

Andover Lawn Tennis Club Limited

Health and Safety Policy

Policy Approval Date – August 2023

Next Review Date – August 2025

HEALTH AND SAFETY POLICY STATEMENT:

Andover Lawn Tennis Club Limited is strongly committed to encouraging our members and visitors to take part in sport and social activities, but the health, wellbeing and safety of each individual is always our paramount concern. The ALTC Directors and General Committee recognise their responsibility and as far as is reasonably practical, we will endeavour to reduce risks to their lowest levels, compatible with the enjoyment of the activity.

HEALTH AND SAFETY POLICY

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded 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 assessment
- Ensure that all members are aware of, understand and follow the club's health and safety policy
- Appoint a competent club member 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
- Report 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

As a club member you have a duty to:

- Take reasonable care of your own health and safety and that of others who may be affected by what you do or do 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

EMERGENCY EVACUATION PLAN:

An Emergency Evacuation Plan is displayed on the:

- Clubhouse main entrance (on the wall above the first aid box).
- 'Statutory Noticeboard' by the Clubhouse toilet facilities.
- Indoor Centre entrance.

The Evacuation Assembly Point is located in the car park by the site boundary fencing opposite the Indoor Centre emergency exit door.

FIRST AID:

- **First aid facilities location**
 - Clubhouse reception entrance
 - Clubhouse kitchen
 - Indoor Centre entrance.
- **Defibrillator location**
 - Clubhouse main entrance – *external* (left of Clubhouse entrance door)
- **Telephone location**
 - Clubhouse reception desk – Telephone number 01264 723979
- **First Aiders - qualified**
 - All Accredited coaches
 - Other first aiders are listed by the first aid boxes – Clubhouse reception and indoor centre entrance.

CLUB WELFARE OFFICERS AND HEALTH & SAFETY OFFICERS:

- Dot Chaffey (ALTC Welfare Officer)
- Adrian Shapter (ALTC Welfare Officer)
- Tina Moon (ALTC Director – Club Admin Management)

RELATED POLICIES AND PROCEDURES

All Club policies can be viewed via www.altc.net/policies This policy should be read alongside our policies and procedures including:

- Venue Safeguarding Policy
- Photography and Filming Policy
- Code of Conduct for staff and volunteers
- Online Safety Policy
- Diversity and Inclusion Policy
- Anti-bullying Policy
- Safe to Play <https://www.safetoplaytennis.co.uk/>

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

DOT CHAFFEY

17th AUGUST 2023

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Dot Chaffey
(ALTC Limited – Welfare Officer)

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Date

ADRIAN SHAPTER

24th AUGUST 2023

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Adrian Shapter
(ALTC Limited – Welfare Officer)

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Date

TREVOR BLAKE

17th AUGUST 2023

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Trevor Blake
(ALTC Limited – Director and Chairman)

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Date

TINA MOON

17th AUGUST 2023

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Tina Moon
(ALTC Limited – Director – Club Admin Management)

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Date