



CRAIG-Y-DON COMMUNITY TENNIS CLUB HEALTH AND SAFETY POLICY STATEMENT

1. Scope

This document contains the guidance and procedures that Craig-y-Don Community Tennis Club (CCTC) has introduced to meet the requirements of the Health and Safety at Work Act. It contains:

- a. CCTC's Health and Safety Policy Statement (Appendix 1).
- b. The organisation for Health and Safety Management at CCTC.
- c. A Risk Register which identifies a wide range of hazards associated with the activities of CCTC (Appendix 2).
- d. Risk Assessments for the hazards identified in the Risk Register (Appendix 3 and 4).

Guidance for dealing with Emergencies and on First Aid is set out in the Accident & Emergency Procedure.

2. Organisation for Health and Safety

The ultimate responsibility for health and safety lies with the Management Committee. The Committee is responsible for the day to day supervision and the preparation/review of Risk Assessments. The person designated as the Health and Safety Officer is **Richard Mercer**.

A Health and Safety Document containing all necessary procedures and documents will be produced and available in the Tennis room and on our website. Included will be

- a. The CCTC Health and Safety policy statement signed by the Club Chairman.
- b. The organisation for managing safety at the club.
- c. The Risk Register and Risk Assessments.
- d. A Code of Conduct which sets out the standards by which the club will expect its members, their guests and members of the public to adhere to.
- e. Procedures/Guidance on:
 - i. Electrical equipment.
 - ii. Emergency guidance and procedures
 - iii. Accident/Incident reporting form
 - iv. First aid guidance and accident log
 - v. The Code of Conduct – Seniors and Juniors
 - vi. A Maintenance Register be produced which will act as a log of all maintenance work carried out.
 - vii. Any other appropriate document or procedure.

3. Risk Assessment Policy

Craig-y-Don Community Tennis Club will carry out a full annual risk assessment of the facility with a view of highlighting potential hazards and taking the appropriate action wherever necessary to ensure a safe and enjoyable environment.

The Health and Safety Officer is responsible for reporting to the Management Committee on such issues. If a member/user wished to report a hazard or potential hazard, contact him.

Equipment and site maintenance will be an item on the agenda for each Committee

meeting. Any issues are raised and the appropriate action taken; all details will be listed in the minutes.

Risk assessments will include the following for consideration:

- a. Are surroundings safe and free from obstacles?
- b. Are the courts and any other area fit and appropriate for activity?
- c. Is the equipment fit and sound for activity and suitable for age group/ability?
- d. Are contact details available for parents/guardians/partners?
- e. Are players appropriately attired for the activity?
- f. Is a working telephone available with access to emergency numbers?
- g. Do volunteers, staff, coaches and members have access to information relating to health and safety?
- h. Are emergency procedures published and accessible?

4. Review

This document will be reviewed annually.

Signed Chairman:

A handwritten signature in black ink, appearing to read 'B. M. ...', with a horizontal line underneath.

25/01/2020

**Craig-y-Don Community Tennis Club
Health and Safety Risk Register**

Prepared by	Richard Mercer	Reviewed	22/01/2020
Approved by	Brian Davies	Approved	22/01/2020

This document is a list of health and safety risks/hazards that may be appropriate to CCTC. The list can be added to or reduced as required. A risk assessment may be required for each hazard and those that have been ticked below indicate that a risk assessment is appropriate and one has been prepared.

1 Hazards inside the Tennis room			2 Hazards outside Tennis room (non tennis play)		
1.1	Electrical equipment	√	2.1	Switching on floodlights at meter cupboard.	√
1.2	Electrical installation and fuses boxes	√	2.2	Climbing fences by members of the public to access courts when locked e.g. to retrieve football	√
1.3	Slip / trip / fall hazards – wet floor, untidiness	√	2.3	Poor fence and court maintenance	√
1.4	Fire, hot liquids hazard.	√	2.4	Tidiness on and off court areas – debris, drink bottles, loose boards, stones etc	√
1.5	Food hygiene	√			
3 Hazards whilst playing tennis			4 People and Organisational Hazards		
3.1	Poor playing surface	√	4.1	Lack of information, training or instruction	√
3.2	Hard or sharp objects on court	√	4.2	Poor activity planning or preparation and delivery	√
3.3	Weather conditions making court surface slippery.	√	4.3	Ignorance of rules and / or code of conducts	√
3.4	Collisions / Conflict with surrounding objects or people	√	4.4	Unsafe behaviour or attitude	√
3.5	Impact from rackets or balls during play	√	4.5	Lack of appropriate first aid equipment and trainers	√
3.6	Personal injury – fracture / sprains / cuts	√	4.6	Lack of fire extinguishers	√
3.7	Injury by treading on tennis balls	√	4.7	Poor safety control from coach	√
3.8	Differing skill levels between players	√	4.8	Poor safety awareness from players	√
3.9	Inadequate level of physical fitness / strength	√	4.9	Aggression between players	
3.10	Medical conditions of players	√	4.10	Aggression from crowd / public	
3.11	Inappropriate use of rackets	√	4.11	Community Centre Liaison	√

**Craig-y-Don Community Tennis Club
Health and Safety Risk Assessment**

Assessed By	Richard Mercer	Date	24/01/2020
Reviewed By	Brian Davies	Date	24/01/2020

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/Medium/High Risk	Further Controls Required?	Who by?	By When?
1	Hazards inside the Tennis room and Centre						
1.1	Electrical equipment inside Tennis room	Defective equipment could cause electrical injuries.	Appliance inspection every 12 months and testing every two years. carried out by community centre and tennis club	Low	Copies of Inspection certificates filed with centre register	RM	May 2019
1.2	Electrical installation including floodlights meter	Defective equipment could cause electrical injuries.	Electrical inspection and testing every 12 months. To be carried out by a competent person as required by Electricity at Work Regulations.	Low	Copies of Inspection certificates to be filed with register	RM	Up to date
1.3	Slip / trip / fall hazards – wet floor and untidiness in Tennis room.	Personal injuries	Notice in Tennis room regarding tidiness and clearing up.	Low	No		Updated 22/01/2020
1.4	Fire, hot liquids hazard in Tennis room and kitchen.	Personal injuries – burns and scolds.	Guidelines regarding use of cooking equipment. Notice in Tennis room	Low	Copy of Guidelines for cooking equipment in the room. Displayed.	R.M	Updated 22/01/2020
1.5	Food and general hygiene in Tennis room.	Stomach upsets	Guidelines in tennis room. Notice in Tennis room.	Low	Copy of guidelines for cooking and eating food. Use of equipment in the room. Displayed.	R.M.	Updated 22/01/2020

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/Medium/High Risk	Further Controls Required?	Who by?	By When?
2	Hazards outside Tennis room (non tennis play)						
2.1	Floodlights Posts/Lights. Switching at Isolation cupboard.	Electrical injuries	Test every 2 years inspection yearly. Equipment housed in electrical meter cupboards. Electrical inspection report dated.	Medium	Check no damage is occurring to cabinets and equipment due to vandalism. Inspection report with register.	R.M.	Visual As required Test every 2 years
2.2	Climbing fences by members of the public to access courts when locked e.g. to retrieve a ball	Injury as a result of falling	Place notices stating that a key is available at the Com Centre.	Low	Liaise with Com Centre.	R.M.	As required
2.3	Poor fence and court maintenance	Injury as a result of sharp objects and/or poor surface.	Regular maintenance inspection	Low	Record inspections in register	R.M.	Visual As required
2.4	Tidiness on and off court areas – debris, drink bottles, running along corridors in centre	Trips, slips cuts and other personal injuries.	Regular inspection. Centre health and safety policy	Low	Refer Code of Conduct for members and guests. Copy on Website.	R.M.	Visual As required

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/Medium/High Risk	Further Controls Required?	Who by?	By When?
3	Hazards whilst playing tennis						
3.1	Poor playing surface	Poor playing surfaces could cause ankle and leg injuries for players, and could make both training and matches dangerous and unsafe	Proper tennis footwear to be worn at all times both when playing. Courts to be maintained to a high standard to avoid uneven surfaces.	Medium	Enter maintenance details in register. Refer Code of Conduct for members and guests. Copy on Website.	R.M.	Updated 22/01/2020
3.3	Weather conditions making court surface slippery.	Slippery playing surfaces could cause ankle and leg injuries for players, and could make both training and matches dangerous and unsafe	Proper tennis footwear to be worn at all times both when playing. Courts to be maintained to a high standard to allow water to drain and to prevent water retention.	Medium	Refer Code of Conduct for members and guests. Copy on Website.	R.M.	Updated 22/01/2020
3.4	Collisions with surrounding objects, people or Light Posts	Injury	Padding to light posts. Players to concentrate and play responsibly. First aid on hand.	Low	Refer Code of Conduct for members and guests. Copy on Website.	R.M.	Updated 22/01/2020
3.5	Impact from rackets or balls during play	Injury	It is left to the players to concentrate and play responsibly. First aid kit in clubroom. Any dangerous behaviour by any player shall be reported to the chairman or committee member.	Low	Display Code of Conduct for members and other players to follow. Copy on Website.	R.M.	Updated 22/01/2020
3.7	Injury by treading on tennis balls	Injury	It is left to the players to concentrate and play responsibly. First aid on hand.	Low	Display Code of Conduct for members and other players to follow. Copy on Website.	R.M.	Updated 22/01/2020
3.9	Inadequate level of physical fitness / strength	Injury, initiate various medical conditions	It is left to the players to play within their own physical limits.	Low	Display Code of Conduct for members and other players to follow.	R.M.	Updated 22/01/2020

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/Medium/High Risk	Further Controls Required?	Who by?	By When?
3.10	Medical conditions of players	Injury	It is left to the players to play within the limits of any medical condition they may have. They should inform the club chairman of any medical condition.	Low	Display Code of Conduct inform members and other players to follow. Copy on Website.	R.M.	Updated 22/01/2020
3.11	Inappropriate use of rackets	Injury	It is left to the players to concentrate and play responsibly. First aid on hand. Any dangerous behaviour by any player shall be reported to the chairman or committee member.	Low	Display Code of Conduct inform members and other players to follow. Copy on Website.	R.M.	Updated 22/01/2020

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/Medium/High Risk	Further Controls Required?	Who by?	By When?
4	People and Organisational Hazards						
4.1	Lack of information, training or instruction	Ignorance can lead to accidents	Prepare information on appropriate areas including: Guidelines, code of practice to include section on health and safety, maintenance register and first aid register.	Low	No		
4.3	Ignorance of rules and / or code of conducts	Ignorance can lead to accidents	Ensure that all members sign up to the code of conduct as part of their membership requirements and copies are on the Club Notice Board	Low	No		
4.4	Unsafe behaviour or attitude by players	Could lead to accidents	Any dangerous behaviour by any player shall be reported to the chairman or committee member.	Low	No		
4.5	Lack of appropriate first aid equipment and trainers	Could lead to unnecessary injuries	Review first aid kit. Six first aiders.	Low	No		
4.6	Fire	Could lead to destructive fire	Fire evacuation procedure displayed in Tennis room	Low	No		
4.11	Community Centre Liaison	Ignorance by the Com Centre could lead to accidents	Maintain good relationship. Regular meetings. Make them aware of the Codes of Conduct.	Low	No		

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/Medium/High Risk	Further Controls Required?	Who by?	By When?
Hazards specific to junior group coaching sessions							
5.1	Inadequate supervision	Could lead to injury	Discuss with professional coach. Review current requirements – experience, qualification, CRB check	Low	No		
5.2	Inexperienced and/or unqualified coach	Could lead to injury	Discuss with professional coach. Review current requirements – experience, qualification, CRB check	Low	No		
5.3	Inappropriate footwear	Could cause ankle and leg injuries for players	Proper tennis footwear to be worn at all times both when playing.	Low	No		
5.4	Group too large	Could lead to injury	Discuss with professional coach. Review current requirements – experience, qualification, CRB check	Low	No		
5.5	Poor safety control from coach	Could lead to injury	Discuss with professional coach. Review current requirements – experience, qualification, CRB check	Low	No		
5.6	Poor safety awareness from players on courts and centre	Could lead to injury	Make aware Code of Conduct – persistent offenders should be expelled.	Low	No		
5.7	Aggression between players	Could lead to injury	Make aware Code of Conduct – persistent offenders should be expelled.	Low	No		
5.9	Inappropriate/uncontrolled use of rackets	Could lead to injury	Make aware Code of Conduct – persistent offenders should be expelled.	Low	No		

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/Medium/High Risk	Further Controls Required?	Who by?	By When?
5.10	Debris left on court/in Tennis room after session e.g. drink bottles and cans	Could lead to injury	Coach to ensure that all debris cleared at end of session. Included in Code of Conduct.	Low	No		
5.11	Inappropriate behaviour	Could lead to injury	make aware of Conduct – persistent offenders should be expelled.	Low	No		

ACTIVITY VENUE CYD Tennis Club

DATE: 21/01/2020

ASSESSOR: Richard Mercer

HAZARDS IDENTIFIED	RISK AND TO WHO?	ACTIONS ALREADY IN PLACE	RISK RATING	FURTHER MEASURES TO BE TAKEN TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL
Qualifications of Coaches / Staff	Participants, coaches & staff	Head coaches must have a minimum Level 2 wheelchair sport coaching qualification OR relevant experience within wheelchair tennis.	1	Advice should be sought from Disability Sport Wales Development Officer regarding any issues with qualifications.
Assembling and use of wheelchairs	Participants, coaches & staff	Coach / Staff in charge will assemble and check wheelchair before participants take part in a session.	3 – 4	The wheelchairs will be maintained on a regular basis and any chairs that are not safe to use will be isolated and not used during the session.
Condition of activity area: dusty, slippery, wet, uneven or damaged flooring.	Participants, coaches & staff	Inspection of the floor to ensure it is safe to run the session.	3 – 4	Any hazardous areas are marked off clearly.
Any obstructions i.e. walls, fencing, benches, chairs, equipment, bags surrounding the activity area.	Participants, coaches & staff	Removal of any items a safe distance from around the sides of the activity area. Spectators to sit in designated areas and viewing gallery. Access to Qualified First Aider, First Aid Kit and Telephone.	3 – 4	Remove or request remove any obstructions from the court. Stop the session if required.

RISK ANALYSIS	NO INJURY	MINOR	MAJOR	FATALITY
UNLIKELY	1	2	3	4
POSSIBLE	2	4	6	8
PROBABLE	3	6	9	12
CERTAIN	4	8	12	16

RISK RATING **1 – 5** LOW RISK
RISK RATING **6 – 9** MEDIUM RISK
RISK RATING **10 – 16** HIGH RISK

HAZARDS IDENTIFIED	RISK AND TO WHO?	ACTIONS ALREADY IN PLACE	RISK RATING	FURTHER MEASURES TO BE TAKEN TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL
Collision with other participants or falling out of wheelchairs.	Participants, coaches & staff.	<p>Recognised coaching methods used.</p> <p>Wheelchairs to move in the same direction.</p> <p>Group supervision and control.</p> <p>Match participants in groups appropriate to age and ability.</p>	4 – 6	<p>Ensure good group control and include in briefing session.</p> <p>Anti-tip devices used for beginners.</p> <p>Tyre pressures to be appropriate.</p>
Sprains and other injuries, trapping fingers in wheels.	Participants, coaches & staff.	<p>Players should warm up and down appropriately for the session.</p> <p>Instructions should be given on how to push the wheelchairs to avoid or minimise chance of trapping fingers.</p> <p>A first aid kit is on hand at the Tennis Centre room.</p> <p>Players with injuries or medical complaints should make these known to the coach before hand.</p>	4 – 6	<p>Specific programmes and warm up routines are put in place for individuals dependant on specific medical conditions.</p> <p>Gloves can be worn to help protect fingers.</p>
Exercise induced asthma	Athletes with asthma.	Those at risk should have their inhaler with them and they or their care/support should know how to use it.	3 – 5	<p>Coaches, volunteers and the individual monitor those players with asthma and give appropriate rest periods.</p> <p>If necessary stop the session for that individual to offset any asthmas attacks.</p>

HAZARDS IDENTIFIED	RISK AND TO WHO?	ACTIONS ALREADY IN PLACE	RISK RATING	FURTHER MEASURES TO BE TAKEN TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL
Dehydration / Exhaustion	Participants, coaches & staff.	Participants, coaches & volunteers bring appropriate fluids to prevent dehydration. Appropriate rest breaks given.	3 – 4	Individuals ask for water from the Centre if necessary. Individuals sit out of sessions if required.
Transferring into racing wheelchair	Participants, coaches & staff.	Use appropriate method dependant on functional ability.	3 – 4	Transfer from standing, seated or floor position. Appropriate assistance from handler if required. Utilise anti-tip device if required for extra stability of racing wheelchair.
Risk of pressure sores or bruising from the racing wheelchairs.	Participants.	Use or appropriate sitting techniques and coaching. Footplates to be utilised for participants unable to sit in the kneeling position. Appropriate use of strapping.	3 – 4	Use of foam padding on any of the frame where pressure may cause injury.
Impact from rackets or balls during play.	Participants, coaches & staff.	Coaches oversee the session and all participants play the game responsibly. Coaches intervene if necessary and stop inappropriate behaviour.	3 – 4	Code of conduct abided by with behaviour sanctions enforced if necessary.
Inappropriate use of Rackets.	Participants, coaches & staff.	Coaches oversee the session and all participants play the game responsibly. Coaches intervene if necessary and stop inappropriate behaviour.	3 – 4	Code of conduct abided by with behaviour sanctions enforced if necessary.