

Coopers Hill Tennis Club

Health and Safety Policy



INTRODUCTION

Coopers Hill Tennis Club is committed to operating a safe environment for all players and guests on its courts, grounds and clubhouse.

While Coopers Hill Tennis Club accepts no responsibility for any injuries incurred whilst playing on the courts and people playing do so at their own risk, we are committed to the following duties as part of our Health and Safety Policy to try and minimise risk for those visiting the Club:

- Undertake regular risk assessments of the club premises and all activities undertaken by the club.
- Create a safe environment by putting health and safety measures in place as identified by the annual risk assessment.
- Ensure that all members are aware of, understand and follow the club's health and safety policy.
- Appoint a Compliance Officer to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities.
- Record any injuries or accidents sustained during any club activity or whilst on the club premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

CLUB MEMBERS HAVE A DUTY TO:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- Co-operate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety or welfare.
- Courts are suitable for use, especially in cold or wet weather conditions when courts may become slippery
- Alert the Compliance Officer to any particular health or physical issues that may cause them to require assistance while on club facilities
- Carry with them any devices or medicines such as epi-pens or inhalers that they might need.

FIRST AID

A First-Aid Kit is located on the exterior clubhouse wall and a further First-Aid Kit is located inside the clubhouse. The Club's qualified first aiders are:

1. Richard Downs (Head of Adult Coaching)
2. Nicky Saunders (Head of Junior Coaching)

If the matter giving concern appears to be more serious in nature or is an emergency, then please contact the appropriate emergency service or services immediately.

ACCIDENT REPORTING

All accidents, injuries, damage to the courts, clubhouse, or fences or should be recorded in the Accident Reporting Sheets provided in the Clubhouse and then reported to the Safeguarding Officer at safeguarding@coopershilltennis.co.uk

NEAR MISSES AND POTENTIALLY HAZARDOUS ITEMS

Coopers Hill Tennis Club encourages all members to report potentially hazardous situations to a member of the committee, who will ensure that the issue is considered. If the situation is

considered urgent and needs immediate attention, please report the incident to the Chairman or Compliance Officer.

Examples include:

- Slippery surfaces on the courts
- Debris on the courts
- Electrical faults in the grounds or clubhouse
- Broken equipment

DEFIBRILATOR

Coopers Hill Recreation Trust has a defibrillator on the wall on the main building on site. This can be accessed using the code which is on the notice board in the Tennis Club.

FOOD

Coopers Hill Tennis Club cannot accept any responsibility for any food or drink consumed on the premises. As part of the Club's Programme, events take place throughout they year and several of these involve food being served or shared by members. If members are attending any event, they are responsible for reporting any allergies or intolerances to the Club prior to the event so that alternative options can be provided where possible. Reporting should be done in writing to membership@coopershilltennis.co.uk

FIRE

Coopers Hill Tennis Club has procedures in place to deal with any fires in the Clubhouse.

Measures include:

- Fire escapes are kept clear and well signed
- There is a fire extinguisher in the Clubhouse that is checked on a routine basis
- In the event of the need to evacuate the pavilion, all exits and procedures are clearly marked.

COURT CONDITION

Those playing should check the condition of the courts prior to commencing any activity. Play should not place when there is any surface water on the courts. In the winter, play should not take place if there is any frost or snow on the court.

CLOTHING AND FOOTWEAR

It is important to wear suitable non-marking shoes on the courts. Please be aware that old shoes will have poorer grip and that this is particularly important in the winter months.

RELATED POLICIES AND PROCEDURES

This policy should be read alongside our venue's policies and procedures, including:

- Diversity and inclusion
- Online safety and communication
- Whistleblowing
- Photography and filming
- Safeguarding
- Safe recruitment
- Privacy
- Health and Safety

REVIEW

This Policy is reviewed every three years (or earlier if there is a change in national legislation).

This Policy is recommended for approval by:

Club Committee Chair *Mark Sansbury*:

Date: 01/04/2026

Club Safeguarding Officer *Tim Lovegrove*: Date: 01/04/2026