

## **Histon Tennis Club Health & Safety Policy**

The club does not employ staff to undertake daily oversight of the courts, equipment and supervision of players and the Committee relies on members and users of the facilities to identify and inform them of any issues which may need to be addressed.

### **RISK ASSESSMENT**

At all times, members should appraise the risk and satisfy themselves that the courts are safe and wear appropriate tennis footwear with adequate grip.

A regular risk assessment will be undertaken annually in March to ensure that the premises and equipment are safe and suitable for play. This includes the club's First Aid kit, which must be reviewed and updated annually.

### **GENERAL**

Notices have been affixed to the notice board and courts asking that all club members wear appropriate clothing and footwear on the courts and that they check that the court is suitable for play. If there is a problem with the premises or equipment then members are asked not to use them until the problem has been rectified and inform a member of the Committee as soon as possible in order that the problem can be rectified.

### **WHAT TO DO IN AN EMERGENCY**

HTC is an un-staffed facility and it is therefore 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.

There is no public telephone at the club so members and other club users should ensure they have a mobile phone to contact the emergency services should the need arise.

Coaches are required to hold up to date first aid certificates, first aid kits and mobile phones.

### **In the event of an Accident or Emergency**

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying
- If the injury is minor, alert a first aider to take appropriate action
- A first aid kit is in the club room and available for use when the club room is open. Please sign the First Aid book to report all incidents
- If the injury requires specialist treatment, call the emergency services
- A defibrillator is located on the exterior wall of the Pavilion
- If the injury has occurred during a junior group session, ensure the rest of the group are adequately supervised
- Do not move someone with major injuries – wait for the emergency services
- Contact the injured person's parent/carer (if appropriate)
- Download the Accident/Incident Report Form ([https://histontennisclub.co.uk/Policies/AccidentIncident/htc\\_accident\\_and\\_incident\\_report\\_form.pdf](https://histontennisclub.co.uk/Policies/AccidentIncident/htc_accident_and_incident_report_form.pdf)) and pass or email to a committee member as soon as possible.

Nearest Accident and Emergency Department: Addenbrookes Hospital, Hills Rd, Cambridge CB2 0QQ

Club Location: Histon & Impington Recreation Ground, 30 New Rd, Impington, Cambridge CB24 9EL

### **CHILDREN**

Children using the club's facilities do so subject to appropriate parental permission. Parents have a duty to inform those supervising children during organised activities of any relevant health information in relation to their child. Parents also have a responsibility to ensure that their child behaves in an appropriate way and does not do anything which may endanger themselves or other users.

### **MAINTENANCE**

Anyone undertaking maintenance work should ensure they wear appropriate personal protective equipment.