



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).

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 this could include additional Covid-19 procedures.
- 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. Could include Covid-19 data sheet.

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. Allan Davies



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11/11/2025