# MLTC HSE Policy

# Introduction

Merrow 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 HSE 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 accident log-book in the club house
* Have a defibrillator in the club house

# Accident reporting procedure

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

All accidents, injuries, damage to the courts, clubhouse, or fences or damage to or theft of Club equipment or personal possessions should be recorded in the log book 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 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 accident book 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 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.