HEALTH AND SAFETY POLICY STATEMENT

Riverside Tennis Club is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern.

HEALTH AND SAFETY POLICY

INTENT:

- Meet all the requirements of the Health and Safety at Work Act 1974 (HSWA), comply with all relevant legislation.
- Provide playing conditions which will ensure, so far as is reasonably practicable, a healthy and safe environment.
- Provide appropriate H&S training and resources to enable the application of this policy statement.

THE COMMITTEE HAS A DUTY TO:

- Undertake regular, recorded risk assessments of the club premises and all activities undertaken by the club. The coaching team will complete facility checks prior to each coaching session
- Create a safe environment by putting health and safety measures in place as identified by each assessment.
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that all members are aware of, understand and follow the club's health and safety policy.
- Appointing a competent club member to assist with health and safety responsibilities.

- Ensuring that normal operating procedures and emergency operating procedures are in place and known by all members.
- Providing access to adequate first aid facilities, and qualified first aiders at all Coach led sessions
- Reporting any injuries or accidents sustained during any club activity or whilst on the club premises to our insurers and health and safety advisors, as appropriate
- Ensuring that the implementation of the policy is reviewed regularly and monitored for effectiveness at least annually.

AS A CLUB MEMBER YOU HAVE A DUTY TO:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do, or not do.
- Take responsibility for your own fitness to play and ensure you only partake in activities within your own physical limits.
- Co-operate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety or welfare.

ARRANGEMENTS

Riverside Tennis Club's policy aim is to provide and maintain safe and healthy playing and social conditions for all players, volunteers and members and visitors whilst on our premises. It is the duty of all members to familiarise themselves with the arrangements detailed below and to play their part to effectively implement our Health and Safety Policy.

1. CONTRACTORS

a. All contractors are to be made aware of any hazards that exist in their workplace or areas.
b. Where appropriate they are to be made aware of any risk assessments that may apply to complete their activities.

2. FIRST AID:

a. A defibrillator is located on the outside of the club house for emergency use.
b. The code for the defibrillator is available in the floodlight box and on the notice board inside the clubhouse with instructions

c. First aid facilities are located within the clubhouse and are clearly marked.

d. For emergency treatment Salisbury Hospital Accident and Emergency is approximately 3.5 miles away, ambulance service response time 20 minute+.

e. Location of Telephones: Mobile phones are carried by all coaches and committee members.

3. RESPONSIBILITY

a. The Committee has overall and final responsibility for Health and Safety.

b. All members have the responsibility to co-operate and achieve a healthy and safe environment and to take reasonable care of themselves and all other members.

4. ACCIDENTS

a. A First Aid box is kept inside the Club House fixed to the wall.

b. Any member who uses the first aid Kit and notices a discrepancy should report it to the Health and Safety Lead, or any Committee member.

c. The Health and Safety Lead is in charge of first aid. A list of all First Aid trained persons is be displayed in the Club House.

All accidents must be reported using the Accident Reporting Form on the Riverside website: 'Reporting tab'. (A QR code is available next to the first aid box in the clubhouse).

5. FIRE SAFETY

a. All members must familiarise themselves with the location of fire extinguishers, alarms and exits.

b. Should a serious fire develop, members should not tackle the blaze themselves, you must immediately call the Fire Brigade, vacate the premises, do not return to the premises (vacate to the carpark)

c. The fire door between the clubhouse and the changing facilities must be kept closed at all times.

d. All members have a duty to ensure that all passageways and escape routes are kept clear.

e. Equipment must be tested and maintained in accordance with any Fire Risk Assessment.

6. HOUSEKEEPING

a. Whilst there are designated Committee Members, it is everyone's duty to play their part by keeping the premises clean, neat and tidy.
b. Anyone noticing spilt water, overflowing bins, or untidy surfaces, should clean the areas up.
c. Anyone noticing damage to either building or equipment should report the matter immediately to the Committee using the 'Issues Reporting Form' on the Riverside Website 'Reporting Tab'.
d. Faulty electrical appliances can be particularly dangerous. Broken plugs, frayed wires etc should be reported immediately to the Committee using the Issue Reporting Form on the Riverside Website 'Reporting Tab'.

7. LADDERS

a. Ladders must not be used when alone at the club.
b. Care must be taken when using the ladder up to the mezzanine and should only occur with a second person present.

8. GARDENING, CLUB HOUSE DIY & COURT MAINTENANCE

a. Training should be given before use of machinery.
b. Work should be carried out with another person present.

9. CAR PARK

The Car park is a traffic route and as such care must be taken when exiting the club house and car park.

Care must be taken when driving into and exiting from the car park, be vigilant for children crossing the car park and keep speed to less than 5 miles an hour.

Members must park responsibly in the car park and not block or cause to be blocked any traffic routes. Emergency access must be maintained at all times

Members are advised to dismount their bikes rather than cycle across the car park due to the nature of the car park surface.

10. MANUAL HANDLING

Before attempting to lift a load, assess its size and shape, obtain assistance if required. Check there is sufficient space to make the lift and space to reposition the load as required.

Stand correctly, with a straight back and your chin tucked in, close to the load you are to lift. Your feet should be apart with one foot in front of the other facing the intended direction of travel.

Lift with your knees bent and use your legs, not your back, as the lifting power. Make sure you have a good grip on the load before lifting and don't change your grip once carrying.

Don't allow the load to obstruct your field of view if it is too large seek assistance. Set the load down gently – again keep your back straight and knees bent.

11. PORTABLE ELECTRICAL EQUIPMENT

All portable electrical equipment used at the Club premises or on court shall be regularly Portable Appliance Tested (PAT). All members and volunteers must look critically at the electrical equipment which they use and check for signs of wear and tear or damage. Any damage should be reported to the Committee using the Issue Reporting Form on the Riverside Website 'Reporting Tab' and the equipment should be labelled as faulty and taken out of use to be repaired. All maintenance records should be kept up to date and readily available.

12. WEATHER

- The Committee will determine whether the courts should be open in case of extreme temperatures.
- The coaching team will determine whether or not coaching sessions will go ahead in case of extreme temperatures, bad weather conditions or slippery courts.
- Individuals must take responsibility for playing on frosty/icy courts/in wet weather conditions/in hot weather and do so at their own risk. Particular care should be taken in autumn when sycamore seeds fall. Play should not take place during lightening.

13. VARIOUS

- Personal Items - Any item or property left in the Pavilion or on the Courts is at the owner's own risk. Owners must take all items of clothing and other personal effects (including water bottles) with them when they leave.
- Lost property will be retained for one month and then either taken to charity, or disposed of.
- Car parking – Members and visitors cars are parked at the owners' risk.

Policy Agreed by the Committee on 11th November 2026

Review Date: 11th November 2029