



Sanderstead LTC

Health & Safety Policy

Introduction

Sanderstead LTC recognises its obligation to its members, coaches, contractors and visitors to manage the health and safety risks arising from its various activities and events, including:

- the provision and maintenance of safe facilities and equipment (i) for the playing of tennis; (ii) for the hosting of social activities and (iii) generally within the Clubhouse and grounds;
- the prevention of incidents and accidents;
- the provision of information and instructions regarding health and safety issues;
- reviewing and revising our policies and procedures as necessary.

Responsibilities

1. Overall and final responsibility for Health and Safety in respect of the Club is vested in the Management Committee on behalf of the Company.
2. All members, coaches, contractors and visitors are responsible for taking reasonable care of their own health and safety while on the Club premises, therefore everyone needs to be actively vigilant. If at any time you have any health or safety concerns or wish to report a health and safety risk, please contact a member of the Management Committee (by email on sanderstead.general@gmail.com).

Risk Assessments

Sanderstead LTC is fully committed to promoting the safety and welfare of all users of the clubhouse and its facilities. We realise that risks are inherent in every-day life, and that we need to identify them and adopt systems for minimising them. The Management Committee carries out regular risk assessments of the facilities & premises with a view to highlighting any potential hazards and taking the appropriate action or putting in control measures wherever necessary to ensure a safe and enjoyable environment. Areas considered include:

- slips and trips
- electrical & fire risks
- general property maintenance
- tennis courts
- club grounds and gardens, including equipment
- bar, lounge, kitchen and hall
- cloakrooms / changing rooms and shower
- security

Coaches are expected to carry out visual checks of the courts at the start of each coaching session, and any issues reported to the Tennis Captain (or anyone on the Management Committee). Areas considered include:

- Are the court areas and surroundings safe and free from obstacles?
- Is the area fit and appropriate for activity?

- Is any equipment used fit and sound for activity and suitable for the age group/ability/activity?
- Are the registers for juniors up to date with medical information and contact details?
- Are children provided with appropriate supervision depending on their age? It is recommended that children under the age of 13 are supervised by their parents/carers whilst at the Club and outside of any venue sessions, such as coaching or tennis camps.
- Does the coach have access to first aid facilities and are they appropriately trained?
- Are players appropriately dressed for the activity?
- Can emergency vehicles access the facilities and is there a working telephone (or personal mobile) available for use?

Club Maintenance

The courts, clubhouse and grounds are regularly maintained in order to ensure a safe environment for all users. Maintenance is regularly discussed at Management Committee meetings and the appropriate action taken for any issues raised; all details are recorded in the minutes or other paperwork.

The fixed electrical installation and emergency lighting are periodically inspected and tested, the boiler is serviced annually, and PAT testing is carried out at suitable intervals. Any personal electrical appliances used at the Club must be safe with no exposed leads. Trailing leads and adapters are limited as far as possible. Smoking is prohibited inside the building, and suitable receptacles are provided outside. All reasonable measures are taken against arson. Some portable heaters are used but these are properly maintained. The clubhouse is regularly cleaned and housekeeping is kept to a high standard. No particularly hazardous materials or substances are stored on the premises.

Any hazards introduced by outside contractors and building works will be considered and managed by the Management Committee before works commence.

Emergency Procedures & Escape Routes

In the event of a fire or other incident necessitating the need to evacuate the Clubhouse, there are three main fire exits, all clearly marked – either through the front entrance, the patio doors in the bar lounge or kitchen annexe. There is also an exit from the main hall although this is not specifically a designated fire exit as it is usually locked. The front entrance will remain unlocked whilst anyone remains on the premises.

The key to the exit in the Kitchen Annex is in a small round box beside the door.
The key to the bar patio doors is in a fire key box beside the doors.

There are two push button fire alarms, one situated just outside the kitchen area, the other near to the main entrance.

In case of a fire, If safe to do so, set off one of the fire alarms by pushing the red button before vacating the building.

The Club ensures that the fire extinguishers are properly maintained and checked at regular intervals. **They should only be used by those who have received appropriate training.**

Exit the building, go outside onto the pavement or onto the decked area beside court 5 and call the fire service on 999

During Saturday morning coaching, bar opening hours or social events, the patio doors are always to be unlocked. Should the kitchen annexe door be locked, a key is available by the door – break

the glass case affixed to the wall to access the key. The patio doors from the bar also have this facility.

Fire instructions and emergency contact details are located in the Clubhouse lobby area. Visual checks are carried out regularly by the Management Committee to ensure that escape routes are kept clear. Members are also expected to be vigilant and remove any obstructions if necessary.

First Aid

First Aid kits are kept in the lobby cupboard and kitchen, and 'cool cubes' are stored in the freezer. These are available to all members at any time. Carol Dunphy is responsible for overseeing first aid within the Club and she regularly checks and replaces supplies. If you use any first aid supplies please let Carol know so she can replace what was used. Please refer to the "Guidelines for Dealing with an incident or accident" on the noticeboard. Accident forms are available on the noticeboard if needed.

Playing Tennis

Tennis is a high impact, high speed sport so please warm up properly. Players must wear the appropriate clothing and footwear for playing tennis – this must be adhered to at all times. Failure to do so may result in prevention of play. The courts are regularly swept and maintained, however as soon as they are swept it is possible some leaves/debris may fall onto the courts. It is the players responsibility to ensure the courts are free of leaves and any debris and are fit for playing before play commences. Please ensure the playing surface is not too slippery or icy before commencing your game. If any player notices anything wrong with a court which could endanger themselves or others they are to stop play immediately. If it is safe to do so please try to deal with the issue and then report it to a member of the committee as soon as possible. Please do not commence play if there are any tennis balls, snow , ice or other objects on the court playing area. No chewing gum is allowed to be chewed whilst playing tennis, this is both dangerous to your health and a court maintenance problem. Please ensure all gum and any other litter is placed in the bins provided.

Sun Policy

In view of the dangers of over-exposure to the sun and ultra-violet (UV) radiation, Sanderstead Lawn Tennis Club will encourage and promote the importance of being sun safe to all. Parents / careers also have a responsibility to empower children.

When participating in any SLTC program (term or holiday), parents / careers are advised to promote sun safety by:

- Application of sunscreen twenty minutes prior to outdoor activities, and encouraging children to re-apply every two hours;
- Informing SLTC whether sunscreen can be re-applied to the child;
- Ensuring each child arrives at a program with hat and water;
- Acting as a role model by practising sun safe behaviours;

SLTC Tennis club will promote sun safety by:

- Maximising the use of shade in outdoor activities;
- Providing access to drinking water;

Keeping children without a hat or other sun protective equipment out of the sun as much as practicable;
Encouraging staff and children to use available areas of shade for outdoor activities;
Ensuring children are outdoors for no more than 2 hours at any one time as much as practice.

General Health and Safety Matters

1. The Club seeks to provide a secure environment for its members, contractors and visitors. To meet this objective, overall security of the Clubhouse and the grounds is periodically reviewed by the Management Committee. This includes taking appropriate measures to ensure that the Club's facilities are only being used by members, their guests and/or other legitimate users (eg. visiting teams, those competing in tournaments hosted at the Club, social events, private hires etc).
2. The Club ensures that its sports facilities (including court surfaces), public areas within the Clubhouse, equipment and electrical appliances, heating, water & gas supplies, etc. are properly maintained to the correct standards and that where required relevant safety certificates are issued.
3. Clubhouse security. Generally employees and/or other officials of the Club who may be present are responsible for securing the Clubhouse at night. If, however, you should find that you are the last person/group to leave, it is imperative that you ensure all windows and patio doors are fastened, all internal lights are switched off, blinds are closed and that the front door to the building is properly secure. Bar servers also need to ensure that the shutters and bar doors are securely locked.
The front gate has a key-pad lock, all members are given the code when they join. The code is not to be given out unnecessarily.
The gate and front door are to remain shut and not wedged open unless absolutely necessary, in which case it is to be shut again as soon as possible.
4. If, at any time, you should observe anything which gives cause for concern, this should be reported promptly to any member of the Management Committee.
5. If the matter giving concern appears to be more serious in nature or is an emergency, then please contact the appropriate emergency service or services immediately by dialling 999 and providing them with the name and address of the Club as set out below:
Sanderstead LTC, Penwortham Road, Sanderstead, CR2 0QS, Tel: 020-8660 2130.
6. Use of the kitchen – it is important that appropriate standards of hygiene are maintained when using the kitchen. Accordingly, please ensure that you have read the Food Standards Agency information sheet provided.
7. As the Club is an un-staffed facility, it is the individual responsibility of each member to inform those you are playing with of any known medical condition that you have that may require immediate assistance. All members must therefore ensure that all relevant contact numbers held by the club are correct and up to date. A full membership list with contact details is kept securely in the bar.

This Policy is reviewed every two years (or earlier if there is a change in national legislation).
This Policy is recommended for approval by the Club Management Committee.

Ian James
SLTC Chair
December 2022