

HANLEY TENNIS CLUB – Health and Safety policy

1. Scope

This document contains the guidance and procedures that Hanley Tennis Club (HTC) has introduced to meet its duty of care obligations. A club can show its commitment to protecting against the risk of harm or injury to its members and guests by producing a simple Health and Safety Policy, containing:-

- a. HTC's Health and Policy Statement (Appendix 1)..
- b. Risk Assessment (Appendix 2).

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

2. Organisation for Health and Safety

The Chairman is responsible for the day to day supervision and the preparation/review of Risk Assessments and will delegate such duties as he or she shall from time to time consider necessary. Each member of the Committee has responsibility for ensuring that Health and Safety matters are kept under continual review.

3. Risk Assessment Policy

Hanley Tennis Club will carry out an annual risk assessment of the facility with a view to determining potential hazards. Where a risk is identified, appropriate action is to be taken, within a given timescale, to mitigate the risk. Note that this risk assessment deals specifically with the risks identified by HTC and is supplemental to a separate risk assessment carried out as part of the club's annual insurance policy renewal.

Hanley Tennis Club will ensure that resources are available to undertake the identified measures.

All members are required to acknowledge Hanley's health and safety procedures.

4. Review - this document will be reviewed annually.

APPENDIX 1

Health and Safety Policy Statement

1. Hanley Tennis Club (HTC) is committed to maximising the safety and welfare of all its members including visitors, guests and members of the public.
2. The Hanley Tennis Club committee has responsibility for Health & Safety.
3. On an operational level, the Facilities manager is responsible for ensuring that appropriate maintenance measures are carried out.
4. All Hanley Tennis Club Members are required to comply with this policy. Members have a personal responsibility for their own safety and behaviours.
5. In the case of an accident, or an incident that could have led to an accident, members are required to inform the Chair or a member of the Committee by telephone or email, following which a formal record will be created and retained by the club. It is a condition of membership that all accidents or incidents that may have resulted in injury are recorded.
6. HTC and its Committee are committed to the health, safety and wellbeing of all members and visitors to the club, and will:
 - a. Have Health & Safety on the agenda at each committee meeting.
 - b. All Committee Members shall have responsibility for Health & safety issues
 - 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.

Issue Number	2
Signed by Peter Elwell Chairman, Hanley Tennis Club	
Date	21 October 2021

2	Hazards outside pavilion (non tennis play)						
2.1	Switching on floodlights at meter cupboard.	Electrical injuries	Equipment housed in electrical meter cupboards	Low	No		
2.2	Climbing fences by members of the public to access courts when locked e.g. to retrieve cricket balls	Injury as a result of falling	Regular inspection of fences	Low	No		
2.3	Poor fence and court maintenance	Injury as a result of sharp objects and/or poor surface.	Regular maintenance inspection of court surfaces by Head of Facilities and maintenance contractor	Low	No		
2.4	Tidiness on and off court areas – debris, drink bottles, loose boards, stones etc	Trips, slips, cuts and other personal injuries.	Regular inspection by all committee members	Low	No		
2.5	Unsafe trees and branches	Personal injury, damage to property	Ad hoc inspection by Chair and Facilities Manager	Medium	Yes – formal inspection by Chair and Facilities Manager to be undertaken every six months and Reported to Committee	Chair / FM	Dec 2022
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	Project has been established for the fundamental refurbishment of the courts	Chair	June 2022
3.2	Raised line tape or nails	Ankle and leg injuries	The contracted groundsman reports weekly by email to the Chair and Facilities Manager that the lines are safe.	Medium	Note to members reminding them of this danger	Chair	Nov 2022

3.3	Weather conditions making court surface slippery.	Slippery playing surfaces could cause ankle and leg injuries for players, and could make 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	Project has been established for the fundamental refurbishment of the courts	Chair	June 2022
3.4	Collisions with surrounding objects or people	Injury	It is the players' responsibility to concentrate and play responsibly. First aid on hand. The Committee will deal severely with reports of dangerous behaviour	Low	No		
3.5	Impact from rackets or balls during play	Injury	It is the players' responsibility to concentrate and play responsibly. First aid on hand. The Committee will deal severely with reports of dangerous behaviour	Low	No		
3.6	Inadequate level of physical fitness	Injury, initiate various medical conditions	It is the players responsibility to play within their own physical limits.	Low	No		
3.7	Medical conditions of players	Injury	It is the players responsibility to play within the limits of any medical condition they may have. Members have been asked not to turn up at the club with infectious conditions	Low	A separate risk assessment has been undertaken for Covid 19 issues		
3.8	Leaves, acorns, debris.	Injury	Courts are regularly maintained and members have been asked to sweep courts as necessary		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	Low	Members to be reminded of the need to report accidents	Chair	Nov 22

			safety, maintenance register.				
4.2	Ignorance of rules and / or code of conducts	Ignorance can lead to accidents	Ensure that all members sign up to the code of conduct as part of their membership requirements and copies are in the Leisure Centre and Club Notice Board	Low	No		
4.3	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		
4.4	Lack of appropriate first aid equipment and trainers	Could lead to unnecessary injuries	First aiders and kit are available	Medium	Review first aiders and kit	Chair or as delegated	Dec 2022
4.5	Lack of fire extinguishers	Could lead to destructive fire	Regularly review fire extinguisher availability.	Low	No		