

Arklow Tennis Club Policy and Procedures

# Health & Safety Policy

April 2023

## Document History

Date	Description	Approved by	Version
16/04/2023	Document created	ALTC Committee	1.0

## Document Scope and Purpose

This document outlines the commitment of Arklow Lawn Tennis Club to providing a safe facility to allow members of all ages to enjoy tennis. Health and safety concerns will be regarded as paramount and resources made available annually as required to ensure this safe environment.

## Introduction

It is the duty of Arklow Lawn Tennis Club (the Club) Committee to ensure, as far as reasonably practicable, the health, safety and welfare of employees, volunteers, members and their guests whilst they are present at the club, in compliance with all relevant Club rules and legal requirements.

Employees, volunteers, members and guests have a duty to take reasonable care of their own safety and that of other persons who may be affected by their actions or omissions whilst they are at the Club or at one of its events.

Members of the Club must exercise full control and supervision over any children. Each employee and volunteer will be given such information and instruction as is necessary to enable the safe performance of activities. It is the duty of the Committee to ensure that all processes and systems are designed to take account of health and safety and are properly supervised at all times. Adequate facilities and arrangements will be maintained to enable employees, members and guests to raise issues of health and safety. Competent people will be appointed to assist management in meeting the Club's statutory duties including specialists from outside the Club. Every employee and volunteer must co-operate with the committee to enable compliance with all statutory duties.

The successful implementation of this policy requires total commitment from everybody. This policy will be regularly monitored at committee meetings to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes. Specific areas of risk are generically identified as contact with a high velocity ball especially on court or around the viewing areas. It is essential that players closely adhere to any instruction given to them by a marker or referee nominated to their match. The Club will not accept any liability for any injury caused by the players' prerogative not to wear eye protection or neglect to follow such instructions. The Club's Committee is responsible for ensuring the safety of spectators to the best of their ability, which includes keeping spectators away from netting and displaying suitable signs in the viewing area. All guests should be briefed by their hosts when taking up the game or having a one-off hit as to the inherent dangerous nature of the sport from contact with the ball. The Club holds a current public liability insurance policy to mitigate against any unforeseen event.

### Overall Responsibility

The Club Committee is ultimately responsible for all matters including those regarding health and safety.

### Organisational Responsibility

The committee is responsible for the following:

- ensuring that members and guests are aware of safety procedures
- ensuring that all its premises fixtures and fittings are maintained in good repair and safe working order
- establishing that all equipment used are suitable for the task and are kept in good working condition, this includes the regular servicing and maintenance of courts, lights and other facilities
- providing adequate training, information, instruction and supervision to ensure that events are conducted safely
- taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising
- ensuring that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors
- maintaining safe access and egress to the club building at all times
- ensuring a full risk assessment using the relevant template is carried out and recorded at least annually

### Member Responsibility

Members are responsible for the following:

- take reasonable care for their own health and safety and comply with all safety procedures advertised by the Club
- consider the safety of other persons who may be affected by their acts or omissions
- ensure that any guests or visitors they invite on to the host club's premises are made aware of their responsibilities towards health and safety
- exercise full control and supervision for any children
- refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- report any hazards or potential hazards in premises and equipment, or shortcomings in the existing safety arrangements, to a committee member without delay
- not undertake any activity for which authorisation has not been given

## First Aid

The Club will maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies. The Committee will ensure the professionals are fully trained in First Aid by recognised providers in accordance with statutory requirements. Identities of first aiders will be displayed in the clubhouse. The Club has provided a defibrillator located by the court.

## Emergency Procedures

Signage will give details of emergency procedures designed to deal with imminent danger and to allow employees, members and guests to move to a place of safety.

## Fire Emergency

### *Awareness*

Everybody who visits the court must be aware of what to do in an emergency, what will happen during the emergency and who will take critical actions and decisions. Signs showing exit routes, exits, location of equipment and location of assembly points will be prominently placed and well maintained.

Professionals and committee members present during an emergency are to ensure that club members and any visitors respond promptly.

### *Extinguishers*

Extinguishers are located in the Clubhouse. Red portable extinguishers which contain water should not be used on electrical fires or flammable materials.

### *Fire Alarm*

On hearing the continuous fire alarm, those present in the building are to leave the building immediately by the nearest fire exit; professionals and committee members to check that members and visitors have left the area. Areas such as toilets, changing rooms and isolated areas are to be checked by them provided it is safe to do so. Doors and windows to be closed if there is time. If the nearest exit route is blocked by smoke, those present are to leave by the alternative route. There are exits at either end of the building. Proceed to the fire assembly point which is at the car park to the right of the club entrance as you exit the club on the Coolgreaney Road.

Professionals/Committee members to ensure that members of the club and others who have evacuated do not cause an obstruction to the incoming fire brigade. Special consideration must be given to the evacuation and marshalling of children.

Professionals and committee members to account for occupants of the building at the assembly point after an evacuation to assist the Emergency Services with decisions about entering parts of the building which may be hazardous. At the assembly point, the person in charge must check that all persons known to be on the premises are accounted for. The person in charge of the assembly point must be informed if someone is suspected as still inside the building. Remain at the assembly point and await instruction. Be prepared to move to another assembly point if instructed.

## Information and Communication

The committee will be responsible for the dissemination of relevant information regarding health, safety and welfare to all members and any guests. Matters arising in connection with health and safety will be discussed at committee meetings, as a standing agenda item. A formal review of Health and Safety matters will be conducted on a regular basis.

## Risk Assessments

### Completing a Risk Assessment:

Those activities which entail a significant amount of risk that might result in injury or ill-health should be reviewed and recorded with an initial assessment of the degree of risk as follows:

**High Risk** - significant risk of serious accident resulting in permanent injury.

**Medium Risk** - substantial risk of injury or illness resulting in time lost at work.

**Low Risk** - moderate risk of injury requiring first aid treatment.

For activities rated as Medium or High Risk, a formal risk assessment must be completed and recorded. The Risk Assessment record will include:

1. Activity and Location Describe what is being assessed and its location.
2. Details of the Hazard(s) identified: A brief description of each hazard which is likely to occur, limited to what is likely and may have consequences that would be of concern.
3. People at risk: Should be fairly obvious but also consider young people (employees and members), guests, disabled and temporary employees.
4. Precautions already taken to reduce the risk. There is a hierarchy of risk reduction, the higher the risk, the more stringent the action required to remove or reduce it.
  - Elimination - remove it all together?
  - Reduction - reduce the risk by using more efficient protection?
  - Information - are instructions, signs, training, adequate?
  - Controls - are the rules adequately understood by the people at risk?
  - Protection - last option implying contact with hazard - may be only one available.

If the answer is NO to the question "Are the measures in place adequate?" i.e. foreseeable and reasonable, then further actions are required.

### 5. Further actions/precautions planned:

- Go back to the list of precautions in section 4 and select the most appropriate option that you consider will reduce the risk to a reasonable level.
- Notify those who need to know of any findings of the Risk Assessment.
- Review the Risk Assessment periodically or after a significant change or after an incident which might influence thinking about the assessment