**Bagshot Tennis Club**

**Health and Safety and Risk Assessment**

17th August, 2018

HEALTH AND SAFETY POLICY

Bagshot Tennis Club is committed to providing a safe environment for all players, spectators and coaches. It will promote standards of health, safety and welfare within the tennis club and will ensure compliance with all relevant statutory provisions.

Bagshot Tennis Club will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all reasonable and practical measures are taken to avoid risk. Safe practices will be adopted and continuous improvement will be sought through regular audits and reviews.

Appropriate instruction and training will be provided together with adequate resources to ensure that the successful management of health and safety is carried out and that this policy is collectively implemented.

This policy together with arrangements and procedures, will be reviewed regularly and revised and updated as necessary.

**Bagshot Tennis Club Risk Assessment**

 The risk assessment includes the following areas:

The safety of the tennis courts and playing area.

The appropriateness and condition of any equipment.

Coaching sessions

Away fixtures.

Social events.

Players’ register.

Players’ attire.

Means of communication.

Emergency plan.

Access to health and safety information.

First aid.

Risk Rating

Risk level = Severity x Likelihood

|  |  |  |
| --- | --- | --- |
|  |  | **Severity** |
|  |  | **Slight****L** | **Serious****M** | **Major****H** |
| **Likelihood** | **Seldom****L** | L | L | M |
| **Occasionally****M** | L | M | H |
| **Frequently****H** | M | H | H |

Risk level = L - Low; M - Medium; H – High

|  |  |
| --- | --- |
| **Risk level** | **Action and Timescale**  |
| **Trivial**  | No action is required to deal with trivial risks, and no documentary records need be kept (insignificant risk).**LOW** |
| **Acceptable** | No further preventative action is necessary, but consideration should be given to cost-effective solutions, or improvements that impose minimal or no additionalMEDI**UM** cost burden. Monitoring is required to ensure that the controls are maintained. |
| **Moderate**  | Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented as soon as is practicable. |
| **Substantial**  | Activity should not be started until the risk has been reduced. Resources may have to be allocated to reduce the risk. Where the risk involves work in progress, the HI**GH**problem should be remedied as quickly as possible. |
| **Intolerable** | Activity should not be started or continued until the risk level has been reduced. While the control measures should be cost-effective, the legal duty to reduce the risk is absolute. This means that if it is not possible to reduce the risk, even with unlimited resources, then the activity must not be started or must remain prohibited. |

**Risk Assessment**

| **Date:**  | **Assessed by:**  | **Location:**  | **Review:**  |
| --- | --- | --- | --- |

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| Description | Hazard | Risk Rating | Who might be harmed and how | Control Measures | Resultant Risk Rating | Responsibility |
| Playing area | Courts | H | Players – slip, trips | 1. Courts must be checked before use. Any extraneous objects removed.
2. Moss and vegetation treated as required.
3. Ensure that net fixtures and posts are secure and safe.
 | L | Players, Club committee |
|  | Fencing | M | Players – cuts from loose wiring. Spectators/public from balls hit through holes. | 1. Fencing should be checked on a regular basis.
2. Holes should be repaired when necessary.
 | L | Club committee |
|  | Floodlights | H | Players – collisions into stanchions; danger from poor light. | 1. Floodlighting should be serviced as required.
2. Stanchions inside court must be protected with padding.
3. Lights should be switched on when necessary.
 | L | Club committee  |
|  | Weather | H | Players – slips, falls  | 1. Courts must be checked before use.
2. Play not permitted when courts are icy.
 | L | Players, Club committee |
| General play | Personal injury | M | Players – collisions, trips, slips | 1. Players should be taught court awareness.
2. Players should ensure that they have the correct footwear.
3. Players should check racquets before use.
4. Players should be medically fit for the activities.
5. Ideally players should warm up before play.
6. Eating and chewing while playing is not permitted.
7. It is recommended that any jewellery be removed or taped up.
8. Consider danger to players with poor coordination or reaction speed.
9. Ensure that players’ equipment bags are positioned off the courts and are not in a dangerous position for other players.
10. Loose balls should always be removed from the playing area.
11. Players, especially novices should be warned of the dangers of colliding with netting, posts and fencing.
 | L | Players, Coach, Club committee |
| Spectators | Personal injury | M | Spectators- impact injuries | 1. Spectators should remain outside the playing area.
2. Spectators should stand back from the fencing.
 | L | Players, spectators, Club committee |
| Coaching | Personal injury | H | Players – collisions, trips, falls | 1. All activities musty have appropriate staffing ratios.
2. Junior players must be supervised at all times.
3. Coaches must be suitable qualified.
4. Coaches should ensure that participants are suitable dressed and with adequate footwear.
5. Activities must be suited to the age and ability of the participants.
6. Participants should have adequate levels of fitness for the activities.
 | L | Coaches, Club committee |
| Away Fixtures | Hire vehicles | H | Players – injuries from car accidents | In the event of a hired car or minibus being used drivers must have the appropriate qualifications.  | L | Club committee |
|  | Use of private vehicles | H | Players – injuries from car accidents | 1. Drivers must ensure that their vehicles are roadworthy and that they have the appropriate level of insurance.
2. Cars should only transport the correct number of passengers.
3. If cars travel in convoy the lead car should travel at an appropriate speed.
4. Parental permission must be sought if juniors travel in cars other than their parents and driver will require DBS check.
 | L | Drivers, Club committee |
| Social activities | Barbeques etc. | M | Club members, guests – falls, trips, burns | 1. Ensure that any games or other activities are held away from cooking areas.
2. Ensure that cooking areas are supervised and that all necessary precautions are taken.
3. Depending on the individual social events ensure that additional control measures are put in place when necessary.
 | L | Club committee |
| Accidents and emergencies | Illness, accidents, injuries | H | All club members- illness. falls, trips, collisions, other incidents | 1. Ensure that the first aid box is adequately equipped and checked regularly.
2. Ensure that all club members are aware of the location of the first aid box.
3. Ensure that access to the clubhouse is available during all club sessions.
4. Ensure that means of communication with emergency services are available at all club sessions.
5. Ensure that the members register is up to date and that parents/relatives can be contacted in case of an emergency.
6. Ensure that the location and directions to the nearest accident./ emergency hospital are known and posted in the clubhouse.
7. Ensure that all accidents are recorded in the accident book which should be kept in the clubhouse. For serious accidents a RIDDOR form may need to be completed.
8. Should an accident or other emergency occur on an away fixture ensure that the team captain or suitable deputy is able to communicate with a committee member.
9. Players should ensure that female players and juniors are never left

 alone at the conclusion of play, especially during winter when darkness descends early | L | Club committee,players |
| Juniors | Accidents , Injuries | H | Players – slips, trips, collisions | 1. All junior sessions must be supervised.
2. Juniors participating in senior sessions must be supervised.
3. If juniors participate in senior sessions, especially in winter, parents should be informed that sessions may finish late and adequate arrangements should be made.
4. All junior players must be advised of any safety procedures and club rules when joining.
5. All junior application forms must be signed by parent/guardian.
6. Ensure that all juniors are appropriately attired and have suitable footwear.
7. Parents should be advised that when juniors arrange sessions outside of club hours there will be no supervision and the clubhouse will not be accessible.
 | L | Club committee, players,parents |
|  | Photography and video | M | Players – Inappropriate us | Parental consent is required for all video and photographs for use by the club. | L | Parents,players, Club committee |