

# MEONSTOKE TENNIS CLUB HEALTH AND SAFETY POLICY

## General Policy Statement

Meonstoke Tennis Club is committed to ensuring the Health and Safety of its members including visitors, guests and employees whilst on the Club's court on Meonstoke's recreation ground and expects all staff and volunteers to share this commitment. All our members have a responsibility to inform the Health & Safety Officer in the case of accidents whilst undertaking any tasks whilst on Club premises.

To do this the Management Committee will:

- Discuss Health & Safety at every Management Committee meeting.
- Appoint a Health & Safety officer
- Ensure the Club's environment is safe and free from reasonable risk
- Ensure safe entry and exit to our court, including appropriate signage and instructions
- Provide appropriate First Aid facilities via member players and coaches
- Provide appropriate safety equipment/kit to enable employees/volunteers to carry out their work
- Maintain a safe court environment for all members, their visitors and employees
- Minimise the occurrence of accidents and incidents by carrying out risk assessments to assess and deal with all areas of our operations,

## Responsibilities

Overall and final responsibility for Health and Safety in respect of the Club is vested in the Club's Management Committee.

Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Members, Visitors and Coaches need to take reasonable care of their own health and safety while on the Club premises. If at any time there are any health or safety concerns or risks they should be immediately reported, to a member of the Management Committee (contact details as on website)

## First Aid

"Guidelines for Dealing with an Incident/Accident" will be available. Playing members and coaches will provide an appropriate first aid box the contents of which should be checked quarterly.

The Club recognises its obligation to its members and visitors to manage the health and safety risks arising from its various activities and events, including: If the matter giving concern appears to be more serious in nature or is an emergency, then **please contact the appropriate emergency service or services immediately.**

### **Accident and Incident Reporting**

All details of accidents (and incidents) should be reported to the management committee /club secretary and recorded i.e. How, where, why, when, what and who and also details of any first aid given. On no account should any form of oral medication be given unless done so by the injured party themselves. Coaches/members should forward the relevant information to a member of the management committee/club secretary as soon as is reasonably possible.

### **Health and Safety on the Court**

The Club also ensures that its sports facilities i.e. court surfaces and surrounds are safe and properly maintained to the correct standards

- The Club grounds will be kept free from potholes and trip hazards.
- Fencing will be maintained in a secure condition.
- Fencing will meet Local Authority requirements.
- Damaged or unstable ground surfaces will be fenced off.
- Periodic assessments will be carried out regarding the safety of different playing and pedestrian access surfaces during different weather conditions
- Members will ensure the court is securely locked after use.
- Hazardous substances, such as cleaning materials, paints, weed killers and fertilisers will be securely stored and only used by persons properly trained in their use.
- The court will be taken out of use during periods of treatment/maintenance,

A member of the management committee/management team will lead on and be responsible for 'maintenance' to identify report and address any maintenance issues. This member will report back at each meeting and give an annual report at the AGM

### **Risk Assessment Policy**

Meonstoke Tennis Club will carry out a full 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 club will also carry out less formal annual inspections to ensure the environs are safe for play. If any major problem is found then booking system will be suspended and the court secured pending the problem being rectified.

A member of the Management Committee will become responsible for risk assessments and reporting to Management Committee on such issues. However, members and visitors are also responsible for day-to-day Health and Safety and must report any issues to a member of the management committee.

If the issue is low level an entry will be reported to and made in the maintenance log book – held by the committee secretary. If more urgent a Committee Member should be contacted (details on the website)

The risk assessments include the following issues:

Is the area and surroundings are safe and free from obstacles?

Is the area fit and appropriate for activity?

Is the equipment fit and sound for activity and suitable for age group/ability?

Are members appropriately attired for the activity?

Can emergency vehicles access facilities?

Is there a working telephone is available with access to emergency numbers?

Are emergency access points checked and operational?

Do volunteers coaches and members have access to information relating to health and safety?

Are emergency procedures published and accessible to those with responsibility for sessions at the venue?

Are evacuation procedures are published and posted somewhere for all to see?

Do volunteers, coaches and members have access to information relating to health and safety?

Manual handling

Inappropriate behaviour e.g., violence

Risk Assessments will be undertaken by a management committee member to=

- 1) Identify any hazards,
- 2) Identify any members who might be at risk from hazards
- 3) Evaluate the risk and decide on precautions (eliminate > control)
- 4) Record the findings and implement them
- 5) Review and update procedures