

# Sheriff Hutton Tennis Club

## Health and Safety Policy (courtesy of Liphook Lawn Tennis Club)

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### Accident Procedure

### Health and Safety Procedure

### Safety Notice

#### 1. Accident Procedure

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 reported to the Club Secretary at the time of the incident.

Following any incident that involves injury you must immediately advise Helen Gillie ([helengillie@yahoo.co.uk](mailto:helengillie@yahoo.co.uk)), the Club secretary with responsibility for H&S, 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. The accident must also be recorded in the accident book that is kept in the clubhouse, at the time of the accident.

#### 2. Health and Safety Procedure

The Health and Safety Policy of Sheriff Hutton Tennis Club is displayed in the clubhouse and is on the website

Overall responsibility for health and safety is the responsibility of the Club's Chair, Christine Thomas.

Day to day responsibility for ensuring the policy is put into practice is the responsibility of the H&S Officer, Helen Gillie. These include:

- periodic checks on the courts and Club premises for any risk to health and safety,
- up-keep of the Club's accident and hazard reporting system,
- advising the Club's "LTA Places to Play Administrator" of any risk that needs to be included in the risk assessment registered with the LTA,
- 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.

The responsibility of protection of children and vulnerable adults in accordance with the Safeguarding Policy of Sheriff Hutton Tennis Club is with the Welfare Officer, Christine Thomas. All relevant safeguarding policies are on the Club website and are also displayed in the clubhouse

The **First Aid Box** is located in the clubhouse. All committee members have access to the clubhouse and so the first aid box. This means that all matches and the majority of agreed social tennis sessions are covered. Members are responsible for their own first aid, and that of their visitors, for any other informal tennis or private matches, where they may not have access to the clubhouse.

The accident reporting book is located in the drawer at the clubhouse.

### **3. Safety Notice**

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 the lower courts.

Use proper footwear that is designed for use on a tennis court.

Do not cross any hazard netting or tape on the Club premises, and ensure no children or visitors do not cross it.

If you note a hazard or problem with the courts or Club's facilities, please notify Helen Gillie, Club Secretary. If a hazard could cause an accident or injury do not use the facilities until the hazard has been removed. There are signs on the courts to alert players to any potential problems.

The Club must report to its insurance brokers every incident that could give rise to a claim. If any player or guest is involved in such an incident you must provide the H&S Officer 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. The H&S Officer keeps a record of all incidents.

Policy agreed November 2022

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