

1. HEALTH AND SAFETY POLICY STATEMENT

Ramsbury Tennis Club is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern.

HEALTH AND SAFETY POLICY:

To support our Health and Safety policy statement we are committed to the following duties:

To undertake regular, recorded risk assessments of the club premises and all activities undertaken by the club.

To create a safe environment by putting health and safety measures in place as identified by each assessment.

To ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.

To ensure that all members are aware of, understand and follow the club's health and safety policy.

By appointing a competent club member to assist with health and safety responsibilities.

By ensuring that normal operating procedures and emergency operating procedures are in place and known by all members.

By providing access to adequate first aid facilities, and qualified first aiders at all times.

By reporting any injuries or accidents sustained during any club activity or whilst on the club premises to our insurers and health and safety advisors.

By ensuring that the implementation of the policy is reviewed regularly and monitored for effectiveness at least annually.

AS A CLUB MEMBER YOU HAVE A DUTY TO:

1. Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.

2. Co-operate with the club on health and safety issues.
3. Correctly use all equipment provided by the club.
4. Not interfere with or misuse anything provided for your health, safety or welfare.

FIRST AID: Location of first aid facilities: In the kitchen area of the Pavilion

LOCATION OF TELEPHONES: Mobile phones are carried by all Club appointed persons

CLUB HEALTH AND SAFETY OFFICER: Ian Smith

2. HEALTH & SAFETY ARRANGEMENTS

Ramsbury Tennis Club's policy aim is to provide and maintain safe and healthy playing and social conditions for all players, volunteers and member and to accept responsibilities for the safety of visitors whilst on our premises.

It is the duty of all members to familiarise themselves with the arrangements detailed below and to play their part to effectively implement our Health and Safety Policy. Copies of our Health & Safety Policy are available on request and posted in the Clubhouse.

3. RESPONSIBILITY

1. The Committee has overall and final responsibility for Health and Safety.
2. All members have the responsibility to co-operate and achieve a healthy and safe environment and to take reasonable care of themselves and all other members.

4. ACCIDENTS

1. A First Aid box is kept in the Pavilion.
2. Any member who uses the first aid Kit and notices a discrepancy should report it to the Club appointed First Aiders or any Committee member.
3. All Committee Members are in charge of first aid. A list of all First Aid trained persons will be displayed in the Pavilion.
4. All accidents must be reported and recorded in the Accident Book kept in the kitchen area.

5. FIRE SAFETY

1. All members must familiarise themselves with the location of fire extinguishers, alarms and exits.
2. Should a serious fire develop, members should not tackle the blaze themselves, you must immediately call the Fire Brigade, vacate the premises, do not return to the premises (vacate to the car-park)
3. All members have a duty to ensure that all passageways and escape routes be kept clear.
4. Equipment must be tested and maintained in accordance with any Fire Risk Assessment.

6. HOUSEKEEPING

1. Whilst there are designated committee members, it is everyone's duty to play their part by keeping the premises clean, neat and tidy.
2. Anyone noticing damage to either building or equipment should report the matter immediately to the Committee Members.
3. Faulty electrical appliances can be particularly dangerous. Broken plugs, frayed wires etc. should be reported immediately to the Committee.

7. TRAFFIC ROUTES AND CAR PARK AREAS

1. The Car park is a traffic route and as such care must be taken when exiting the Pavilion and car park.
2. Club members must not block or cause to be blocked any Traffic route at any time.
3. Members must not park in front of the Pavilion nor must they drive along the track between the Courts and the MUGA.

8. MANUAL HANDLING

Before attempting to lift a load, assess its size and shape, obtain assistance if required.

Check there is sufficient space to make the lift and space to reposition the load as required.

1. Stand correctly, with a straight back and your chin tucked in, close to the load you are to lift. Your feet should be apart with one foot in front of the other facing the intended direction of travel.
2. Lift with your knees bent and use your legs, not your back, as the lifting power. Make sure you have a good grip on the load before lifting and don't change your grip once carrying.
3. Don't allow the load to obstruct your field of view if it is too large seek assistance. Set the load down gently - again keep your back straight and knees bent.

9. PORTABLE ELECTRICAL EQUIPMENT

All portable electrical equipment used at the Club Premises or on court shall be regularly PAT tested in accordance with the regulations covering the same.

All members and volunteers must look critically at the electrical equipment which they use and look for damage to the outside of the equipment and its lead and plug before they use it.

Any damage should be reported to the Committee and the equipment should be labelled as faulty and taken out of use to be repaired.

All maintenance records should be kept up to date and readily available.

10. VARIOUS

1. Personal Items - Any item or property left in the Pavilion or on the Courts is at the owner's own risk. Owners must take all items of clothing and other personal effects (including water bottles) with them when they leave.
2. Members must park responsibly in the car park and emergency access must be maintained at all times.
3. No animals (with the exception of care or guide dogs) are permitted on site.

11. COVID-19 ARRANGEMENTS

1. The Club should follow LTA guidance as appropriate and follow any recommendations in their risk assessment;

2. The clubhouse is to be closed until further notice except for individual access to the toilets; soap and paper towels are provided, with hand sanitiser by the main door and cleaning has been increased to twice a week. The net winders will remain off for the moment in accordance with LTA guidance.
3. Members are to observe current social distancing measures and ensure that hands are washed and sanitized before and after play and after the handling of locks or clay court drag mats and line brushes.
4. Singles and doubles are permitted, provided social distancing is observed, and members have been reminded to use online booking before playing to facilitate tracing if required;
5. Guest players should be registered before they play with the Membership Secretary, Christopher Snelling, who will keep their name and contact details for track and trace purposes for the required 21 days.

Ian Smith – September 2020