

Brentwood Tennis Club Health & Safety Policy

1. Scope

The Brentwood Tennis Club (the 'BTC') is committed to providing a safe working, coaching, teaching and playing environment for all members, learners and any related third parties.

2. Committee Responsibilities

The Club President and the Executive Committee (Hon. Secretary & Hon Treasurer) with the approval of the wider committee, have overall responsibility for the implementation of the BTC Health & Safety Policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

3. Commitment Statement

BTC is committed to health and safety of all sub contracted services, club members, learners and any relevant third parties in the delivery of tennis services. All individuals have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to others. In order to promote health and safety, so far as reasonably practicable in the delivery of these services, BTC ensures that:

- All relevant individuals are provided with information, instruction, training and supervision as is necessary to ensure health and safety
- All relevant individuals are made aware of health and safety considerations including evacuation procedures and first aid
- All equipment is maintained to a safe standard across all areas of the club and can be used without risk to health and safety
- Risk assessments are completed annually

- Club coaches ensure that all accidents are managed, logged and reported to the Health and Safety Officer for investigation and future preventative action to be initiated. All information related to accidents are required to be maintained on file. Where an accident is deemed to be resultant of malpractice or maladministration; this is reported to the club secretary in line with the LTA's Malpractice Policy.
- Ensuring fire extinguishers are maintained in accordance with the manufacturer's guidelines and all Health & Safety notices are up to date and in situ.
- Ensuring that courts, access ways and changing rooms are clear of obstructions and litter.

4. Accident Reporting & Policy Statement

A safe and healthy environment is fostered through a partnership where all involved in BTC combine their efforts and share the responsibility for tennis related personal injury prevention and management. Early reporting is essential to this process and the Club has a specific accident reporting and investigation book that should be used in the event of an accident and incident.

Accident that takes place at Brentwood Tennis Club must be reported to a member of the BTC Committee by the coach or club member (as applicable) as soon as possible. Any accident that takes place at non-BTC premises (for example whilst playing away matches) must be reported to the venue in accordance with the applicable procedure as notified by the venue.

Addendum: The Club's first aid supplies are located in the kitchen & in the defibrillator is stored (charged ready for use) by the ladies changing room. Note: Pain relief should not be included in first aid kits. Special provision for treating allergic reactions should be the responsibility of the person with the allergy.