

HEALTH & SAFETY POLICY



VERSION: ISSUE 1 MARCH 2021

Date March 2021

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Definitions

“the Chairperson” means the person elected from time to time to be the Chairperson of the Club

“the Honorary Secretary” means the person elected from time to time to be the honorary secretary of the club

“the LTA” means the Lawn Tennis Association (the governing body of tennis within Great Britain, the Channel Islands and the Isle of Man) of The National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of tennis within Great Britain, the Channel Islands and the Isle of Man from time to time;

“the Management Committee” means the committee;

“the Members” means the members of the Club admitted from time to time to membership of the Club.

“the Officers of the Club” means the persons appointed to hold the key positions in the Management Committee

1. Scope

This policy covers the physical aspects of Health and Safety in that safeguarding, wellbeing, coaching and other such matters are dealt with in other policy documents.

This document allocates accountability for Health and Safety within the club and details what activities need to be undertaken, how often and how they should be recorded.

The Chairperson shall organise and undertake a review of this policy every 3 years or sooner if a significant change to legislation or to the status of the club takes place.

This policy applies to members, visitors, players from other clubs, and any contractors who enter the club premises.

2. Responsibilities

The Chairperson shall have authority and responsibility for Health and Safety. The Chairperson can delegate authority to a responsible individual who is a Committee member or an individual who is willing to be co-opted into the role. The Committee will be informed of any delegation of responsibility, and thus have the opportunity to object to any such delegation. The Secretary will record appointments in the Committee Meeting Minutes.

The Chairperson, or responsible person will ensure that the Health and Safety Activities listed in Section 3 are undertaken on a regular basis. Specific actions will be allocated to sub groups or Committee members.

The Chairperson or responsible person will ensure that any recommendations that result from activities are reviewed and where deemed appropriate and affordable acted upon. Where a significant risk has been identified that cannot be addressed in the manner recommended alternative mitigation strategies shall be sought.

All members of the Committee have a duty to consider Health and Safety in their undertakings within the Club.

All club members and visitors have a duty to consider Health and Safety implications for themselves and others when engaging in any activity at the Club.

3. Health and Safety Activities.

The following Health & Safety Activities shall be undertaken by the Committee Sub Group leading the activity and they should report their findings to the Chairperson and Management Committee. Any documentation should be passed to the Club Secretary for filing.

a. Inspection of Club House and Grounds.

Lead: Facilities Sub Group.

Two inspections of the Club House and Grounds per year at approximately 6 monthly intervals.

One inspection should coincide with the need to fill out the Risk Assessment Action Plan, which is part of the annual process of registering STC with the LTA, undertaken between August and October each year depending upon LTA requirements.

Any forms used during Inspection shall be sent to the Club Chairperson for review and approval, and to the Club Secretary for storage. Club Chairperson shall inform the Club Management Committee of the outcome of the inspections and ensure that agreed actions are completed. Actions deemed to be urgent should be raised immediately with the Officers of STC.

Additionally, an inspection shall be made of any courts/facilities hired for activities such as summer league to ensure that they comply with the standards of STC.

b. Fire Safety

Lead: Facilities Sub Group.

A Fire safety inspection by a suitably registered organisation shall be conducted approximately every 6 months. Fire Alarms should be tested at frequent intervals, weekly is recommended, and the testing recorded in a manner proposed by the Facilities Sub Group and agreed by the Management Committee.

c. Accidents and First Aid

Lead: Tennis Development Sub Group.

The Chairperson shall appoint a responsible person for First Aid and that person shall liaise with the Tennis Development Sub Group.

Accidents that have occurred at the club should be recorded on the accident forms provided.

Any major accident or incident, for instance, one which results in a visit to a Hospital Emergency Department, shall be reported to the Club Chairperson, who shall initiate an investigation into the accident highlighting causes and actions that could be taken to prevent a repeat incident. Additionally, if an accident results in a fatality or hospital treatment, the Club Secretary will inform the club insurers. Any records should be kept for 4 years.

On a quarterly basis the accident reports shall be reviewed by a member of the Tennis Development Sub Group to assess if there are any common themes to the accidents reported. The results of the analysis shall be reported to the Management Committee who will decide if any actions need to be taken.

First Aid boxes shall be provided by the club and the contents topped up as necessary by a named responsible person. The responsible person shall also maintain a list of members who are trained and willing to give first aid. The list shall be reviewed and updated annually by a member of the Tennis Development Sub Group and the named responsible person. The responsible person shall also ensure that there is clear signage to the first aid boxes and to the defibrillator nearby.

d. Social Events

Lead Social Sub Group

Any substantial social activity shall be subject to a risk assessment. If the organisers have a doubt if a risk assessment is required advice should be sought from the Officers of the Club. Risks raised need to be mitigated and be of an acceptable level before the event can take place.

Any event involving food must adhere to Food Hygiene standards. Whilst no individual needs to legally acquire a qualification STC may from time to time ask members to undertake voluntary training. Information can be found at <https://www.southglos.gov.uk/business/health-and-safety/food-hygiene-training/>

e. Club and Ground Cleaning & Maintenance

Lead: Facilities Sub Group

Risk assessments shall be undertaken for activities deemed to incur risk above and beyond routine inspection and maintenance. Examples of activities needing risk assessments shall be those activities that involve using chemicals, eg pesticides, the use of power tools, and working at height, eg the use of ladders.

Additionally, specific risk assessments shall be conducted for Working Parties or where a significant repair needs to be undertaken by a group of club members.

A designated member of the facilities subgroup shall undertake a risk assessment to ensure that a method of safe disposal of soiled waste such as used sanitary/period products from the toilets and/or changing rooms is undertaken. The Lead of the Facilities sub group will also ensure that STC has an up to date risk assessment to reduce the chance of occurrence of legionella.

f. Major Disturbance to Normal Activities.

Lead: Chairperson.

Any major disturbance eg Covid 19 that impacts the club, shall be responded to by an effort coordinated by the Chairperson. These events would normally be signalled by specific notifications from the Government, Local Authority and/or by the LTA.

4. Risk Assessments.

Risk Assessments will be conducted using an agreed format(s). All Risk Assessments will be sent to the Chairperson for review and approval, and once approved to the Club Secretary for storing. Examples of Risk Assessment formats used by the LTA or historically by STC are provided in Appendix 1.

Actions raised from the Risk Assessments shall be logged and shall be the responsibility of the Management Committee to authorise and assign budgets to complete tasks. The activity shall not take place until risks which are deemed to have a high impact and a significant chance of occurring have been mitigated to a reasonable extent. A register of risks can be kept in a format agreed by the Committee, and example of an LTA suggested format is given in appendix 2.

If the Management Committee does not approve actions that have been suggested within a risk assessment the Committee shall give reasons as to why they have declined to act, suggest an alternative mitigation action and decide whether the activity should take place.

Risk Assessments should be reviewed regularly, as guidance at least once a year.

The Chairman shall inform the Management Committee of any new Risk Assessments approved at each Committee meeting. Risk Assessments shall be available to any Club Member as and when requested.

Useful References.

<http://www.lta-insurance-centre.com/risk-assessment-new>

<https://www.lta.org.uk/globalassets/venue/resources/management/lta-risk-assessment-guidance.pdf>

<https://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm>

www.sportenglandclubmatters.com

Appendix 1: Examples of Risk Assessment formats used by STC or suggested by the LTA.

Note that these formats are not prescribed but are provided for those conducting risk assessment to use or modify as they deem appropriate to activity being assessed.

Risk Assessment

Assessing the risks at any event/activity is essential. This risk assessment has been pre-populated with a non-exhaustive list of some key hazards that apply to most events and activities. Consideration must be given for additional control measures that may be required for these hazards, along with any other hazards that are specific to the type of event/activity. These may include the use of any special equipment, health and safety and access needs for disabled children/adults.

Name and role of Lead Adult	Name of other adult supervisors	Date of risk assessment
Name of Event/Activity	Number of Children	Date(s) of Event/Activity

Hazard	Who at risk	Initial Risk Score (L / M / H)	Control Measures	Mitigated Risk Score (L / M / H)
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TEMPLATE EVENT DELIVERY PLAN – COVID-19

The Government has published detailed [guidance on organising outdoor sport and physical activity participation events](#), which can help venues, officials and organisers facilitate events such as recreational competitions, social play events and club nights. The LTA recommends that in line with this guidance, all event organisers complete a COVID-19 delivery plan using the latest LTA COVID-19 Guidelines. Look at how these might apply to your event and complete the table below. This template is to be used as a guide to help delivery your event.

Name of event		Location	
Description of event (e.g. Competition, Club Night)		Size of the event	
Date		Timings	
Event co-ordinator		Event staff	
Before the event	<p><i>How will you design the event timetable to ensure social distancing is maintained at all times?</i></p> <p><i>What will you put in place to minimise encounters between people?</i></p> <p><i>How will you brief participants in advance of the event?</i></p>		
During the event	<p><i>How will you ensure that participants and parents/guardians can remain socially distanced at all times?</i></p> <p><i>How will you limit shared use of equipment (i.e. rackets,)?</i></p> <p><i>What precautions will you put in place to ensure good hand hygiene from participants?</i></p> <p><i>How will you manage any rain delays?</i></p>		
After the event	<p><i>How will you ensure that participants can safely leave the site in a socially distanced way?</i></p> <p><i>How will you clean any equipment (i.e mini tennis nets, orange lines and scoreboards)?</i></p> <p><i>How will you prevent large groups from congregating after the event?</i></p>		

Consider the following in your delivery plan:

- Droplet transmission and aerosol generation: The risk associated with each action in an activity based on duration and proximity of participants
- Fomite transmission: The risk associated with the handling and transfer of equipment in the activity
- Population: The number of participants likely to take part in the proposed activity plus known risk factors of participants with underlying health conditions or high-risk groups, who wish to participate
- Venue risk assessment: Review the risk assessment for the venue

STC RISK ASSESSMENT TEMPLATE

STC Risk Assessment	Location: Clubhouse	Assessment Date:	Carried out by:
Lounge & passageway:			

Appendix 2 Examples of Templates for Recording/Reviewing/Actioning Risks

Club Name:	Name of Risk Assessor:	Date of Risk Assessment:
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What are the Hazards?	Who might be harmed & how?	What precautions are already in place?	Any further actions required?	Risk Rating (low, medium, high)		Action undertaken by whom & by when?	Completed
				Now	After further action		

Template Risk Register taken from www.sportenglandclubmatters.com

Date Logged	Risk Category	Risk Description / Issues	Risk Owner	Likelihood (1-5)	Impact (1-5)	Overall Rating (LxI) & RAG Rating	Proximity (current/ ongoing/ future/ completed)	Mitigating Actions	Notes