



# **SIDCUP RECREATION TENNIS CLUB**

## **HEALTH AND SAFETY POLICY**

### **(INCLUDING RISK ASSESSMENT)**

Sidcup Recreation 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.

Sidcup Recreation Tennis Club is based within Sidcup Recreation Club – Sidcup Recreation 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 Recreation 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 pavilion).
- 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 Recreation 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 Recreation 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 Clubhouse and courts, e.g. a fire, the fire exit is clearly marked.

In an emergency requiring evacuation of the Clubhouse, Members and their guests shall make their way via the safest marked exit to the Club's designated emergency assembly point – the centre of the cricket or rugby pitch, whichever is safest to reach.

Members and guests are asked to remain at this point until everyone has been accounted for and have been told they can leave the site by a representative of the emergency services or club committee member/SSC staff.

### **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 main club house behind the 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; Stephen Lyons Mobile 07901 528583  
email [stevenpaullyons@aol.com](mailto:stevenpaullyons@aol.com)

Club Welfare/Safeguarding Officer; Nicola Weaver Mobile 07921 002424  
email [nweavs8@gmail.com](mailto:nweavs8@gmail.com)

Date approved July 2024

Review Date July 2026

Schedule of updates and amendments



# Sidcup Recreation Tennis Section

## Risk Assessment

Assessors	Date	Review Date
David Helps & Ethan Greenhalgh	July 2024	July 2025

Risk Assessment	
High Risk/ Immediate specific action required	<b>HIGH</b>
Moderate risk/ risks requiring action required	<b>MODERATE</b>
Low risk/ Manage within existing controls	<b>LOW</b>

**Hazard** – the potential for harm or injury arising from an activity including the use of equipment or methods needed to carry out that activity

**Risk** – the likelihood of harm or injury occurring due to that hazard

## Courts

Potential Hazard	Risk	People at Risk	Control Measures	Comments / Action by Whom	Rating L/M/H	Action completed
Court Surface	Personal injury	Players / coaches	<ul style="list-style-type: none"> <li>Regular inspection of court surface/nets &amp; posts</li> <li>Programme of maintenance including power hosing, moss treatment, painting &amp; surface replacement</li> <li>Notices in place warning of ice / slippery conditions</li> <li>Members must wear suitable footwear</li> <li>Loose tennis balls removed before play starts / continues</li> <li>All personal belongings safely stored at side of courts.</li> <li>First aid equipment / accident book kept up-to-date in pavilion</li> </ul>	Coach / club chairman	L	
Access to Courts 1 & 2	Access via steep tarmacked slope with limited lighting	All participants	<ul style="list-style-type: none"> <li>Provide additional / adequate lighting</li> <li>Sign on gate to be aware steep slope</li> </ul>	Tennis Committee	L	
Access to Court 3	Access via car park or up grass slope	All participants	<ul style="list-style-type: none"> <li>All players / members made aware of access points</li> </ul>	Tennis Committee	L	

Personal Injury from tennis equipment	<ul style="list-style-type: none"> <li>• loose balls on court</li> <li>• coaching equipment stored at side of court</li> <li>• automatic ball launcher</li> <li>• personal belongings stacked at side of court</li> <li>• hit by flying tennis balls</li> </ul>	Players / coaches	<ul style="list-style-type: none"> <li>• All equipment to be tidied up after each session.</li> <li>• Signs displayed on court entrances</li> <li>• Access to qualified first aider / first aid kit and telephone, Accident Report book</li> </ul>	All players and coach	L	
Weather conditions	<p>Illness including:</p> <ul style="list-style-type: none"> <li>• Dehydration</li> <li>• Heatstroke</li> <li>• Sunburn</li> <li>• Hypothermia</li> <li>• Pneumonia</li> </ul>	All participants	<ul style="list-style-type: none"> <li>• Regular breaks and access to drinking water</li> <li>• Appropriate clothing footwear and protection against prevailing conditions</li> </ul>	Assess the conditions and plan accordingly. Hats if sunny and extra clothing if cold or wet	L	
Manual Handling	Personal Injury	Members & Volunteers	<ul style="list-style-type: none"> <li>• Appropriate instructions to be given if heavy equipment being moved, ensure enough helpers available and appropriate safety equipment and clothing</li> </ul>	Tennis Committee and / or working party	L	

## Players/Visitors/Coaches



Potential Hazard	Risk	People at Risk	Control Measures	Comments / Action by Whom	Rating L/M/H	Action completed
People participating who are not eligible or medically fit	Legal liability & unknown medical conditions	All participants	<ul style="list-style-type: none"> <li>• Ensure participants are eligible to participate i.e age, ability etc. relevant to the session</li> <li>• Ensure participants are medically fit to participate - enquire in sensitive and confidential manner</li> </ul>	Check through registers or verbally request information at open access sessions	L	
Strains and injuries during and after play	Personal injury	All participants	<ul style="list-style-type: none"> <li>• Recognised coaching methods used</li> <li>• Adequate warm up / cool down</li> <li>• Participants wearing suitable clothing and footwear</li> <li>• Access to qualified first aider / first aid kit and telephone</li> </ul>	Planned and structured coaching sessions	L	

## Pavilion

Potential Hazard	Risk	People at Risk	Control Measures	Comments / Action by Whom	Rating L/M/H	Action completed
Fire and hazards from electrical appliances	Fire and serious injury and damage to property	All participants	<ul style="list-style-type: none"> <li>• Signage is in place asking all members to ensure everything turned off including electrical sockets after use.</li> <li>• No smoking policy in place</li> <li>• Portable testing (PAT) of equipment</li> <li>• All cables adequately insulated</li> </ul>	<p>Tennis Committee</p> <p>Instal smoke alarm / check re PAT testing.</p>	L	

			<ul style="list-style-type: none"> <li>Members check electrical equipment before use and report issues and withdraw items if necessary</li> </ul>	<p>Check fire extinguisher</p> <p>Instal fire blanket</p>		
Water pump	Injury retrieving balls.	All participants	<ul style="list-style-type: none"> <li>Fence surround</li> </ul>	Tennis Committee	L	
General property maintenance	Fire and serious injury and damage to property	All participants	<ul style="list-style-type: none"> <li>The fabric of the pavilion is regularly inspected for damage and wear and tear</li> <li>Records are kept of remedial action</li> <li>The premises are secured when not in use by padlock to prevent theft and arson</li> <li>Litter bins emptied</li> <li>No food left out</li> <li>Mouse traps in place</li> </ul>	Tennis Committee		
Chemical cleaning products	Injury to person	All participants	<ul style="list-style-type: none"> <li>All cleaning / chemical / DIY products are securely stored away from public access</li> </ul>	Tennis Committee	L	
Slips trips and falls	Injury to person	All participants	<ul style="list-style-type: none"> <li>Members are advised not to leave bags and equipment in the pavilion</li> </ul>	Tennis Committee	L	
Theft	Emotional and financial impact	All participants	<ul style="list-style-type: none"> <li>Members are advised not to leave valuables in the pavilion</li> <li>Pavilion has a secure padlock</li> </ul>	Tennis Committee	L	

## Other Areas

Potential Hazard	Risk	People at Risk	Control Measures	Comments / Action by Whom	Rating L/M/H	Action completed
Patio area including BBQ area	Injury to person	All participants	<ul style="list-style-type: none"> <li>• Tables, chairs, benches, parasols regularly checked for damage.</li> <li>• Paving slabs checked for trip hazards</li> <li>• BBQ stored, cleaned and maintained, gas canisters properly stored when not in use, only trained users may operate it</li> </ul>	<p>Tennis Committee</p> <p>Mend broken bench and loose paving slab</p>	L	
Surrounding areas	<p>Nettle stings</p> <p>Injury to person</p>	All participants	<ul style="list-style-type: none"> <li>• Grass surrounds maintained by gardener.</li> </ul>	Request removal when overgrown	L	

Child Protection - Please see separate Risk Assessment