



the friendly face of tennis

LEVERSTOCK GREEN LAWN TENNIS CLUB

HEALTH AND SAFETY POLICY

INTRODUCTION

This policy contains the guidance and procedures that Leverstock Green Lawn Tennis Club (LGLTC) has introduced to ensure the health and safety of all its members including visitors, guests and coaches.

This policy covers risk assessment and first aid procedures at LGLTC.

HEALTH AND SAFETY POLICY STATEMENT

Leverstock Green Lawn Tennis Club is committed to ensuring the Health and Safety of its members including visitors, guests and coaches whilst on the Club's premises.

All our members have a responsibility to:

- Inform the club secretary in the case of accidents whilst using or undertaking any tasks on Club premises as described in Reporting an Accident/Incident below.
- Inform a Main Committee member of any potential hazards of which they become aware (Committee members' details are available on the club website and on the club noticeboard), using the Risk Reporting Form described below if appropriate.

The Main Committee will:

- Discuss Health & Safety at every Main Committee meeting.
- Ensure the Club's environment is safe and free from reasonable risk.
- Ensure safe entry and exit to our courts and clubhouse, including appropriate signage and instructions.
- Provide appropriate First Aid facilities.
- Provide appropriate safety equipment/kit to enable employees/volunteers to carry out their work.
- Maintain a safe court environment for all members, their visitors and employees.
- Minimise the occurrence of accidents and incidents by carrying out risk assessments to assess and deal with all areas of our operations.

RESPONSIBILITIES

The responsibility for Health and Safety in respect of the Club rests with the Club's Main Committee.

Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Members, Visitors and Coaches who need to take reasonable care of their own health and safety and those of others while on the Club premises. If at any time there are any health or safety concerns or evident risks they should be immediately reported to a member of the Main Committee (contact details on noticeboard and website).

Adult members, their guests and the parents of juniors using the club are responsible for ensuring that:

- Courts are suitable for use, especially in cold or wet weather conditions when courts may become slippery.
- They alert a responsible adult to any particular health or physical concerns, e.g. allergies that may cause them to require assistance while on club facilities.
- They carry with them any devices or medicines, e.g. epi-pens or inhalers, that they might need.

FIRST AID PROVISIONS

All LGLTC coaches are first aid trained and a First Aid Kit is available.

- First aiders are not authorised to administer any forms of medication. Any members reporting to a first aider that they require this treatment must report to their own doctor.
- There is a First Aid Kit in the first aid cupboard in the kitchen.
- A defibrillator unit is available at the entrance to the clubhouse.

The Head Coach is responsible for maintenance of the First Aid Kit including the defibrillator. They will carry out a weekly check and document it using the Weekly First Aid Check Form.

Based on St John's Ambulance recommendations, the contents of the First Aid Kit shall be maintained as:

- Plasters: used for small cuts and grazes.
- Dressings: used to apply pressure to larger wounds and help to stop bleeding.
- Bandages: used to support joints, hold dressings in place, put pressure on wounds and to stop swelling.
- Scissors: used to cut bandages or sticky tape or someone's clothing if you need to get to a wound.
- Disposable gloves: used to reduce the risk of infection.
- Face shields or pocket masks: used to prevent infection when you give rescue breaths.
- Cleansing wipes, alcohol free wipes: used to clean the skin around the wound.
- Adhesive tape: used to hold dressings or the loose end of bandages in place.
- Foil blankets: used to help retain body heat in survival, emergency and first aid situations.

REPORTING AN ACCIDENT/INCIDENT

All details of accidents and incidents should be recorded using the LGLTC Accident and Incident Report Form (copies are available on the noticeboard outside the kitchen). Completed forms should be sent to the club secretary, LGLTC.secretary@gmail.com, as soon as reasonably possible.

RISK ASSESSMENTS

Any risk assessment should be conducted in accordance with the LTA's Risk Assessment Guidance.

LGLTC's Facilities team carries out an annual risk assessment to comply with the LTA Registration Renewal and a Periodic Electrical Report as and when required.

The Facilities Manager's weekly check includes safety-related items on club premises. All items to be checked are shown in the Weekly Health and Safety Check Form.

The Head Coach is responsible for risk-assessing all coaching sessions and recording the findings on the Coaching Risk Assessment Record on a daily basis. Any risks requiring action shall be reported to the Secretary, LGLTC.secretary@gmail.com, on a Risk Reporting Form and appropriate action shall taken to mitigate adequately those risks until they can be fully addressed.

HEALTH & SAFETY RELATED DOCUMENTS/FORMS

LGLTC

Policies:

- LGLTC Health & Safety Policy (this document)

Forms:

- LGLTC Accident and Incident Report Form
- LGLTC Coaching Risk Assessment Record
- LGLTC Risk Reporting Form
- Weekly First Aid Check Form
- Weekly Health and Safety Check Form

LTA

- LTA Coach Qualification Health and Safety Policy
- LTA Risk Assessment Guidance