



INGATESTONE & FRYERNING TENNIS CLUB

9 HIGH STREET
INGATESTONE CM4 9ED

HEALTH AND SAFETY POLICY

1. Scope

This document contains the guidance and procedures that Ingatestone and Fryerning Tennis Club (IFTC) has introduced to meet the requirements of the Health and Safety at Work etc., Act. It contains:

- a. IFTC's Health and Policy Statement (Appendix 1).
- b. The organisation for health and safety management at IFTC.
- c. A risk register which identifies a wide range of hazards associated with the activities of IFTC (Appendix 2).
- d. Risk assessments for the hazards identified in the Risk Register (Appendix 3).

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

2. Organisation for Health and Safety

The ultimate responsibility for health and safety lies with IFTC's Management Committee. The health and safety lead is responsible for the preparation / review of risk assessments. The person designated as the Health and Safety Officer is Grainne Stephenson.

A Health and Safety Manual containing all necessary procedures and documents will be produced and available in the clubhouse. Included will be

- a. The IFTC health and safety policy statement signed by the Club Chairman.
- b. The organisation for managing safety at the club.
- c. The risk register and risk assessments.
- d. A Code of Conduct which sets out the standards by which the club will expect its members, their guests and members of the public to adhere to.
- e. Procedures / guidance on:
 - i. Electrical equipment.
 - ii. Emergency guidance and procedures
 - iii. Accident / incident reporting form
 - iv. First aid guidance and accident log
 - v. The Code of Conduct – Seniors and Juniors
 - vi. Any other appropriate document or procedure.

3. Risk Assessment Policy

Ingatestone and Fryerning Tennis Club (IFTC) will carry out a full bi-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 Health and Safety Officer is responsible for reporting to IFTC's Management Committee on such issues. If a member / user wishes to report a hazard or potential hazard contact Grainne Stephenson or any other available Committee member. Equipment and site maintenance will be an item on the agenda for each Committee meeting. Any issues are raised and the appropriate action taken; all details will be listed in the minutes.

Risk assessments will include the following for consideration:

- a. Are surroundings safe and free from obstacles?
- b. Are the courts and any other area fit and appropriate for activity?
- c. Is the equipment fit and sound for activity and suitable for age group / ability?
- d. Are contact details available for parents / guardians / partners?
- e. Are players appropriately attired for the activity?
- f. Is a working telephone available with access to emergency numbers?
- g. Do volunteers, staff, coaches and members have access to information relating to health and safety?
- h. Are emergency procedures published and accessible?

4. Review

This document will be reviewed annually.

This document and appendices was approved by the Management Committee of Ingatestone & Fryerning Tennis Club on 11 January 2017



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Health and Safety Policy Statement

1. Ingatestone and Fryerning Tennis Club (IFTC) is committed to maximising the safety and welfare of all its members including visitors, guests and members of the public.
2. The Committee is responsible for health and safety.
3. On an operational level, IFTC's Management Committee is responsible for ensuring that appropriate measures are put in place and maintained.
4. All members are required to comply with this policy.
5. In the case of an event, near miss or an incident that could have led to an accident, members are required to inform the Health & Safety Officer or a member of the Committee.
6. Ingatestone and Fryerning Tennis Club (IFTC) and its Committee are committed to the Health & Safety at Work etc., Act 1974 and will:
 - a. Discuss health and safety at every committee meeting.
 - b. Appoint a Health & Safety Officer
 - 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.
7. The Club will produce and maintain:
 - a. A risk register which identifies all hazards associated with club activities
 - b. A risk assessment for each hazard identified in the Risk Register.

Issue Number	One
Signed by John Galvin (Chairman)	<i>JA Galvin</i>
Date	11 January 2017

Appendix 2

**Ingatestone and Fryerning Tennis Club
Health and Safety Risk Register**

Prepared by	Gráinne Stephenson	September 2016	Reviewed	
Approved by	IFTC Management Committee		January 2017	

This document is a list of health and safety risks / hazards that may be appropriate to IFTC. The list can be added to or reduced as required. A risk assessment may be required for each hazard and those that have been ticked below indicate that a risk assessment is appropriate and one has been prepared.

1	Hazards inside the clubhouse		2	Hazards outside the clubhouse (non-tennis play)	
1.1	Electrical equipment	√	2.1	Poor fence and court maintenance	√
1.2	Electrical installation and fuses boxes	√	2.2	Tidiness on and off court areas – debris, drink bottles, loose boards, stones etc	√
1.3	Slip / trip / fall hazards – wet floor, untidiness	√	2.3	Only route for access to / egress from club premises is via a public car park where there is frequent vehicle movement	
1.4	Fire, hot liquids hazard.	√			
1.5	Food hygiene	√			

3	Hazards whilst playing tennis		4	People and organisational hazards	
3.1	Poor playing surface	√	4.1	Lack of information, training or instruction	√
3.2	Hard or sharp objects on court	√	4.2	Poor activity planning or preparation and delivery	
3.3	Weather conditions making court surface slippery.	√	4.3	Ignorance of rules and / or code of conducts	√
3.4	Collisions / conflict with surrounding objects or people	√	4.4	Unsafe behaviour or attitude	√
3.5	Impact from rackets or balls during play	√	4.5	Lack of appropriate first aid equipment and trainers	√
3.6	Personal injury – fracture / sprains / cuts		4.6	Lack of fire extinguishers	√
3.7	Injury by treading on tennis balls	√	4.7	Poor safety control from coach	√
3.8	Differing skill levels between players		4.8	Poor safety awareness from players	√
3.9	Inadequate level of physical fitness / strength	√	4.9	Aggression between players	√

3.10	Medical conditions of players	√
3.11	Inappropriate use of rackets	√

4.10	Aggression from crowd / public	√

5	Hazards specific to junior group coaching sessions	
5.1	Inadequate supervision	√
5.2	Inexperienced and / or unqualified coach	√
5.3	Inappropriate footwear	√
5.4	Group too large	√
5.5	Poor safety control from coach	√
5.6	Poor safety awareness from players	√
5.7	Aggression between players	√
5.8	Inappropriate / uncontrolled use of rackets	
5.9	Debris left on court / in clubhouse after session e.g. drink bottles and cans	√
5.10	Inappropriate behaviour	√

Ingatestone & Fryerning Tennis Club – Health and Safety Risk Assessment

Assessed By	Gráinne Stephenson	Date	September 2016
Reviewed By		Date	

Hazard Ref	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/ Medium/ High Risk	Further Controls Required?	What further controls and who by?	By When?
1							
Hazards inside the clubhouse							
1.1	Electrical equipment inside clubhouse	Defective equipment could cause electrical injuries.	Appliance inspection every 12 months and testing every two years. To be carried out by a competent person as required by Electricity at Work Regulations.	Low	Establish a Maintenance register	PAT testing carried out by Andrew Jefferies	Completed November 2016
1.2	Electrical installation (including floodlights)	Defective equipment could cause electrical injuries.	Electrical inspection and testing every 12 months. To be carried out by a competent person as required by Electricity at Work Regulations.	Low	Inspection certificates to be filed with register		
1.3	Slip / trip / fall hazards – wet floor and untidiness in clubhouse	Personal injuries	Notice in clubhouse regarding tidiness and clearing up.	Low	No		
1.4	Fire, hot liquids hazard in clubhouse.	Personal injuries – burns and scolds.	Guidelines regarding use of cooking equipment.	Low	Review distribution of cooking equipment in the kitchen.	Microwave oven removed. Kettle and water heater are only remaining hot liquid sources.	December 2016

1.5	Food and general hygiene in clubhouse.	<ul style="list-style-type: none"> Stomach upsets Leftover food encourages vermin onto the premises 	General management of food carried out off site. Players and committee members monitor condition of clubhouse and maintain hygiene standards.	Low	No		
2							
Hazards outside clubhouse (non-tennis play)							
2.1	Poor fence and court maintenance	Injury as a result of sharp objects and/or poor surface.	Regular maintenance inspection	Low	Record inspections in register	Fencing and the maintenance of this and the courts is regularly monitored by the Management Committee	Ongoing
2.2	Tidiness on and off court areas – debris, drink bottles, loose boards, stones etc	Trips, slips, cuts and other personal injuries.	Regular inspection.	Low	No		
2.3	Only route for access to / egress from club premises is via a public car park where there is frequent vehicle movement	Personal injury	Young children are always escorted to and from the premises by parents / guardians. Visiting league teams are advised of the club's position in relation to the car park. Any incidents / near miss events will be investigated and monitored by the club.	Low	No		
3							
Hazards whilst playing tennis							
3.1 & 3.2	Poor playing surface	Poor playing surfaces could cause ankle and leg injuries for players	Proper tennis footwear to be worn at all times when playing. Courts to be maintained to a high standard to avoid uneven surfaces.	Medium	Enter maintenance details in	See 2.1 above	

		and could make both training and matches dangerous and unsafe			register		
3.3	Weather conditions making court surface slippery.	Slippery 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 when playing. Courts to be maintained to a high standard to allow water to drain and to prevent water retention.	Medium	No		
3.4	Collisions with surrounding objects or people	Injury	It is left to the players to concentrate and play responsibly. First aid on hand.	Low	Prepare a Code of Conduct for members and other players to follow.	Code of Practice approved in May 2013 and revised version e-mailed to all members in November 2016.	November 2016

3.5	Impact from rackets or balls during play	Injury	It is left to the players to concentrate and play responsibly. First aid on hand. Any dangerous behaviour by any player shall be reported to the chairman or committee member.	Low	Prepare a Code of Conduct for members and other players to follow.	As 3.4 above	
3.6	Personal injury – fracture / sprains / cuts	Injury	It is left to the players to concentrate and play responsibly. First aid on hand.	Low	No		
3.7	Injury by treading on tennis balls	Injury	It is left to the players to concentrate and play responsibly. First aid on hand.	Low	Prepare a Code of Conduct for members and other players to follow.	As 3.4 above	
3.9	Inadequate level of physical fitness / strength	Injury, initiate various medical conditions	It is left to the players to play within their own physical limits.	Low	Prepare a Code of Conduct for members and other players to follow.	As 3.4 above	
3.10	Medical conditions of players	Injury	It is left to the players to play within the limits of any medical condition they may have. They should inform the club chairman of any medical condition.		Prepare a Code of Conduct for members and other players to follow.	As 3.4 above	
3.11	Inappropriate use of rackets	Injury	It is left to the players to concentrate and play responsibly. First aid on hand. Any dangerous behaviour by any player shall be reported to the chairman or committee member.	Low	Prepare a Code of Conduct for members and other players to follow.	As 3.4 above	

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 safety, maintenance register and first aid register.	Low	No		
4.3	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 clubhouse / on the notice board	Low	No		
4.4	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		
4.5	Lack of appropriate first aid equipment and trainers	Could lead to unnecessary injuries	Review first aid kit and need for first aiders.	Low	No		
4.6	Lack of fire extinguishers	Could lead to destructive fire	Review fire extinguisher availability.	Low	No		

Hazards specific to junior group coaching sessions							
5.1	Inadequate supervision	Could lead to injury	Professional coach employed with relevant experience, qualifications and DBS check.	Low	No		
5.2	Inexperienced and / or unqualified assistant coaches / trainees.	Could lead to injury	Professional coach employed with relevant experience, qualifications and DBS check, who will oversee assistant coaches / trainees.	Low	No		
5.3	Inappropriate footwear	Could cause ankle and leg injuries for players	Proper tennis footwear to be worn at all times when playing.	Low	No		
5.4	Group too large	Could lead to injury	Professional coach employed with relevant experience, qualifications and DBS check.	Low	No		
5.5	Poor safety control from coach	Could lead to injury	Professional coach employed with relevant experience, qualifications and DBS check.	Low	No		
5.6	Poor safety awareness from players	Could lead to injury	Introduce junior Code of Conduct – persistent offenders should be expelled.	Low	No		
5.7	Aggression between players	Could lead to injury	Introduce junior Code of Conduct – persistent offenders should be expelled.	Low	No		
5.8	Inappropriate / uncontrolled use of rackets	Could lead to injury	Introduce junior Code of Conduct – persistent offenders should be expelled. Take all reasonable steps to prevent balls from being hit into neighbouring gardens	Low	No		
5.9	Debris left on court /in clubhouse after session e.g. drink bottles and cans	Could lead to injury	Coach to ensure that all debris cleared at end of session. Include in Code of Conduct.	Low	No		
5.10	Inappropriate behaviour	Could lead to injury	Introduce junior Code of Conduct – persistent offenders should be expelled.	Low	No		