



**TARPORLEY
TENNIS CLUB**

HEALTH AND SAFETY POLICY

1. Scope

This document contains the guidance and procedures that Tarporley Tennis Club (TTC) has introduced to meet the requirements of the Health and Safety at Work Act. It contains:

- a. TTC's Health and Policy Statement (Appendix 1).
- b. The organisation for Health and Safety Management at TTC.
- c. A Risk Register which identifies a wide range of hazards associated with the activities of TTC (Appendix 2).
- d. Risk Assessments for the hazards identified in the Risk Register (Appendix 3).

Guidance for dealing with Emergencies and on First Aid is set out in the Accident & Emergency Procedure.

2. Organisation for Health and Safety

The ultimate responsibility for health and safety lies with the Committee. The Committee is also responsible for the day to day supervision and the preparation/review of Risk Assessments. The person designated as the Health and Safety Officer is John Venning.

3. Risk Assessment Policy

Tarporley Tennis Club will carry out a full bi-annual 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.

The Health and Safety Officer is responsible for reporting to the Committee on such issues. If a member/user wished to report a hazard or potential hazard, contact him.

Equipment and site maintenance will be an item on the agenda for each Committee meeting. Any issues are raised and the appropriate action taken; all details will be listed in the minutes.

Risk assessments will include the following for consideration:

- a. Are surroundings safe and free from obstacles?
- b. Are the courts and any other area fit and appropriate for activity?
- c. Is the equipment fit and sound for activity and suitable for age group/ability?

- d. Are contact details available for parents/guardians/partners?
- e. Are players appropriately attired for the activity?
- f. Do volunteers, staff, coaches and members have access to information relating to health and safety?


4. Review

This document will be reviewed annually.



Health and Safety Policy Statement

1. Tarporley Tennis Club is committed to maximising the safety and welfare of all its members including visitors, guests and members of the public.
2. The Committee is responsible for Health & Safety.
3. All members are required to comply with this policy.
4. In the case of an accident or an incident that could have led to an accident, members are required to inform the Health & Safety Officer or a member of the Committee.
5. TTC and its Committee are committed to the Health & Safety at Work Act 1974 and will:
 - a. Discuss Health & Safety at every committee meeting.
 - b. Appoint a Health & Safety officer
 - c. Ensure that the playing, social and working environment at the club is safe and free from reasonable risk.
 - d. Provide appropriate First Aid equipment and notices.
6. The Club will produce and maintain:
 - a. A Risk Register which identifies all hazards associated with club activities
 - b. A Risk Assessment for each hazard identified in the Risk Register.

Signed by John Venning Chairman	
Date	1 st November 2018

Appendix 2

Tarporley Tennis Club Health and Safety Risk Register

Prepared by	John Venning	1 st November 2018	Reviewed	
Approved by				

This document is a list of health and safety risks/hazards that may be appropriate to TTC. The list can be added to or reduced as required. A risk assessment may be required for each hazard and those that have been ticked below indicate that a risk assessment is appropriate and one has been prepared.

1 Hazards inside the Clubhouse			2 Hazards outside Clubhouse (non tennis play)		
1.3	Slip / trip / fall hazards – wet floor, untidiness	√	2.1	Poor fence and court maintenance	√
1.4	Fire, hot liquids hazard.	√	2.2	Tidiness on and off court areas – debris, drink bottles, loose boards, stones etc	√
1.5	Food hygiene	√			
1.6	Switching on floodlights at meter cupboard.	√			
3 Hazards whilst playing tennis			4 People and Organisational Hazards		
3.1	Poor playing surface	√	4.1	Lack of information, training or instruction	√
3.2	Hard or sharp objects on court		4.2	Poor activity planning or preparation and delivery	
3.3	Weather conditions making court surface slippery.	√	4.3	Ignorance of rules and / or code of conducts	√
3.4	Collisions / Conflict with surrounding objects or people	√	4.4	Unsafe behaviour or attitude	√
3.5	Impact from rackets or balls during play	√	4.5	Lack of appropriate first aid equipment and trainers	√
3.6	Personal injury – fracture / sprains / cuts		4.6	Lack of fire extinguishers	√
3.7	Injury by treading on tennis balls	√	4.7	Poor safety control from coach	√
3.8	Differing skill levels between players		4.8	Poor safety awareness from players	
3.9	Inadequate level of physical fitness / strength	√	4.9	Aggression between players	
3.10	Medical conditions of players	√	4.10	Aggression from crowd / public	
3.11	Inappropriate use of rackets	√			

Tarporley Tennis Club Health and Safety Risk Assessment

Assessed By	John Venning	Date	1 st November 2018
Reviewed By		Date	

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/Medium/High Risk	Further Controls Required?	Who by?	By When?
1	Hazards inside the Clubhouse						
1.1	Electrical equipment inside Clubhouse	Defective equipment could cause electrical injuries.	Appliance inspection every 12 months. To be carried out by a competent person as required by Electricity at Work Regulations.	Low	Establish a Maintenance register		
1.2	Electrical installation including floodlights	Defective equipment could cause electrical injuries.	Electrical inspection and testing every 12 months. To be carried out by a competent person as required by Electricity at Work Regulations.	Low	Inspection certificates to be filed with register		
1.3	Slip / trip / fall hazards – wet floor and untidiness in Clubhouse	Personal injuries	Notice in Clubhouse regarding tidiness and clearing up.	Low	No		
1.4	Fire, hot liquids hazard in Clubhouse.	Personal injuries – burns and scolds.	Guidelines regarding use of kettle and BBQ.	Low	No		
1.5	Food and general hygiene in Clubhouse.	Stomach upsets	Guidelines to be prepared.	Low	No		

	Switching on floodlights at meter cupboard.	Electrical injuries	Equipment housed next to electrical meter cupboards	Low	No		
2	Hazards outside the Clubhouse (non tennis play)						
2.1	Poor fence and court maintenance	Injury as a result of sharp objects and/or poor surface.	Regular maintenance inspection	Low	Record inspections in register		
2.2	Tidiness on and off court areas – debris, drink bottles etc	Trips, slips cuts another personal injuries.	Regular inspection.	Low	No		
3	Hazards whilst playing tennis						
3.1	Poor playing surface	Poor playing surfaces could cause ankle and leg injuries for players, and could make both training and matches dangerous and unsafe	Proper tennis footwear to be worn at all times both when playing. Courts to be maintained to a high standard to avoid uneven surfaces.	Medium	Enter maintenance details in register		
3.3	Weather conditions making court surface slippery.	Slippery playing surfaces could cause ankle and leg injuries for players, and could make both training and matches dangerous and unsafe	Proper tennis footwear to be worn at all times both when playing. Courts to be maintained to a high standard to allow water to drain and to prevent water retention.	Medium	Enter maintenance details in register		
3.4	Collisions with surrounding objects or people	Injury	It is left to the players to concentrate and play responsibly. First aid on hand. Foam padding placed around the floodlight stanchions.	Low	No		
3.5	Impact from rackets or balls during play	Injury	It is left to the players to concentrate and play	Low	No		

			responsibly. First aid on hand. Any dangerous behaviour by any player shall be reported to the chairman or committee member.				
3.7	Injury by treading on tennis balls	Injury	It is left to the players to concentrate and play responsibly. First aid on hand.	Low	No		
3.9	Inadequate level of physical fitness / strength	Injury, initiate various medical conditions	It is left to the players to play within their own physical limits.	Low	No		
3.10	Medical conditions of players	Injury	It is left to the players to play within the limits of any medical condition they may have.		No		
3.11	Inappropriate use of rackets	Injury	It is left to the players to concentrate and play responsibly. First aid on hand. Any dangerous behaviour by any player shall be reported to the chairman or committee member.	Low	No		
4	People and Organisational Hazards						
4.1	Lack of information, training or instruction	Ignorance can lead to accidents	Prepare information on appropriate areas including: Guidelines, code of practice to include section on health and safety, maintenance register and first aid register.	Low	No		

4.3	Ignorance of rules and / or code of conducts	Ignorance can lead to accidents	Ensure that all members are directed to the code of conduct as part of their membership requirements and copies are on the Club Notice Board	Low	No		
4.4	Unsafe behaviour or attitude by players	Could lead to accidents	Any dangerous behaviour by any player shall be reported to the chairman or committee member.	Low	No		
4.5	Lack of appropriate first aid equipment	Could lead to unnecessary injuries	Review first aid kit	Low	No		
4.6	Lack of fire extinguishers	Could lead to destructive fire	Review fire extinguisher availability.	Low	No		
4.7	Poor safety control from coach	Could lead to unnecessary injuries	Ensure coach has the necessary qualifications.	Low	No		
	Hazards specific to junior group coaching sessions						
5.1	Inadequate supervision	Could lead to injury	Employ a professional coach. Review current requirements – experience, qualification, DBS check	Low	No		
5.2	Inexperienced and/or unqualified coach	Could lead to injury	Employ a professional coach. Review current requirements – experience, qualification, DBS check	Low	No		
5.3	Inappropriate footwear	Could cause ankle and leg injuries for players	Proper tennis footwear to be worn at all times both when playing.	Low	No		
5.4	Group too large	Could lead to injury	Employ a professional coach. Review current requirements – experience, qualification, DBS check	Low	No		

5.5	Poor safety control from coach	Could lead to injury	Employ a professional coach. Review current requirements – experience, qualification, DBS check	Low	No		
5.6	Poor safety awareness from players	Could lead to injury	Introduce junior Code of Conduct – persistent offenders should be expelled.	Low	No		
5.7	Aggression between players	Could lead to injury	Introduce junior Code of Conduct – persistent offenders should be expelled.	Low	No		
5.9	Inappropriate/uncontrolled use of rackets	Could lead to injury	Introduce junior Code of Conduct – persistent offenders should be expelled.	Low	No		
5.10	Debris left on court/in pavilion after session e.g. drink bottles and cans	Could lead to injury	Coach to ensure that all debris cleared at end of session. Include in Code of Conduct.	Low	No		
5.11	Inappropriate behaviour	Could lead to injury	Introduce junior Code of Conduct – persistent offenders should be expelled.	Low	No		