

RYDE MEAD LAWN TENNIS CLUB Health and Safety policy

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1 Accident Procedure for members and guests

The Club's Insurers require that contemporary records are kept of any incident that may lead to a claim. In addition, the Club would appreciate the advice of members and those using the courts of any incident, hazard or damage that may require remedial action by the Club.

All accidents, injuries, hazards and incidents of damage to the courts, clubhouse, or fences or damage to or theft of Club equipment or personal possessions should be recorded in the Incident/Hazard/Accident log book provided in the Clubhouse changing room, or reported to the Club Welfare Officer as indicated below.

The logbook is an incident report book – it is kept in a wall mounted folder in the changing room. Once the relevant details are completed the record should be removed from the book and posted in the adjacent locked incident document box. The documents box will be monitored by the committee members and forms will be uploaded for storage in the club records. On occasion it may be necessary for the club committee to contact a reporter for further details. Only relevant details will be stored and personal information will form part of the record only when required and in-line with current data protection and GDPR guidance.

Following any incident that involves injury you must advise the Club's Welfare Officer, Bianca Keyse (at rydemeadsafeguarding@outlook.com or [Tel:07783011352](tel:07783011352)) or the Club Membership Secretary Carl Everett (07794 928308 rydemead.membership@outlook.com) or the Club Chairman (email: rydemeadtennis@gmail.com) of the circumstances, including the name, address of the injured party, contact details of the injured party, name and contact details of witnesses, time and date of incident, nature of the injury and details of medical attention sought if known.

2 Health and Safety Policy

The Health and Safety policy of Ryde Mead Tennis Club is displayed in the club house both in the main area and the changing room.

Overall responsibility for health and safety is the responsibility of the Club's Chairman.

Day to day responsibility for ensuring the policy is put into practice is the responsibility of the Welfare Officer and Club Secretary (Lucy Jenner). These include:

- periodic checks on the courts and club premises for any risk to health and safety,
- protection of children and vulnerable adults in accordance with the Safeguarding Policy of Ryde Mead Tennis Club,
- Up-keep of the Club's accident and hazard reporting system which is stored online in the clubspark management system library.
- reporting to the committee on any issues relating to health and safety of anyone using the Club's facilities or any such issues that may affect the general public,
- arranging for inspections of any equipment as per the risk assessment registered with the LTA,
- Maintenance of first aid boxes.

First aid boxes are located:

- **In the club house changing room.**
- **In the clubhouse kitchen**
- **In the Head Coaches store room adjacent to court one.**

The Incident/Hazard/Accident reporting book is located in the club house changing room.

3 Safety Notice (Issue 1 April 2022)

1. Members, guests and visitors are reminded that they have a responsibility for their own safety and a duty of care to others whilst using the Club's facilities. Do not use the courts if they are slippery. Take particular care in cold weather when ice may form on the courts, court surrounds, access paving and steps leading to courts.
2. Use proper footwear that is designed for use on a tennis court.
3. Take particular care when using Court 5. Due to tree root encroachment – and particularly along the eastern edge of the court there are areas where the court is uneven. As this risk cannot be readily mitigated the Committee have advised court 5 as suitable for general play but not suitable for competitive play. Court 5 is not open to pay and play and Competitive Matches will not take place there.
4. Take particular care when exiting the club premises onto Church lane. The absence of a pedestrian walkway once passing through the club gate puts persons at a risk from oncoming traffic – which may be approaching from **both** the left and right.
5. If you note a hazard or problem with the courts or Club's facilities please complete one of the incident/accident report forms provided in the club house changing room and post it in the adjacent incident document box or hand it to a member of the committee, or notify the Club's Welfare Officer/Membership Secretary or Chairman via the contacts listed above.
6. If a hazard could cause an accident or injury do not use the facilities until the hazard has been removed.
7. The Club must report to its insurance brokers every incident that could give rise to a claim. If you, or any guest, or any visitor is involved in such an incident you must provide the Club with accurate records of the date and time the incident occurs, along with full details of all relevant circumstances, including hospital or doctors involvement and the full name and address of any parties involved including any witnesses. Complete the form in the accidents, injuries, hazards and incidents logbook kept in the club house or otherwise notify the Club's Welfare Officer of the details.
8. Following any incident that involves injury you must advise the Club's Welfare Officer, Bianca Keyse (at safeguarding.rydemead@outlook.com or [Tel:07783011352](tel:07783011352)) or the Club Membership Secretary Carl Everett (07794 928308 rydemead.membership@outlook.com) or the Club Chairman (email: rydemeadtennis@gmail.com) of the circumstances, including the name, address of the injured party, contact details of the injured party, name and contact details of witnesses, time and date of incident, nature of the injury and details of medical attention sought if known.

4 Management of Incident/Hazard/Accident reports

1. Forms submitted to the club should be posted in the locked incident document box. This will be monitored by committee members principally the club secretary (Lucy Jenner) and the Welfare Officer (Bianca Keyse).
2. Incidents/Hazard/Accidents may be reported to the relevant committee members as detailed above. In this case the information received will be recorded in the same way as in the Incident/Hazard/Accident log book.
3. Incident/Hazard/Accident reports will be uploaded to the club Incident/Hazard/Accident file which is contained in the clubspark website library. This is accessible to club administrators only.
4. The Incident/Hazard/Accident file will be reviewed monthly and any relevant information will be shared at the Club Committee meeting in the Safeguarding Standing Agenda item. The purpose of sharing will be to determine whether there are on-going risks and how these will be mitigated or eliminated for the benefit of members and visitors.
5. Uploaded documents will contain information relevant only to Incidents, Hazards and Accidents and will be kept for three years at which point they will be deleted.
6. Information and Communication
 - a. The committee will be responsible for the dissemination of relevant information regarding health, safety and welfare to all members and any guests.
 - b. Matters arising in connection with health and safety will be discussed at committee meetings, as a standing agenda item. A formal review of Health and Safety matters will be conducted on a regular basis.

5 Emergency Procedures

1. Fire Emergency
 - a. Awareness

Everybody who visits the court must be aware of what to do in an emergency, what will happen during the emergency and who will take critical actions and decisions.

Signs showing exit routes, exits, location of equipment and location of assembly points will be prominently placed and well maintained.

Professionals and committee members present during an emergency are to ensure that club members and any visitors respond promptly.

- b. Extinguishers

Extinguishers are located around the Clubhouse. Red portable extinguishers which contain water should not be used on electrical fires or flammable materials.

Extinguishers will be formally checked on a yearly basis by a third-party contractor.

- c. Fire Procedure

In the event of discovering a fire, break the nearest fire call point glass (usually located at exits on fire escape routes). This will initiate the fire alarm to evacuate the building. From a safe place, call the Fire Brigade.

On hearing the continuous fire alarm, those present in the building are to leave the building immediately by the nearest fire exit; Courtside Café Staff and committee members to check that members and visitors have left the area. Areas such as toilets, changing rooms and isolated areas are to be checked by them provided it is safe to do so. Doors and windows to be closed if there is time.

If the nearest exit route is blocked by smoke, those present are to leave by the alternative route. There are exits at either end of the building. Proceed to the fire assembly point which is adjacent to court one.

Courtside Café Staff and Committee members to ensure that members of the club and other evacuees do not cause an obstruction to the incoming fire brigade. Special consideration must be given to the evacuation and marshalling of children.

Professionals and committee members to account for occupants of the building at the assembly point after an evacuation to assist the Emergency Services with decisions about entering parts of the building which may be hazardous.

At the assembly point, the person in charge must check that all persons known to be on the premises are accounted for. The person in charge of the assembly point must be informed if someone is suspected as still inside the building. Remain at the assembly point and await instruction. Be prepared to move to another assembly point if instructed.

d. Maintenance and Testing

Fire exits to be maintained at all times and will never be blocked.

Emergency facilities to be checked periodically during routine inspections, e.g. escape routes unobstructed, fire extinguishers, fire notices current.

Detection systems and alarms should be tested on a regular basis. Detection systems and alarms will be formally inspected by a third party contractor on a yearly basis.

Fire Risk Assessment a fire risk assessment to be carried out and be reviewed yearly by the Club Committee Members as part of the LTA registration return.

2. First Aid and Accident Reporting

a. First Aid Kit

First-aid kits and an inventory of supplies that must always be in the kits are kept available at all times

In the club house changing room.

In the clubhouse kitchen

In the Head Coaches store room adjacent to court one.

b. Accident Reporting

All accidents and near-misses that could have resulted in injury to be entered in the accident book which is kept in the Club Changing Room to the left of the bar.

Committee members and Courtside Café Staff are responsible for reminding those who are injured to make an entry in the book or assist with the entry. If this entry is not or cannot be made at the time details of how to notify the club committee are set out above.

c. Review

The causes of accidents must be reviewed at the time they occur and must be removed if reasonably practicable to do so. This review must be undertaken by the Club Committee welfare officer who with the chairman must review accidents, monitor trends and make appropriate recommendations to the committee during the monthly discussions of safeguarding matters.

3. Risk Assessment

In 1992, the Management of Health and Safety at Work Regulations required that 'every employer shall make a suitable and sufficient assessment of the risks, to the health and safety of his employees, to which they are exposed whilst at work, and of the risks to the health and safety of persons not in his employment arising out of, or in connection with, the conduct by him of his

undertaking, for the purpose of identifying the measures he needs to take to comply with the relevant statutory provisions.’

All significant risks arising from in connection with the running of Ryde Mead LTC are to be formally identified and measures which need to be taken to comply with the relevant statutory provisions (manage the risks to an acceptably safe level) must be identified.

The Risk Assessment which is fundamental to ensuring good Health and Safety standards, both for club members and for anyone else using, working in or visiting the club is to be carried out regularly by the Tennis Club Committee. The objective is to identify those hazards which are reasonably identifiable, to evaluate the risk they present and implement preventive and protective measures to reduce the risk to a reasonable and practicable level. The objective is not to reduce the level of risk to zero; this is possible but not practicable due to costs that are likely to be involved.