



Gorleston Lawn Tennis Club  
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## **Health and Safety/Maintenance Policy – Gorleston Lawn Tennis Club (GLTC)**

Proper management of health and safety issues starts with identifying potential hazards. Our policy includes the following checklist to assist in the identification of hazards but it cannot be regarded as exhaustive.

Any concerns about hazards which are not covered by this data sheet should firstly be queried with the appropriate supplier.

Please see the key areas below and consider the points listed:

### **Clubhouse Facilities**

- Toilet, changing and showering facilities will be adequate and private.
- Cleaning and maintenance arrangements will be adequate for promoting hygienic facilities.
- Damaged tiles will be repaired promptly.
- Harsh disinfectants and dangerous combinations of cleaning materials will be avoided.
- Arrangements will be in place for removal of sanitary waste. They will be sufficiently secured, to prevent
- access by children as well as other intruders/trespassers.
- If prompt repairs are required, contact the Chairman as soon as possible.
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### **Courts and external facilities**

- The Club grounds will be kept free from potholes and trip hazards.
- Fencing will be maintained in a secure condition.
- Where barbwire exists, it will be properly signed and secured to prevent accidental injury.
- Fencing will meet Local Authority requirements.
- Flood light posts will be designed to prevent climbing.
- Mobile scaffolding will be used for replacing floodlight bulbs. Old bulbs will be securely wrapped in newspaper
- when they are discarded.
- Floodlights will be checked for electrical safety on a regular basis.
- Damaged or unstable ground surfaces will be fenced off.
- Periodic assessments will be carried out regarding the safety of different playing and pedestrian surfaces
- during different weather conditions.
- Potential hazards will be prominently advised to members and guests.

## **Fire safety**

- The Committee will carry out periodic fire risk assessments and correct any defects found.
- The clubhouse entrance/exit door will be kept clear of obstructions and be easy to use?
- Any fire extinguishers will be checked by a 'competent' person on an annual basis.
- Observations/checks will be recorded in a suitable register.

## **Accidents**

- An adequate first aid box and sufficient /suitably trained personnel will be maintained.
- The Data Protection Act compliance accident book will be maintained and reviewed regularly.
- Accidents will be reported to the appropriate authority by a Committee member.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 requires an accident report to the enforcing authority, where a member of the public sustains an injury resulting from possible errors on behalf of the place to play, if this results in them attending hospital on the day of the incident. The report can be made via the Incident Contact Centre (ICC) or by other means.

## **General Housekeeping**

- Adequate cleaning arrangements will exist and areas will be marked off when floors are wet.
- Hazardous substances, such as cleaning materials, paints, weed killers and fertilisers will be securely stored
- and only used by persons properly trained in their use. They will be aware of the dangers of mixing certain
- cleaning materials.
- Non-hazardous alternatives will be used wherever possible.
- Cleaning standards will be sufficient for the protection of health and safety.
- Slipping or tripping hazards will be avoided.
- Areas where food is prepared will be maintained in an hygienic condition.
- Members will be advised about appropriate footwear for various playing surfaces.
- Adequate assessments will be carried out on any hazardous materials in use at the Clu and adequate control
- procedures put in place to prevent abuse, misuse and risk to health.
- Written assessments will be available for such items, which will be kept secure to avoid unauthorised access.

## **Additional areas considered**

Other issues may arise that may not necessarily be regular occurrences, such as external contractors, hot work, site safety and waste disposal. Appropriate measures will be taken to maintain safety at the Club accordingly.

## **Practical application of risk assessments**

Risk assessments will be carried out by the Committee before a new activity takes place or when an existing activity changes significantly. A member of the management committee/management team will be selected to lead on and be responsible for 'maintenance' to identify, report and address any maintenance issues.

The initial standard risk assessment of the facility in the first instance will be reviewed annually. The risk assessment combined with a structured procedure for highlighting and reporting new potential hazards should ensure the facility remains a safe environment for members and users. Details of who to phone to report an issue will be displayed on the Club notice board.

Any hazards identified will be prioritized for action. The level of risk may be judged using the skills and knowledge of Club members, but further research will be made if it is an area that requires specialist knowledge. Maintenance will be an item on the agenda for management committee/management meetings, with issues being raised and the appropriate action taken.

Areas considered for a standard risk assessment will be:

- Is the area and surroundings are safe and free from obstacles?
- Is the area fit and appropriate for activity?
- Is the equipment fit and sound for activity and suitable for age group/ability?
- Is the performers' register is up to date with medical information and contact details?
- Are performers appropriately attired for the activity?
- Can emergency vehicles access facilities?
- Is there a working telephone is available with access to emergency numbers?
- Are emergency access points checked and operational?
- Are evacuation procedures are published and posted somewhere for all to see?
- Do volunteers, staff, coaches and members have access to information relating to health and safety?
- Are emergency procedures published and accessible to those with responsibility for sessions in the place to play?

## **Useful contacts**

Accident reporting (RIDDOR 1995)

Incident Contact Center (ICC) 0845 300 9923 or <http://www.riddor.gov.uk/>

HS(G)Charity and Voluntary Workers – A Guide to Health & Safety at Work Code

HSE Books Telephone 01787 881165

English Sports Council - <http://www.sportengland.org/>

Safety – An Employers Guide

<http://www.archive.official-documents.co.uk/document/fire/index.htm>

Health & Safety Executive Book Finder catalogue

<http://www.hsebooks.com/Books/default.asp>

Health & Safety Executive Index of Downloadable Leaflets about the management & control various

<http://www.hse.gov.uk/pubns/index.htm>

Health & Safety Executive Small Business Start Up Guidance  
<http://www.hse.gov.uk/smallbusinesses/index.htm>

Sport Links & Resources web page  
<http://www.uk sport.gov.uk/links.asp>

This policy was adopted by the GLTC Committee on 06/06/11