



HEALTH AND SAFETY POLICY

POLICY STATEMENT

Southsea Tennis Club is committed to ensuring, so far as is reasonably practical, the health and safety of its members, visitors, guests and contractors whilst on its courts or in the Pavilion and its adjoining grounds.

It expects members to share this commitment and to inform the Management Committee in the case of accidents occurring on the club site.

The Management Committee will:

- discuss Health and Safety at their monthly meetings and undertake risk assessment reviews so as to prevent incidents and accidents
- provide and maintain safe facilities and equipment
- maintain a safe court environment for members and visitors
- provide information and instructions to members, visitors and contractors on health and safety issues
- provide a first aid kit
- provide member and volunteer training, and safety equipment, where necessary, in the undertaking of club work or maintenance

RESPONSIBILITIES

Overall and final responsibility for Health and Safety in respect of the Club is vested in the Club's Management Committee. Members, visitors, guests and contractors need to take reasonable care of their own health and safety while on club premises. If at any time there are any health or safety concerns these should be reported to the Management Committee.

HEALTH AND SAFETY

1 COURTS

- STC will be responsible for the maintenance, cleanliness and repair of fixed and portable equipment. Courts to be checked prior to commencement of matches, tournaments and mix-in sessions.
- STC will be responsible for ensuring court surfaces and surrounds are safe and properly maintained.
- Periodic inspections of courts and equipment will be made and recorded.

- Damaged courts and fencing to be made safe as soon as is practically possible and repairs undertaken.
- Floodlights to be checked for electrical safety on a regular basis.
- Members and visitors to be advised if courts affected by potential hazards e.g. adverse weather conditions, sand on playing surfaces
- Any potential maintenance issues to be referred to the Club Management Committee.
- To maintain a safe environment for members and visitors. (Safeguarding details on club notice board).
- Coaches to have been subject to DBS checks. Coaching sessions to be monitored and supervised by coaching staff involved.
- All players to have appropriate footwear and clothing when using the courts.

2. PAVILION AND GROUNDS

- Weekly inspections of the Pavilion and front and rear grounds to be undertaken and recorded.
- Open land to be adequately surfaced, be kept in good condition and gardens maintained.
- Electrical, gas, heating, water supplies etc. to be maintained and relevant safety certificates obtained.
- Fire assessment is to be carried out where required and recorded. (See Fire Risk Assessment Report)
- Alarms to be tested on a regular basis.
- Emergency lighting to be tested on a regular basis.
- Fire escapes to be kept clear and well signed.
- Extinguishers to be checked by a competent person on a regular basis.
- Legionella Risk Assessment to be undertaken. (See separate document).

3. EMERGENCY PROCEDURES

In the event of the need to evacuate the Pavilion, e.g. a fire, all exits are clearly marked. See Fire Risk Assessment Report for details.

ACCIDENT AND INCIDENT REPORTS

Details of accidents and incidents to be recorded via a member of the Management Committee. Details are on the club notice board. If a junior is involved then the parent or guardian is to be informed immediately.

FIRST AID

First aid kit to be kept in the cafe and external store. A list of contents is available for inspection. STC is aware of its obligations to members and visitors regarding health and safety but if any injury gives cause for concern the appropriate emergency service will need to be contacted.

RISK ASSESSMENT

Assessment of the facility will be regularly reviewed by the Management Committee and discussed at monthly meetings. Members and visitors are also responsible for health and safety and any concerns are to be referred to a member of the Management Committee. Coaches and members to have access to information relating to health and safety.

KEY CONTACTS

The following are the key contacts in the event of health and safety issues:

Ian Kemble (ian.kemble46@g.mail.com)

Ann Clark (ann_clark46@yahoo.co.uk)

AB/03/04/2018