

HEALTH AND SAFETY POLICY (including club risk assessment)

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 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 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 - Nick Baker -07544258166 or chairman@crescenttennisclub.co.uk

Club Welfare/Safeguarding Officer Sophie Wintle 07968710173
or welfare@crescenttennisclub.co.uk

Date approved June 2024

Review Date June 2026

Schedule of updates and amendments

Date of update/amendments	Update /amendment:
12 December 2023	Added evacuation details.
January 2024	Update Risk assessment (format & to include welfare around juniors playing with adults)

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

Assessors	Date	Review date	Risk Assessment	Rating
Nick Baker	June 2024	June 2025	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= Fatality or Multiple injuries
C4	4	8	12	16	20	4= Reportable injuries, serious injury or impact to large staff group/hospitalisation/reportable welfare issue(s)
C3	3	6	9	12	15	3= Injury to isolated individual - first aid off site
C2	2	4	6	8	10	2= Minor recordable event or emotional impact - first aid on site
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
						1= Very unlikely, less than 10% probability

Consequence	
Likelihood	
Total Risk score	CxL

COURTS

Potential Hazard	Significant Risk	Initial risk			Controls	Residual Risk		
		C	L	R		C	L	R
Personal injury from trip/slip hazards on court	Slips, trips injury to person	3	3	9	Courts are regularly inspected for damage or slip hazards Members are advised not to use courts during adverse weather snow/ice/heavy rain Members are required to wear suitable footwear to help reduce slipping. Nets are inspected by coaches – any faults are reported. Court etiquette applies for any loose tennis balls on court, which must be removed before play continues. All personal belongings should be stored safely to the side of a court. First aid for minor injury/Accident book in clubhouse.	3	2	6
Court surfaces/ Court access	Slips, trips injury to person	3	3	9	Courts are annually (minimum)– power washed/swept/moss treated. Members are advised not to use courts during adverse weather snow/ice/heavy rain Committee will close courts due to weather or safety concerns Members are made aware of access to courts 1-4 via a set of steps - care is to be taken - hand rail in place.	3	2	6
Personal injury from being hit by tennis balls during play or racket	Injury to person	3	3	9	It is not practical for the Club to control risk of player being hit by tennis ball/or racket	3	3	9

Broken and protruding wire from perimeter fences	Injury to person	3	3	9	Fencing is inspected on an irregular basis – members are asked to report issues	3	2	6
Floodlighting/Bad light on courts	Injury to person Nuisance to neighbours	3	3	9	Members as part of their induction are shown how to use floodlighting. Members are asked not to play if floodlighting fails and to report any faults or damage. Floodlights are inspected regularly and are safety checked annually, faults and checks are recorded. Members are asked not to play on courts without floodlights if lighting is poor.	3	2	6
Incident during coaching sessions and team matches	Injury to person	3	3	9	Coaches and club team captains check the courts for safety issues prior to all sessions.	3	2	6

Juniors/Children Involvement playing with adults (Leagues matches, club championships/event, adult sessions)

Potential Hazard	Significant Risk	Initial risk			Controls	Residual Risk		
		C	L	R		C	L	R
Leagues matches - involving young people playing with adults.	Welfare issue	4	3	12	Parents/guardians are expected to remain during the match for those under 13 years of age so that their children behave correctly and safely.	3	2	6
Travel to leagues matches	Welfare issue	3	3	9	Transport to matches should be provided by parents/carer or guardian. Consent and welfare office notice is given if a responsible adult provides transport. (see Safeguarding Policies)	3	2	6
Children 13-18 playing with adults	Welfare issue	3	3	9	Club captain(s) or coach assess ability and approval to play.	3	2	6

					<p>Parental/carer/guardian approval to play is sought, including travel arrangements/contact numbers.</p> <p>Where possible the child playing with adults is paired with an adult partner for matches</p> <p>Ensure that adequate arrangements have been made for the young person to be supervised by an appropriate adult before, during and after the event – including free time.</p> <p>Adults who are supervising children on a trip should at all times be aware of their responsibilities in environments where alcohol is present.</p>			
Club Championships, other playing events and adult playing sessions.	Welfare issue	3	2	6	<p>Entry by a junior into an adult event is subject to parental approval - this is obtained by the return of entry email and accordance with Safeguarding Policies.</p> <p>The Mens and/or Ladies Club Captain and or coach must assess if a junior is at a playing level to play in an adult category. It is a parent/carer or guardian's decision as to what age they allow their child to attend Crescent Tennis Club unsupervised between the ages of 13 and 18 for events.</p> <p>Parent/guardians must arrange for the junior to travel home after any match</p> <p>Preferably, no match involving a junior should be played beyond 8pm.</p> <p>Organisers of an event must completed as a minimum the LTA online safeguarding training</p>	3	2	6

COACHES/VISITORS/MEMBERS/YOUNG PERSONS

Potential Hazard	Significant Risk	Initial risk			Controls	Residual Risk		
		C	L	R		C	L	R
Coaches - Qualifications/club policies	Welfare issue	3	3	9	All coaches are DBS cleared Coaches are familiar with the Club's Safeguarding Policy and Photography and Filming of Children Policy LTA -qualification covers many elements of H&S	2	2	4
Visitors to site	Welfare issue	3	3	9	As the site is open to other sports it is not practical for the club to be 100% certain of all visitors - those attending the tennis club are observed by welfare officers if present and or other leading members.	3	3	9
Members - emergency contact/medical issues	Injury to person	3	3	9	Members are required to provide an emergency contact and confirm fit to play as part of the annual membership application form	3	2	4
Young persons	Welfare issue	3	3	9	Young persons have access to the site during off peak and weekends Young persons must be supervised by coaches or parent/guardian A Welfare officer must be appointed by the club and contact details are accessible. Parental approval to hit with adults must be obtained and arrangements for participation in leagues matches agreed in advanced Parents and guardians are responsible for ensuring young adults under 13 are collected after any session promptly. Coaches running sessions for schools will risk assess those sessions.	3	2	4

CLUBHOUSE (Tennis Club area)

Potential Hazard	Significant Risk	Initial risk			Controls	Residual Risk		
		C	L	R		C	L	R
Fire and hazards from electrical appliances	Serious injury, death, minor injury, Damage to property/building	4	3	12	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 items if necessary. A fire extinguisher is provided <i>(The clubhouse is owned and run by SSC - therefore they take a lead in managing this risk - but the tennis club monitors as members do use the clubhouse)</i>	5	2	10
General property maintenance	Injury to person	3	3	9	The fabric of the clubhouse is regularly inspected for damage and wear and tear Records are kept of remedial action The premises are secured at night to prevent arson	3	2	6
Chemical/Cleaning products	Injury to person	3	3	9	All Cleaning/chemical/diy products are securely stored away from public access	3	2	6
Slips, trips and falls	Injury to person	3	3	9	Members are asked not to leave bags and equipment laying in the clubhouse	3	2	6
Theft	Emotional and financial impact	3	2	6	Members are advised not to leave valuables in the clubhouse Tennis Clubhouse has secure lock to SSC	3	2	6

Other areas

Potential Hazard	Significant Risk	Initial risk			Controls	Residual Risk		
		C	L	R		C	L	R
Toilet unhygienic/maintenance issues		3	3	9	Toilets are cleaned each day Issues reported to Sidcup Sports Club	3	2	6
Slips and trips or hazardous issues on club grounds	Injury to person	3	3	9	These are reported to both Crescent Tennis Club/and or Sidcup Sports Club	3	2	6
General manual handling	Injury to person	3	3	9	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.	3	2	6
Bar and Sidcup Sports Club areas	Injury to person/Welfare issue	3	3	9	These are raised either by members or through representation to Sidcup Sports Club. Children and young adults should not attend the bar area without their parents or guardians.	3	2	6
Car park/Exiting club premises and car park	Slip, trips or falls Injury to person	3	3	9	Members are reminded to be observant in the car park which is used by other clubs and has an uneven surface. Members are advised of poor sight lines in to the club and of the poor quality of the car park	3	2	6
Cricket balls	Injury to person	3	3	9	Potential for cricket balls to hit members outside of courts - discussion ongoing	3	3	9

					around remedial measures that can be put in place.			
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