



Steps Lawn Tennis Club Health and Safety Policy

Scope

This document contains the guidance and procedures that Steps Lawn Tennis Club has introduced to meet the requirements of the Health and Safety at Work Act 1974. It contains:

- The organisation for Health and Safety Management.
- Risk Assessment Policy.
- Steps LTC's Health and Policy Statement (Appendix 1).

Guidance for dealing with Emergencies and on First Aid is set out in the club's Accident and Emergency Guidance document.

Organisation for Health and Safety Management

Steps Lawn Tennis Club recognises its obligation to members and visitors to manage the health and safety risks arising from its various activities. The ultimate responsibility for health and safety lies with the Management Committee. The President is responsible the preparation/review of Risk Assessments. The person designated as the Health and Safety Officer is the President/Property Convenor, the logic being this person is known to be the point of contact with repairs/ issues with club property.

Related Health and Safety policies and procedures are provided online at clubspark.lta.org.uk/StepsLTC/ClubPolicies and will also be provided in a Policy Folder available within the clubhouse. Included will be

- The Steps LTC Health and Safety policy and guidance.
- The Steps LTC Accident and Emergency Guidance document and reporting form.
- The Steps LTC Use of Changing Rooms policy.
- The Steps LTC Unsupervised Children policy.
- A Code of Practice for Members which sets out the standards by which the club will expect its members, their guests and members of the public to adhere to.
- Any other appropriate document or procedure.

Risk Assessment Policy

Stepps Lawn Tennis Club will carry out an annual risk assessment of its facilities to consider potential hazards and take the appropriate action wherever necessary to ensure a safe and enjoyable environment for its members and visitors.

The President/Property Convenor is responsible for reporting to the Management Committee on such issues. If a member/user wishes to report a hazard or potential hazard, they should contact the President/Property Convenor.

Equipment and site maintenance will be discussed at appropriate Committee meetings. Any issues raised and appropriate action requiring to be undertaken will be listed in the minutes.

Risk assessments will include the following for consideration:

- Are surroundings safe and free from obstacles?
- Are the courts and any other area fit and appropriate for activity?
- Is the equipment fit and sound for activity and suitable for age group/ability?
- Are contact details available for parents/guardians/partners?
- Are players appropriately attired for the activity?
- Is a working telephone available with access to emergency numbers?
- Do volunteers, staff, coaches and members have access to information relating to health and safety?
- Are emergency procedures published and accessible?

Review

This document will be reviewed annually.

Appendix 1: Stepps LTC Health and Policy Statement

1. Stepps Lawn Tennis Club have a day to day responsibility for health and safety in connection with the management and organisation of facilities, activities and events associated with the sport
2. Stepps Lawn Tennis Club is committed to maximising the safety and welfare of all its members as well as visitors, guests and members of the public.
3. The Management Committee is responsible for all aspects of Health and Safety affecting the club.
4. On an operational level, the President/Property Convenor is responsible for Health and Safety on a day to day basis. The annual review will be carried out by the President.
5. All members are required to comply with this policy.
6. In the case of any accident or incident within club premises and grounds, members are required to inform any member of the Management Committee and complete the Accident/Incident Report book (available in the clubhouse) or complete and submit the online Accident/Incident Reporting form (clubspark.lta.org.uk/SteppsLTC/ClubPolicies).
7. Stepps LTC and its Management Committee are committed to the Health and Safety at Work Act 1974 and will:
 - Discuss Health & Safety at committee meetings.
 - Ensure that the playing, social and working environment at the club is safe and free from reasonable risk.
 - Provide appropriate First Aid equipment and notices (First Aid box located in entrance hall).
8. The Club will produce and maintain:
 - A Risk Register which identifies all hazards associated with club activities.
 - A Risk Assessment for each hazard identified in the Risk Register.