will be barred during the Open Day, except by Club Members.

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: OPEN DAY 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: NEW SEASON OPENING DAY 1/5/

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	Visitors targeting children / adults at risk	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 RA shared by Alison Swain	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 to be called in extreme circumstances.	Safeguarding signage is displayed prominently.	ALL Signage – Alison Swain / John Harvey	Always	
Fire or other emergency incident	All on site by consequences of the emergency	Committee members are briefed in emergency procedures. Attendees must therefore: <ul style="list-style-type: none"> Alert NUTC personnel in case of e.g. fire Observe safety signage on site Be alerted by emergency whistle to go to muster point (Court 2) and listen for and follow instructions. Ask for help to evacuate vulnerable attendees. 	N.B. What3Words Code for the NUTC Clubhouse: requiring.darling.sunk What3Words for Duchess Drive entrance: remaining.rail.shoelaces	As above		
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. Signage to alert to site hazards.	Good housekeeping in kitchen, Clubhouse and on courts.	All Members, Coaches and Visitors	From now on 23/4/2023	
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.		Signage: Alison Swain / John Harvey		

Ropes to secure Tennis Cage (if used)	Attendees, by tripping	Area is cordoned off.	Vigilance on day.	All Members Parents to observe notice requests to supervise their own children.	As above	
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.	Vigilance on day.	As above	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	As above	
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. Cakes table to be situated away from hot drinks preparation area – preferably outside, if weather allows.	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.	As above	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.)	On day.	
Damage from plants / insects	Attendees – spiked by twigs / branches etc. or e.g. stung by insects	A working Party has prepared the grounds, cutting back shrubbery and checking safety of overhanging trees etc. First Aid kit available.	Vigilance on day	As above.	At working Party and on day.	Completed at Working-Party
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. Accompanying email re. Risk Assessment to state that Carers are to supervise their children at all times.	Vigilance on the day.	All Members and Carers.	On 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.	On day.	
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.	On day.	
Transmission of infectious disease	Attendees through infection being passed on.	Risk assessment to be emailed to all Members which includes this 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.	-	Committee	As above	