

HEALTH AND SAFETY POLICY

Crescent Lawn Tennis Club (the 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 club house and its adjoining grounds.

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

(Crescent Tennis Club is based within Sidcup Sports Club – Sidcup Sports Club’s Health and Safety responsibilities are outlined in that club’s policy. Therefore, that policy may take precedence over this policy, in terms of areas it has responsibility – it is advised that Sidcup Sport Club’s policy is read in conjunction with this policy).

The Committee will:

- Discuss and review health and safety at their committee 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.
- Promote health and safety issues (through newsletters/website/social media and notices in the club house).
- Carry out an annual risk assessment of facilities, with a view of highlighting potential hazards and take appropriate action wherever necessary. The Committee will also report any potential hazards to Sidcup Sport Club, which they are responsible for.

RESPONSIBILITIES

Overall and final responsibility for Health and Safety in respect of the Club is vested in its Committee, members, visitors, guests and contractors who will need to take reasonable care of their own health and safety while on club premises.

In addition they must also consider the safety of other persons who may be affected by their acts or omissions, operate in accordance with information provided and not undertake any tasks for which their authorisation has not been given.

If at any time there are any health or safety concerns these should be reported to the Committee.

HEALTH AND SAFETY - COURTS

The Club's Committee will be responsible for the maintenance, cleanliness and repair of fixed and portable equipment. The Committee, coaches and/or club captains must check courts prior to commencement of matches, tournaments and coaching sessions.

The Committee 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 by the Committee.

Damaged courts and fencing to be made safe as soon as is practically possible and repairs undertaken. If a court (or associated facilities) is deemed 'out of action', the Committee must make necessary arrangements for the court to be closed and for members to be informed that it is not in use.

Floodlights to be checked for electrical safety on a regular basis and all new members inducted on the use of floodlights.

Members, coaches and visitors to be advised if courts are affected by potential hazards e.g. adverse weather conditions.

Any potential maintenance issues to be referred to the Committee.

The Committee, through its Welfare\Safeguarding Officer and policy will maintain a safe environment for members and visitors.

Coaches to have been subject to DBS checks. Coaching sessions to be monitored and supervised by coaching staff involved.

All players have appropriate footwear and clothing when using the courts.

All players are advised to adhere to the Club's Sun Safety Awareness Policy. All players are advised not to use courts if they are deemed unsafe e.g. ice/snow or water logged.

CLUBHOUSE AND GROUNDS

The Club operates a no smoking and no vaping policy.

The Committee will arrange:

- For regular (monthly) inspections of the Club House and front and rear grounds to be undertaken and recorded.
- Electrical, gas, heating, water supplies etc. to be maintained and relevant safety certificates obtained e.g. portable appliance testing.

- The Committee will ensure that a fire extinguisher is placed in the club house and that it is maintained.
- For a fire assessment is to be carried out where required and recorded.
- All fire escapes to be kept clear and well signed.
- In respect of food preparation in the kitchen, the Committee requires that community kitchen guidelines are practised – see the poster in the kitchen for details. Good practice includes:
 - Frequently washing hands, particularly after handling raw food.
 - Properly washing plates, utensils and surfaces after food preparation.
 - Separating raw from cooked food, and particularly utensils and plates etc used for their preparation.
- Requests that those driving into or out of the car park are required to do so SLOWLY. In particular you must be aware that pedestrians could be crossing the entrance (where sometimes on exit it is difficult to get a good sightline), and others could be walking within the car park itself. You should take great care when exiting the car park and be alert to the approach of other vehicles on the road. Pedestrians should take care when entering or leaving the premises and be aware that a vehicle may also be entering or leaving at the same time.
- The Sidcup Sport Club is licensed for the sale and consumption of alcohol and non-alcoholic drinks etc, and the conditions under which these are permitted are contained in the Local Authority's licence. Essentially the bar can be opened whenever the Club is open (although in practice it will only be open for limited hours). You must be 18 years of age to buy or consume alcohol in the bar or the Club grounds. The Committee views use of the bar as an essential part of the social experience although it does not actively encourage alcohol consumption.
- As part of new members' induction, ensure they are aware of responsibilities for securing the clubhouse at close of play e.g. switching off electrical equipment and locking the club house.
- For all members and visitors to be made aware of their responsibilities of the safety, supervision and control of children that may be on site at any time.

EMERGENCY PROCEDURES

In the event of the need to evacuate the Club House and courts, e.g. a fire, the fire exit is clearly marked.

ACCIDENT AND INCIDENT REPORTS

Details of accidents and incidents to be recorded in an Accident Book.

The minimum information relating to the accident that must be recorded is:

- The date and time on which it occurred.
- The person who was injured

- The type and nature of the injuries sustained
- Any witnesses to the accident
- The causes and full circumstances of the accident.

The Accident Book is confidential and must be retained in a secure place. If a junior is involved in an accident then the parent or guardian is to be informed immediately.

All incidents are reported to the Committee, in confidence, (ideally within 12 hours of the event).

FIRST AID

A first aid kit will be made accessible in the Club House. A list of contents is available for inspection. It is only to be used if deemed appropriate and if the person administering the first aid is deemed competent or has received up to date first aid training.

A defibrillator is on site and is located in the club house (Lumley) bar area.

The Club 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 either 111 for non-emergencies or 999 in cases of an emergency. In cases of an emergency, a club member must remain on site until the emergency services have arrived.

RISK ASSESSMENT

A risk assessment of the facility will be undertaken at a minimum annually and regularly reviewed by the Committee and discussed at meetings. Members and visitors are also responsible for health and safety and any concerns are to be referred to a member of the Committee. Coaches and members have access to information relating to health and safety.

A copy of the current risk assessment template is given at **Appendix 1**

KEY CONTACTS

Club Chairman - Gary Payne -07551 529499 or chairman@crescenttennisclub.co.uk

Club Welfare/Safeguarding Officer Gary Payne 07551 529499 or chairman@crescenttennisclub.co.uk

Date approved 27 July 2022
Review Date 27 July 2024

Schedule of updates and amendments

Date of update/amendments	Update /amendment:

Appendix 1 – Crescent Tennis Club – Risk Assessment (template)

Assessors	Date	Review date	Risk Assessment	Rating
			High Risk/ Immediate specific action	High
			Moderate risk/ risks requiring action	Moderate
			Low risk/ Manage within existing controls	Low

Risk Rating						Consequence
C5	5	10	15	20	25	5= Multiple injuries or death
C4	4	8	12	16	20	4= Reportable injuries, serious injury or impact to large staff group
C3	3	6	9	12	15	3= Injury to isolated individual
C2	2	4	6	8	10	2= Minor recordable event or emotional impact
C1	1	2	3	4	5	1= Non reportable or recordable incident, inconvenience
	L1	L2	L3	L4	L5	Likelihood
						5= Almost certain to occur, greater than 90% probability
						4= Strong probability 70-90 % chance
						3= Reasonable probability, 50/50 chance
						2= Small likelihood, 20-30% chance

Consequence	
Likelihood	

Total Risk score		CxL	I= Very unlikely, less than 10% probability
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Courts

Potential Hazard	Controls	Level of risk (L, M or H)	Area for Action – following inspection	Action By Who	Action completed
Personal injury from trip/slip hazards on court	<p>Courts are regularly inspected for damage or slip hazards – power washed/swept/moss treated</p> <p>Members are advised not to use courts during adverse weather snow/ice/heavy rain</p> <p>Members are required to wear suitable footwear to help reduce slipping.</p> <p>Nets are inspected by coaches – any faults are reported.</p> <p>Court etiquette applies for any loose tennis balls on court, which must be removed before play continues.</p> <p>All personal belonging should stored safety to the side of a court.</p>	L			
Personal injury from being hit by tennis balls during play	It is not practical for the Club to control risk of player being hit by tennis ball	M			
Broken and protruding wire from perimeter fences	Fencing is inspected on an irregular basis – members are asked to report issues	L			
Floodlighting	Members as part of their induction are shown how to use floodlighting.	L			

	Members are asked not to play if floodlighting fails and to report any faults or damage. Floodlights inspected regularly and are safety checked annually faults and checks are recorded.				
Coaching sessions and team matches	Coaches and club team captains check the courts for safety issues prior to all sessions.	L			

Players/Visitors/Coaches

Potential Hazzard	Mitigating Action	Level of risk (L,M or H)	Area for Action – following inspection	Action By Who and when	Action completed
Player/visitors illness/injuries	First aid box is available for minor injuries only. Accident reporting book should be completed for all events Sun awareness policy is in place for hot weather Members should make the club aware of any illness or medication they are taking. Club retains a next of kind contact. Club team captains should be made of any player illness or injury if player is competing in competitions	L			
Coaches	All coaches are DBS cleared Coaches are familiar with the Club's Safeguarding Policy and Photography and Filming of Children Policy	L			

Clubhouse

Potential Hazzard	Mitigating Action	Level of risk (L,M or H)	Area for Action – following inspection	Action By Who and when	Action completed
Slip and trips	Loose materials and litter on the floor are removed by cleaners/members. All areas are well light. All spillages are promptly mopped up	L			
Fire and hazards from electrical appliances	Signage is in place asking all members to ensure all electrical equipment is switched off after use Fire alarm in club house No smoking policy in place Portable testing (PAT) of equipment All cables are adequately insulated Members check electrical appliances before use and report issues and withdraw item if necessary. A fire extinguisher is provided	L			
General property maintenance	The fabric of the clubhouse is regularly inspected for damage and wear and tear Records are kept of remedial action The premises is secured at night to prevent arson.	L			

Chemical/Cleaning products	All Cleaning/chemical/diy products are securely stored away from public access				
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Other areas

Potential Hazzard	Mitigating Action	Level of risk (L,M or H)	Area for Action – following inspection	Action By Who and when	Action completed
Slip and trips in toilet area	Members report to both Sidcup Sports Club any potential hazards	L			
Toilet unhygienic/maintenance issues	Toilets are cleaned each day Issues reported to Sidcup Sports Club	L			
Slips and trips or hazardous issues on club grounds	These are reported to both Crescent Tennis Club/and or Sidcup Sports Club	L			
General manual handling	No large items should be lifted without adhering to good handling techniques. Assistance should be sought if needed before attempting to lift any heavy object. – notices in club house Items should be stored in high cupboards or shelving should be removed using care.				
Bar and Sidcup Sports Club areas	These are raised either by members or through representation to Sidcup Sports Club.	L			
Exiting club premises and car park	Members are advised of poor sight lines in to the club and of the poor quality of the car park	L			