

## MLTC Health & Safety Policy

### Introduction

Merrrow Tennis Club (MLTC) is committed to operate a safe environment for all players and guests on its courts, grounds and club house.

In support of Health and Safety we carry out the following activities:

- Complete a recorded Risk Assessment at least once a year, using the format developed by our LTA affiliated insurers.
- Discuss HSE at every committee meeting.
- Maintain a first aid box in the club house.
- Keep an electronic accident logbook which members can fill in using the QR code on the First Aid box in the clubhouse.
- Have a Defibrillator in the clubhouse.

### Accident reporting procedure

The Club's Insurers require that contemporaneous records are kept of any incident that may lead to a claim.

All accidents or injuries should be recorded in the electronic accident logbook which members can fill in using the QR code on the First Aid box in the clubhouse. Any damage to the courts, clubhouse, or fences or damage to or theft of Club equipment or personal possessions should be recorded in the premises logbook provided in the Clubhouse and reported to the Club Secretary [secretarymltc@gmail.com](mailto:secretarymltc@gmail.com)

Information should include (according to our insurer, Howden Insurance):

- Date and time of accident.
- For a person at work – full name, occupation, nature of injury, age.
- For a person not at work – full name, status (e.g., member/visitor), nature of injury, age.
- Place where the accident occurred.
- A brief description of the circumstances.
- Method by which the event was reported.

### Near misses and potentially hazardous situations

MLTC encourages all members to report potentially hazardous situations to a member of the committee, who will ensure that the issue is raised at the next committee meeting.

If the situation is considered urgent and needs immediate attention, please report the incident to the Chairman, Deputy Chairman or Secretary.

Examples include:

- Slippery surfaces on the courts
- Debris on the courts

- Electrical faults in the grounds or club house
- Broken equipment
- Car parking issues

## **First Aid**

A first aid kit is available in the clubhouse. Please record all uses in the electronic accident logbook using the QR code provided.

## **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.

## **Court condition**

Play should not take 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.

Policy Approved by MLTC Committee

Date Policy Approved: 9<sup>th</sup> January 2024

Next Review: January 2027