



HEALTH AND SAFETY/MAINTENANCE POLICY

Introduction

Kings Sutton Tennis Club (“the Club”) is a tennis club for Members of all ages with three all-weather courts and a purpose-built clubhouse. The Club is used by Members and their invited guests, including visiting match teams and school children taking part in organised coaching sessions, as well as members of the general public playing on a pay and play basis. The main risks faced are those likely to arise from its core purpose, the provision of facilities for the playing of tennis by all age groups, and related activities.

The Club aims to provide a safe environment for the promotion of tennis for the benefit of all.

Responsibility for Health & Safety and Maintenance Matters

Committee Members are made aware of the obligations on the part of the Club to provide a safe environment for its Members and agree to uphold this objective. They are expected to take the lead in complying with and ensuring compliance with any standing or occasional instructions given for the safe use of the Club and its facilities.

The Committee controls the general management of the Club which includes overall responsibility for all Health & Safety and Maintenance matters. The Committee is advised by a Committee Member, the Facilities/Maintenance Officer (Mike Ewence), particularly with regard to conducting, or arranging for the conduct of, regular checks as required and the maintenance of all Health & Safety and Maintenance records. In the matter of the Health & Safety of Junior Members the Committee will be advised and assisted by the Welfare Officer (Sandra Cobb). Regardless, all Members and visitors to the Club have a duty of care to themselves and others not to expose themselves or others to unreasonable risk and not to undertake any task or activity that does so.

The Club will give consideration to ensuring that appropriate training is provided to any Member where this is appropriate to their role within the Club, specifically First Aid training, and Health & Safety awareness and Fire awareness training.

Risk Assessments

The Club will carry out and hold a written assessment of the Health & Safety and Fire risks it faces. This will be fully reviewed at least once a year and at any other time in the event of any material changes at the Club, or following any major incident at the Club.



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Management of Risks

The management of the Club, including the safe conduct of activities and work at the Club, is the joint responsibility of all Committee Members and the identification and control of risks on site is a vital part of the work of the Committee. At every Meeting of the Committee, Health & Safety/ Maintenance is to be tabled as a separate item on the Agenda so that issues arising since the previous Meeting can be considered, actioned and procedures reviewed, as necessary.

Accidents/ Incidents and Accident/ Incident Reporting

Serious/ Major Accidents/ Incidents

In the event of a serious accident or major incident, the Emergency Services should be summoned by dialling 999. A responsible person should immediately take charge of coordinating all action including reporting the matter on an Accident Book Report Form and forwarding it to the Welfare Officer.

It is a legal requirement that any major accident (one resulting in hospitalisation in excess of 24 hours), regardless of perceived liability, is reported to the HSE. It is also an insurance requirement that certain matters be reported to the insurance brokers (as detailed on the Liability Insurance Documents). It is, therefore, imperative that the Welfare Officer or another Committee Member is also alerted promptly so that the matter can be correctly followed through.

Access to the playing fields for emergency vehicles is via the padlocked gate to the right of the car park, next to the football pitch. A key for this gate is kept on the hook, with other club keys, just inside the clubhouse door by the light switches.

Minor Accidents/ Injuries

The Club maintains a First Aid Kit for use in the event of minor injuries. All injuries should be reported on an Accident Book Report Form and forwarded to the Welfare Officer.

First Aid Kit

The First Aid Kit is a clearly labelled green box located inside the bottom right-hand cupboard in the clubhouse. If used it should be replenished so that it always contains legally required items. All Qualified First Aiders should acquaint themselves with the contents and ensure that the First Aid Kit is complete.

All injuries should be reported on an Accident Report Form.



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Accident Book

It is a legal requirement for the Club to provide an Accident Book. Accident Book Report Forms should be used to report all accidents or injuries that occur on site. It is usual for the casualty themselves to make the report and submit it to Welfare Officer. However, in the event of a serious accident, when this may not be possible, the responsible person taking charge of the situation should ensure that it is completed and notified to the Welfare Officer as soon as possible.

First Aid Training

Coaches are required to hold current First Aid Certificates.

Liability and Insurance

Insurance

Club property is insured but for any claim to be honoured the Club may be called upon to demonstrate that such property has been properly secured and maintained. The clubhouse and courts must be locked, using the fitted combination locks, whenever they are not in use.

The Club also holds Employers' and Civil (Public) Liability Insurance under a policy with Hiscox. The Certificate of Employer's Liability is displayed on the clubhouse noticeboard. Whilst the "insured" includes Officers, Members, voluntary helpers, etc., and Civil Liability Insurance does offer cover to those persons in the event that a claim is made against them, Members are not third parties and are thus not able to make insurance claims against the Club (i.e. against themselves) for personal accidents under cover of this policy. Members should therefore consider holding their own personal accident insurance cover.

Incidents that may give rise to a claim should be reported to the insurance brokers immediately, specifically:

- Any fatal accident
- Any injury involving either referral or actual hospital treatment
- Any allegations of libel or slander
- Any allegations of professional negligence
- Any investigations under any child protection legislation
- Any circumstances involving damage to third party property.

Liability

Other than civil liability, no other risk or responsibility is accepted by the Club, its Committee Members or ordinary Members.



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Vehicles

All vehicles on Kings Sutton Playing Fields premises are there at their owners' own personal risk and are the total responsibility of the owners, including damage to or damage or injury caused by the vehicle

Parental Responsibility

Parents/Guardians are responsible for their children and the children in their care at all times while on the Club premises, and for ensuring that they do not cause any risk or obstruction to others. Parents/Guardians should not leave children unaccompanied at the Club without fully understanding their ongoing responsibility for their children's actions in their absence.

Electrical Safety

The club has an electricity supply for lighting and appliances. The underground supply enters the clubhouse into its own meter and consumer unit supplying electricity similar to a domestic supply. All circuits within the clubhouse are protected by a Residual Current Device, which automatically switches off the supply if an earth fault develops, to minimise the risk of electrocution. The club officers are responsible for ensuring this is tested quarterly by pressing the button marked T or Test. The whole installation should be tested in accordance with the current electricity regulations. The date of the last inspection and date of the next inspection is labelled on the consumer unit.