



RUTHIN TENNIS CLUB HEALTH AND SAFETY POLICY

General Policy Statement

Ruthin Tennis Club is committed to ensuring the Health and Safety of its members including visitors, guests and employees whilst on the Club's court on the recreation ground and expects all staff and volunteers to share this commitment.

All our members have a responsibility to inform the Health & Safety Officer or Welfare Officer in the case of accidents whilst undertaking any tasks whilst on Club premises. To do this the Management Committee will:

- Discuss Health & Safety issues and any risk issues at Committee meeting. Ensure the Club's environment is safe and free from reasonable risk
- Ensure safe entry and exit to our court and store.
- Provide appropriate First Aid equipment/kit
- Maintain a safe court environment for all members, their visitors and any employees that work within the tennis club. Minimise the occurrence of accidents and incidents by carrying out risk assessments to assess and deal with all areas that pose an unsafe environment.

Responsibilities Overall and final responsibility for Health and Safety in respect of the Club is vested in the Club's Management Committee.

Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Members, Visitors and Coaches need to take reasonable care of their own health and safety while on the Club premises. If at any time there are any health or safety concerns or risks towards a tennis player, coach, or parents with their children from other people who are not part of the tennis club they should be immediately reported, to a member of the Management Committee (contact details as on website) or to the Welfare of Officer.

First Aid "Guidelines for Dealing with an Incident/Accident" will be available and a First Aid box available (stored securely) in the front entrance of the Community Centre on a Window Sill. A list of contents will be held for quarterly checking. Also a First Aid Box kept on Court in a secure and easily accessed to treat anyone.

The Club recognises its obligation to its members and visitors to manage the health and safety risks arising from its various activities and events.

If the matter giving concern appears to be more serious in nature or is an emergency, then please contact the appropriate emergency service or services immediately. Accident and Incident Reporting All details of accidents (and incidents)

should be recorded i.e. How, where, why and who and also details of any first aid given. On no account should any form of oral medication be given unless done so by the injured party themselves if they can. If they are unable to administer their medication themselves due to incapacity there is a medicine policy to follow. Details should be forwarded to a member of the Management Committee as soon as is reasonably possible.

Health and Safety on the Court The Club also ensures that its sports facilities i.e. court surfaces and surrounds are safe and properly maintained to the correct standards

- The Club grounds will be kept free from potholes and trip hazards.
- Fencing will be maintained in a secure condition.
- Fencing will meet Local Authority requirements.
- Damaged or unstable ground surfaces will be fenced off.
- Periodic assessments will be carried out regarding the safety of different playing and pedestrian access surfaces during different weather conditions
- Members will ensure the court is securely locked after use
- A member of the management committee/management team will lead on and be responsible for 'maintenance' to identify report and address any maintenance issues. This member will report back at each meeting and give an annual report at the AGM

Risk Assessment Policy Ruthin Tennis Club will carry out a full 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. A member of the Management Committee will become responsible for risk assessments and reporting to Management Committee on such issues. The Welfare Officer and Tennis Secretary will undertake the Risk Assessment and will inform the Committee if the tennis area is a safe environment or not for players/ coach/ parents and children. Any potential risks that could occur from outside agencies or problems associated with the Community Centre to be reported to the chairperson

The risk assessments include the following issues:

Is the area and surroundings are safe and free from obstacles?

Is the area fit and appropriate for activity?

Is the equipment fit and sound for activity and suitable for age group/ability?

Are members appropriately attired for the activity?

Can emergency vehicles access facilities?

Do volunteers coaches and members have access to information relating to health and safety Inappropriate behaviour e.g. any form of abuse, violence, or potential violence, unacceptable foul language towards tennis members/ parents / children must be taken seriously and action taken.

No drugs are permitted to be used around the tennis court facility, unless it's a form of medication required for health reasons, e.g inhalers, and pain relief medicine.

Findings will be recorded.