



South Petherton
TENNIS CLUB

Health and Safety Policy and
Associated Guidance

November 2021

Details

Name: South Petherton Tennis Club (SPTC)

Address: Lightgate Lane, South Petherton, Somerset.TA13 5AU

Phone number: none

SPTC is a community tennis club that is maintained by the membership

There are 3 courts that are maintained by SPTC. A new clubhouse was built in July 2021. SPTC is managed on behalf of the membership by a volunteer committee. There are no staff on site.

The persons that have access to SPTC are:

1. Members
2. Visitors accompanied by members
3. Self-employed Coaches
4. Junior Members accompanied by parents / guardians / carers
5. Members who may require additional support from family members / carers
6. Members of the public who use a pay and Play facility. They do not have access to the clubhouse.

Date of initial risk assessment: 24/08/2021 Updated 14/10/2021

A copy of the initial assessment is retained is held with the club secretary

Review date: 04th November 2022

Policy and Guidance agreed and signed on behalf of the committee



Zena Hodgson

Chairperson

03/11/2021

Policy

Introduction

South Petherton Tennis Club (SPTC) is committed to providing a safe environment for players, members, coaches and visitors*. Part of this safety responsibility is to ensure, so far as is reasonably practicable, the health and safety of those who attend SPTC. The aim of this policy is, therefore, to provide a robust framework which will be implemented to secure the safety and wellbeing of those with agreed access to the premises.

*the policy will use the generic term of players to refer to all adults who attend SPTC.

1. Risk Assessment

- I. SPTC will complete an annual review of the health and safety risk assessment. Additional reviews due to change of regulation will be undertaken as required.
- II. SPTC will conduct a monthly check of the premises
- III. Players will be advised of how to contact the committee in the case of a concern or query

2. Safeguarding and wellbeing

- I. SPTC has a safeguarding and welfare officer
- II. Policies have been prepared and are available in the clubhouse and website
- III. It is the players responsibility to ensure they are familiar with the procedure
- IV. Notices are displayed at SPTC advising of support and process.

3. Personal Safety

- I. Players will be provided with guidance via agreed communication routes. If required, the guidance can be provided in hard copy
- II. Members are advised to leave as a party after dark
- III. It is advised that players have a phone available in the case of emergency
- IV. Players are required to assess the court surface prior to play
- V. Equipment should be stored in the areas provided and the exits kept clear of obstructions

4. Fire Hazards

- I. There is a no smoking policy at SPTC
- II. Barbecues are not permitted
- III. Any property not claimed after a 4 week period will be removed from the clubhouse
- IV. No flammable liquids are retained within the building.
- V. A fire risk assessment is in place.
- VI. A policy, procedure and guidance is available and clearly displayed

4. Security

- I. Members are responsible for their own property at all times
- II. SPTC will remove any left property after a period of 28 days
- III. The Main exit should remain closed at all times when players are on court
- IV. If there is a concern, players should contact the SPTC committee.

5. Maintenance

- I. The committee maintain a schedule of maintenance for the courts and clubhouse facilities
- II. Players are expected to report all maintenance issues promptly to the committee

6. Hygiene

- I. Players are required to ensure the clubhouse is maintained in a clean state
- II. Players are required to follow Government guidance regarding pandemic management



Member Guidance

Security

Players are responsible for their possessions. Any property left within the clubhouse or on the courts will be disposed of after 4 weeks. Codes must not be shared with non-members. If there is a concern that the codes have been inadvertently shared, inform the committee and codes will be changed. Keys may not be copied or removed from the club. If you have any concerns regarding security, please inform the committee as soon as possible. The outer door of the clubhouse should be closed, even if players are still on court.

**It is all persons' responsibility to ensure that all gates, windows and doors are secured prior to leaving.
The floodlights and clubhouse lights must be switched off.**

Health and Safety

The policies are available in the members area of the website and in hard copy in the clubhouse. Any damaged or faulty equipment should be removed from use and reported to the Welfare officer at safeguarding.sptc@gmail.com.

1. It is each player's responsibility to assess the court surface prior to play
2. At the end of each session, it is the players' responsibility to ensure the clubhouse is clean and secure; crockery is cleaned and put away, surfaces wiped and accumulated rubbish removed.
3. There is a first aid kit available, if used please inform the welfare officer of items used so that the kit can be restocked. Medication and topical creams may not be retained in the clubhouse. If found, they will be removed.
4. Foodstuffs placed in the fridge must be clearly labelled and dated. It is the players' responsibility to check that any foodstuffs brought for the session are removed at the end.
5. Please ensure non-member guests are aware of relevant policies and procedures.
6. It is recommended that players have access to a phone in the case of emergencies as there is no access to a phone at the clubhouse or in the immediate vicinity.
7. When leaving the clubhouse after dark, an external light is available. This timed light switch is by the main entrance. If leaving the club after dark, it is recommended that the party leave together.

Fire safety

In the event of a fire, the procedure must be followed. The court 1+2 gate must be unlocked whilst players are on court. Please ensure non-member guests are aware of the procedure. Members will be provided with the code for the clubhouse and gate. The updated codes are provided to members when a change is required.

Coaching services

All enquiries for coaching services will be directed to the web page. The services and schedule are updated termly via the website, newsletter and social media outlet.

Promotion of Services

SPTC uses Facebook to help promote club activities and achievements. There is a quarterly newsletter sent to the membership which includes the coaching schedule for the period. The club website provides details of the coaching services and club activities. When using Clubspark to promote SPTC coaching events, the opportunity to unsubscribe from communications is available. When posting to the Facebook area, please ensure that it is compliant with the SPTC policy. SPTC uses Facebook to help promote club activities and achievements.

Raising concerns

If you have a concern or matter you wish to bring to the committee's attention, please contact the chairperson at chairperson.sptc@gmail.com in the first instance. The committee comprise of player members who are volunteers and are not consistently available to attend SPTC. Their role is to act on behalf of the membership. Feedback, clarification and suggestions are always welcome.

Safeguarding

There is safeguarding guidance and policies in the clubhouse and on the website.

Covid 19

Please ensure that [current guidance](#) is followed.



Tournament Guidance

Security

Players are responsible for their possessions. Any property left within the clubhouse or on the courts will be disposed of after 4 weeks. Codes must not be shared with non-members. If there is a concern that the codes have been inadvertently shared, inform the committee and codes will be changed. Keys may not be copied or removed from the club. If you have any concerns regarding security, please inform the committee as soon as possible.

It is the tournament organiser's responsibility to ensure that all gates, windows and doors are secured prior to leaving. The floodlights and clubhouse lights must be switched off.

Health and Safety

The policies are available in the members area of the website and in hard copy in the clubhouse. Any damaged or faulty equipment should be removed from use and reported to the Welfare officer at safeguarding.sptc@gmail.com.

1. At the end of each session, it is the tournament organiser's responsibility to ensure the clubhouse is clean and secure; crockery is cleaned and put away, surfaces wiped and accumulated rubbish removed.
2. There is a first aid kit available, if used please inform the welfare officer of items used so that the kit can be restocked. Medication and topical creams may not be retained in the clubhouse. If found, they will be removed.
3. Foodstuffs placed in the fridge must be clearly labelled and dated. It is the tournament organiser's responsibility to check that any foodstuffs brought for the session are removed at the end.
4. Please ensure non-member guests are aware of relevant policies and procedures.
5. Advise players' that they are individually responsible to assess the court surface prior to play
6. It is recommended that tournament organiser's have access to a phone in the case of emergencies as there is no access to a phone at the clubhouse or in the immediate vicinity.
7. When leaving the clubhouse after dark, an external light is available. This timed light switch is by the main entrance. If leaving the club after dark, it is recommended that the party leave together.

Fire safety

In the event of a fire, the procedure must be followed. The court 1+2 gate must be unlocked whilst players are on court. The tournament organiser must appoint a fire marshal and ensure all attending are aware of the procedure

Use of social media

Please ensure permission is obtained for any photographs that you may upload to facebook or the website. There is a social media and photography policy on the website

Raising concerns

If you or a visiting team have a concern or matter you wish to bring to the committee's attention, please contact the chairperson at chairperson.sptc@gmail.com in the first instance. The committee comprise of player members who are volunteers and are not consistently available to attend SPTC. Their role is to act on behalf of the membership.

Safeguarding

There is safeguarding guidance and policies in the clubhouse and on the website.

Covid 19

Please ensure that [current guidance](#) is followed.



League Captain Guidance

Security

Players are responsible for their possessions. Any property left within the clubhouse or on the courts will be disposed of after 4 weeks. Codes must not be shared with non-members. If there is a concern that the codes have been inadvertently shared, inform the committee and codes will be changed. Keys may not be copied or removed from the club. If you have any concerns regarding security, please inform the committee as soon as possible.

**It is the lead player's responsibility to ensure that all gates, windows and doors are secured prior to leaving.
The floodlights and clubhouse lights must be switched off.**

Health and Safety

The policies are available in the members area of the website and in hard copy in the clubhouse. Any damaged or faulty equipment should be removed from use and reported to the Welfare officer at safeguarding.sptc@gmail.com.

1. It is each player's responsibility to assess the court surface prior to play
2. At the end of each session, it is the tournament organiser's responsibility to ensure the clubhouse is clean and secure; crockery is cleaned and put away, surfaces wiped and accumulated rubbish removed.
3. There is a first aid kit available, if used please inform the welfare officer of items used so that the kit can be restocked. Medication and topical creams may not be retained in the clubhouse. If found, they will be removed.
4. Foodstuffs placed in the fridge must be clearly labelled and dated. It is the tournament organiser's responsibility to check that any foodstuffs brought for the session are removed at the end.
5. Please ensure non-member guests are aware of relevant policies and procedures.
6. It is recommended that lead player has access to a phone in the case of emergencies as there is no access to a phone at the clubhouse or in the immediate vicinity.
7. When leaving the clubhouse after dark, an external light is available. This timed light switch is by the main entrance. If leaving the club after dark, it is recommended that the party leave together.

Fire safety

In the event of a fire, the procedure must be followed. The court 1+2 gate must be unlocked whilst players are on court. The lead player must appoint a fire marshal and ensure all attending are aware of the procedure.

Use of social media

Please ensure permission is obtained for any photographs that you may upload to facebook or the website. There is a social media and photography policy on the website

Raising concerns

If you or a visiting team have a concern or matter you wish to bring to the committee's attention, please contact the chairperson at chairperson.sptc@gmail.com in the first instance. The committee comprise of player members who are volunteers and are not consistently available to attend SPTC. Their role is to act on behalf of the membership.

Safeguarding

There is safeguarding guidance and policies in the clubhouse and on the website.

Covid 19

Please ensure that [current guidance](#) is followed.



Coaching Guidance

Following the completion of the new tennis clubhouse, South Petherton Tennis Club (SPTC) are updating policies and procedures. This guidance is provided to support you in delivering your coaching services at SPTC.

Security

Players and coaches are responsible for their possessions. Coaches should ensure that personal property is removed at the end of each session. Any property left within the clubhouse or on the courts will be disposed of after 4 weeks. There is a storage area for coaches' equipment in the locked store cupboard. Codes must not be shared with non-members. If there is a concern that the codes have been inadvertently shared, inform the committee and codes will be changed. Keys may not be copied or removed from the club. responsibility to ensure that all gates, windows and doors are secured prior to leaving.

**It is the coach's responsibility to ensure that all gates, windows and doors are secured prior to leaving.
The floodlights and clubhouse lights must be switched off.**

Health and Safety

Coaches are required to follow the policies which are available in the members area of the website and in hard copy in the clubhouse. Any damaged or faulty equipment should be removed from use and reported to the welfare officer at safeguarding.sptc@gmail.com.

1. At the end of each session, it is the coach's responsibility to ensure the clubhouse is clean and secure; crockery is cleaned and put away, surfaces wiped and accumulated rubbish removed.
2. There is a first aid kit available, if used please inform the welfare officer of items used so that the kit can be restocked. Medication and topical creams may not be retained in the clubhouse. If found, they will be removed.
3. The coach takes responsibility for advising their clients about court safety
4. Foodstuffs placed in the fridge must be clearly labelled and dated. It is the coach's responsibility to check that any foodstuffs brought for the session are removed at the end.
5. Please ensure non-member clients are aware of relevant policies and procedures.
6. It is recommended that coaches have access to a phone in the case of emergencies as there is no access to a phone at the clubhouse or in the immediate vicinity.
7. When leaving the clubhouse after dark, an external light is available. This timed light switch is by the main entrance. If leaving the club after dark, it is recommended that the coach departs with the client party.

Fire safety

In the event of a fire, the procedure must be followed. The court 1+2 gate must be unlocked during coaching sessions. Please ensure all clients are aware of the procedure.

Referrals to coaching services

All enquiries for coaching services will be directed to the web page. The services and schedule are updated termly. This is updated when an agreed schedule change is made. Coaches are requested to inform the committee of any changes to contact details at the earliest opportunity.

Coaching etiquette

Coaches are required to uphold the SPTC code of conduct and policies. The services they provide should be agreed with the committee and additional services should not be provided without agreement. Coaches are required to adhere to their agreed schedule so that court time can be assured for all who wish to access the courts.

Promotion of Services

SPTC uses Facebook to help promote club activities and achievements. Promotion of coaching services will be in agreement with the committee. There is a coaching noticeboard area in the clubhouse for coaches to use. The use must be limited to agreed SPTC coaching activities, awards and relevant club notices. There is a quarterly newsletter sent to the membership which includes the coaching schedule for the period. The club website provides details of the coaching services and agreed coaching activities. When using Clubspark to promote SPTC coaching events, the opportunity to unsubscribe from communications must be clearly displayed. Coaches are responsible for maintaining the list of contacts that have unsubscribed from their coaching emails. Members who have unsubscribed should not be contacted with regard to future promotions. Coaches should not directly offer their services to other SPTC coach's individual clients.

Raising concerns

If a coach's client has a concern, the coach should provide the contact details of the committee chairperson chairperson.sptc@gmail.com. The committee will support the management of the concern in agreement with the client. If the coach or a client has a concern about the management of the club, the concern must be raised with the committee at the earliest opportunity. The committee comprise of player members who are volunteers and are not consistently available to attend the SPTC.

Safeguarding

There is safeguarding guidance and policies in the clubhouse and on the website. Coaches are asked to ensure players are aware of this information.

Covid 19

Please ensure that [current guidance](#) is followed.