

Rother Meads Tennis and Games Club - Health & Safety Policy

Policy Statement

Rye Lawn Tennis Club is committed to ensuring the health and safety of all members, visitors, guests, officers, volunteers, and coaches while on the Club's premises. We expect everyone associated with the Club to share this commitment.

The Club will:

- Appoint a Health & Safety Officer.
 - Ensure the Club's environment is safe and free from avoidable risk.
 - Provide safe entry and exit to all courts and buildings, with appropriate signage and instructions.
 - Provide and maintain First Aid facilities.
 - Supply appropriate safety equipment for officers, coaches, and volunteers.
 - Maintain a safe playing and social environment for all users.
 - Minimise accidents and incidents by carrying out regular risk assessments.
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Responsibilities

Executive Committee

- Holds overall responsibility for Health & Safety within the Club.
- Ensures appropriate policies, procedures, and resources are in place.
- Receives reports from the Health & Safety Officer and acts on them.

Board Meetings

- Health & Safety will be included as a standing agenda item at all Board Meetings to review current issues and ensure Club policies remain sufficient and up to date.

Health & Safety Officer

- Takes day-to-day responsibility for implementing this policy.
- Maintains records of accidents and incidents.
- Oversees inspections, maintenance, and risk assessments.

Members, Visitors, and Coaches

- Must take reasonable care of their own health and safety, and that of others.
 - Must follow the Club's guidance, rules, and signage.
 - Must report any hazards, accidents, or concerns immediately to a member of the Executive Committee.
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Accident and Incident Reporting

- All accidents and incidents must be recorded in the Club's **Accident Book**, which is kept **in the drawer of the console table by the main entrance to the clubhouse**.
 - Records should include: how, where, why, who was involved, and any first aid given.
 - No oral medication should be given, except by the injured person themselves.
 - Serious incidents or emergencies must be reported immediately to the emergency services and then to the Health & Safety Officer or Executive Committee.
 - **First Aid boxes** are checked and restocked regularly. They are available in two locations:
 - **The Pavilion**
 - **The Clubhouse by the main entrance**
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Facilities and Court Safety

The Club is committed to providing safe, well-maintained facilities:

- Court surfaces and surrounds will be kept in safe condition.
- Grounds will be kept free from potholes and trip hazards.
- Fencing will be secure and compliant with local authority requirements.

- Damaged or unstable ground will be fenced off until repaired.
 - Inspections will be carried out regularly, with particular attention during adverse weather.
 - Hazardous substances (e.g. cleaning materials, paints, weed killers, fertilisers) will be securely stored and used only by persons trained in their safe handling.
 - A member of the Executive Committee will be responsible for leading maintenance, supported by the Health & Safety Officer.
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Risk Assessment Policy

- The Club will carry out a **formal annual risk assessment** as part of its LTA registration. Additional event-specific risk assessments will be carried out for tournaments, Open Days, and other activities.
- **Event organisers** are responsible for carrying out their own risk assessment for any event they run at the Club. If guidance or support is required, they should contact the Health & Safety Officer.
- Members, visitors, and coaches are expected to remain vigilant and not use facilities they consider unsafe. Any hazards must be reported immediately to a member of the Executive Committee.

Risk assessments will consider:

- Is the area and its surroundings safe and free from obstacles?
 - Is the area suitable for the activity?
 - Is the equipment fit for use and appropriate for the age/ability of participants?
 - Are members appropriately attired for the activity?
 - Can emergency vehicles access the facilities?
 - Do coaches, volunteers, and members have access to health & safety information?
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Review

This policy will be reviewed annually by the Executive Committee, or sooner if required by changes in law, guidance, or the Club's operations.

Last updated: August 2025