



**Dawlish Lawn  
Tennis Club**

# **HEALTH AND SAFETY/FIRE POLICY AND PROCEDURES**

<b>DOCUMENT TITLE</b>	<b>HEALTH AND SAFETY/FIRE POLICY AND PROCEDURES.</b>
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### Revision History

<b>Version number</b>	<b>Revision date</b>	<b>Summary of changes</b>	<b>Date Approved by DLTC Management Team</b>
1.0	OCT 2022	Original Document from 2017 updated.	OCT 2022
2.0	MAR 2022	Updated branding (MAR 2024).	MAR 2024

## **Introduction**

Dawlish Lawn Tennis Club "the Club" is a tennis club with a large number of Members of all ages. It has three floodlit all-weather courts and a purpose-built Clubhouse. The Club is open only to Members, their family and friends, and visitors, including visiting match teams and supporters. The main risks faced are those likely to arise from its core purpose, the provision of facilities for the playing of tennis by all age groups, and related activities.

The Club aims to provide a safe environment for the promotion of tennis for the benefit of all regardless of age, race, religion or disability.

Exclusion. The Club Rules give the power to the Management Team in their absolute discretion to refuse, suspend or terminate the membership of any Member or to exclude any Member or visitor whom it considers guilty of misconduct. Any breaches of Health and Safety or Fire Policy or disregard of such matters may be regarded by the Management Team as misconduct for the purpose of these Rules.

## **Responsibilities of Members of the Management Team**

All Management Team Members are made aware of the obligations on the part of the Club to provide a safe environment for its Members and agree to uphold this objective. They are expected to take the lead in complying with and ensuring compliance with any standing or occasional instructions given for the safe use of the Club and its facilities.

All Management Team Members have a duty of care to the Club, its Members, its employees, contractors working at the Club, visitors to the Club and the public. All are obliged to carry out their responsibilities and work in a safe and competent manner, to conduct themselves in a way that will not expose them or others to any unreasonable risk, and to ensure that others do likewise. No one should ever undertake a task or activity which they feel puts them or any other person at unreasonable personal risk.

## **Responsibility for Health & Safety and Fire Matters**

The Management Team controls the general management of the Club which includes overall responsibility for all Health & Safety and Fire matters. In the matter of Health & Safety and Fire in general the Management Team will be advised and assisted by a Management Team Member, most usually the Health & Safety Officer and /or the Facilities Manager, particularly with regard to conducting, or arranging for the conduct of, regular checks as required and the maintenance of all Health & Safety and Fire related records (see Annexes A and B). In the matter of the Health & Safety of Junior Members the Management Team will be advised and assisted by the Head Coach.

Regardless, all Members and visitors to the Club have a duty of care to themselves and others not to expose themselves or others to unreasonable risk and not to undertake any task or activity that does so. On becoming a Member of the Club, and on renewal of Membership, Members may be required to complete and return to the Membership Secretary documentation relating to these matters and other procedures required by the Club in relation to Health & Safety.

Training. The Club will give consideration to ensuring that appropriate training is provided to any Member where this is appropriate to their role within the Club, specifically First Aid training, and Health & Safety awareness and Fire awareness training.

### **Risk Assessments**

The Club will carry out and hold a written assessment of the Health & Safety and Fire risks it faces. This will be fully reviewed at least every 3 years and at any other time in the event of any material changes at the Club, or following any major incident at the Club. In addition, specific Risk Assessment will be held in accordance with current legislation, namely:

- Asbestos – NOT APPLICABLE AS NONE PRESENT
- Water Quality – identified risks to be managed as recommended
- Disability Access – the Club will take all reasonable steps to make the Club fully accessible to those with physical or mental limitations as the need arises.

For details of related checks and records to be maintained in connection with the foregoing, see Annex B.

### **Management of Risks**

The management of the Club, including the safe conduct of activities and work at the Club, is the joint responsibility of all Management Team Members and the identification and control of risks on site is a vital part of the work of the Management Team. Significant risks will be included in the Risk Register and reviewed at Management Team Meetings.

### **Accidents/ Incidents and Accident/ Incident Reporting**

Serious/ Major Accidents/ Incidents. In the event of a serious accident or major incident, the Emergency Services should be summoned. A telephone can be found in the Dawlish Community Club (located adjacent to the public car park) or at Dawlish Leisure Centre (located up the road at the top of the hill). Coaches are advised to carry a charged mobile phone at all times. Whenever possible the senior member present (Management Team Member, other adult member on site (if no Management Team member present)) should immediately take responsibility for coordinating all action and reporting the matter, both in the Accident Report Book and directly to a Management Team Member. It is a legal

requirement that any major accident (one resulting in hospitalization in excess of 24 hours), regardless of perceived liability, is reported to the Health and Safety Executive. It is also an insurance requirement that certain matters be reported to the insurance brokers (see Insurance at Paragraph 16). It is, therefore, imperative that the Secretary is also alerted promptly so that the matter can be correctly followed through.

**Minor Accidents/ Injuries.** The Club maintains a First Aid box for use in the event of minor injuries. All injuries should be reported in the Accident Report Book.

**First Aid box** - The First Aid Kit is a clearly labelled green box located (located with first aid kit in kitchen area). All Qualified First Aiders should acquaint themselves with the contents. The kit is checked and re stocked by the Health and Safety Officer following reported accidents and on a monthly basis.

**Accident Report Book** - It is a legal requirement for the Club to provide an Accident Report Book and this is located with the First Aid box in kitchen area. It is compliant with the Data Protection Act and should be used to report all accidents or injuries that occur on site. It is usual for the casualty themselves to make the report and submit it to the Management Team Member named in the Report Book. However, in the event of a serious accident, when this may not be possible, the Senior Member taking charge of the situation should ensure that it is completed.

**First Aid Training** - All coaches at the club are required to hold current First Aid Certificates.

## **Liability and Insurance**

Club property is insured but for any claim to be honoured the Club may be called upon to demonstrate that such property has been properly secured and maintained. The Club also holds Employers' and Civil (Public) Liability Insurance under LTA arrangements. The Certificate of Employer's Liability is to be publicly displayed within the Pavilion. Whilst the "insured" includes Officers, Members, voluntary helpers, etc., and Civil Liability Insurance does offer cover to those persons in the event that a claim is made against them, Members are not third parties and are thus not able to make insurance claims against the Club (i.e. against themselves) for personal accidents under cover of this policy. Members should therefore consider holding their own personal accident insurance cover. It is a condition of the policy that the Club has a written Health & Safety Policy and that incidents that may give rise to a claim are reported to the insurance brokers immediately, specifically:

- Any fatal accident
- Any injury involving either referral or actual hospital treatment
- Any allegations of libel or slander
- Any allegations of Professional Negligence

- Any investigations under any child protection legislation
- Any circumstances involving damage to third party property.

**Liability** - Other than civil liability, no other risk or responsibility is accepted by the Club, its Officers, Trustees, Management Team or members.

Vehicles. There are no car parking facilities on the Club premises. Any vehicles parked within the public car park is at the owners risk.

**Parental Responsibility** - Parents or guardians are responsible for their children and the children in their care at all times while on the Club premises, and for ensuring that they do not cause any risk or obstruction to others. Parents or guardians should not leave children unaccompanied at the Club under the age of 10 years old. Please refer to the Club's Safeguarding Policy.

### **Electrical Safety**

With the potential to electrocute and cause fire, electricity presents one of the most serious risks at the Club. It is therefore particularly important that electrical systems are well maintained and properly used. The systems essentially divide into mains supply, Floodlighting, Clubhouse lighting; emergency lighting; and portable appliances (including mains charged battery operated ball machine).

a. Maintenance. Apart from the replacement of some lamps, the maintenance of all electrical equipment is to be undertaken by appropriately competent persons appointed by the Management Team member with specific responsibility for so doing, most usually the Facilities Manager. Details of these and other routine service and maintenance checks are contained separately at Annex B. Any faults identified should be reported to a Management Team member immediately. Any failures are to be attended to promptly, or equipment temporarily taken out of service. Fuse boards are located inside the Clubhouse (opposite the front door).

b. Access to Equipment. No unauthorized person is to access any electrical equipment (including the mains charged battery operated ball machine that is kept in a locked cupboard).

### **Water Safety**

The water meter and main Water Board stopcock is located on the main road (pavement). The Clubhouse stopcock is located under the kitchen sink (right hand side cupboard). A further external stopcock is located in the middle of the grass area behind court one (entrance gate end) which isolates the water to the external tap. Drinking water is available from the cold water taps in the Kitchen and cloakrooms, both of which are fed directly from the mains supply. There are no water storage tanks on site. All hot water supply is fed from the mains supply and heated from local water heater units adjacent to the taps.

## **Preparation and Serving of Food**

Much of the preparation of food is done on a voluntary basis and off site. Any Member involved in the preparation and serving of food is to be alert to the very real and serious problems that can arise if the highest standards of preparation and storage are not maintained. All food should be prepared, stored, transported and served in a manner that ensures it reaches Members without contamination and in a condition that is safe for consumption. To comply with appropriate waste regulations, surplus food should be thrown away and not removed from site other than by the person who supplied it. All used dishes should be thoroughly washed in hot water and detergent, dried and stored following use.

## **Asbestos Safety**

Not applicable as there is no asbestos on site.

## **Hazardous Substances**

All hazardous substances must be kept locked away. This to include cleaning substances and paint, an inventory of all hazardous substances must be compiled and data sheets obtained for these from suppliers and manufacturers. COSHH assessments should then be carried out.

## **Lifting and Manual Handling**

Members are advised not to move or carry items for the Club, e.g. nets, umpires' chairs, etc., unless they are fully acquainted with the correct procedures for lifting and carrying. Specifically, men should not alone lift any item exceeding 25 kg; women should not alone lift any item exceeding 12.5 kg.

## **Appointment of Contractors**

The Club will hold copies of contractors' public liability insurance certificates and Contractor Health & Safety Competency Certificates confirming that risk assessments will be conducted by the contractor prior to undertaking any work and that the contractors have had drawn to their attention issues on site that may concern the contractor.

30. Permit to Work. In undertakings of high risk, such as working at height, working with electricity, carrying out hot work, etc., contractors will themselves be responsible for conducting specific risk assessments and issuing their own Permit to Work.

31. Warnings of Work in Progress. When grounds maintenance or other significant work is in progress, appropriate safety warning signs are to be used around the working area to warn of the potential risks arising.

Use of Ladders. Whilst ladders are available on site for use in an emergency, they are to be kept secured with a padlock and are for use only by authorized personnel following consideration of the risks involved. No one should be encouraged to use any ladder if they are not comfortable doing so. All ladders on site are to be checked regularly, see Annex B.

Hazardous Substances. Contractors necessarily using hazardous substances are responsible for carrying out their own COSHH assessments. Where contractors use hazardous chemicals in the maintenance of the grounds, additional consideration is to be given to the timing of related work and restricting access to the area following treatment.

### **Disposal of Waste**

The Club maintains a contract for the disposal of waste on a regular basis. The Club is committed to a policy of recycling as much waste as possible. A recycling box for metal ball tubes is located under the kitchen worktop next to the bin. These should be transferred to the recycling container located in the public car park.

### **Use of Clubhouse**

**General Security** - Keys to the clubhouse are issued only to Senior and Semi Senior Members of the Club. The last key-holding Member leaving the Clubhouse is responsible for ensuring that no one is still in the building, all windows are shut, and all doors are locked.

**Floodlights** - The last key-holding Member leaving the Clubhouse is responsible for ensuring that all floodlights are switched off.

**General Housekeeping** - The last key-holding Member leaving the Clubhouse is responsible for ensuring that the Clubhouse is left tidy. This includes ensuring chairs are pushed under tables, cups washed and put away and clubhouse lights are switched off.

**Smoking** - It is against the law to smoke in the clubhouse. Smoking is not permitted on the Club Premises. This is defined as any areas inside the entrance gate.

**Telephones** - There are no telephone facilities at the Club. In the event of an emergency a telephone can be found in the Dawlish Community Club (located adjacent to the public car park) or at Dawlish Leisure Centre (located up the road at the top of the hill). All coaches should have a mobile phone when at the club.

### **Use of Courts**

The Courts are designed for play in most weather conditions and usually present no exceptional risks. However, rain, frost, or dew may cause them to become slippery and there may be hazards even in dry conditions. All players using the



courts do so at their own risk. Players should also be alert to the fact that the neighbouring Astroturf is used for hockey matches and practice. When they are in use for this activity there is a risk of hockey balls being hit either over or through the fencing that separates the two premises. While this risk has been minimised (new higher fencing installed in 2015) there is still a small risk balls will be hit over. Members play at their own risk at times when hockey is being played.

Appropriate footwear (acceptable regulation tennis shoes) must be worn at all times when playing on the courts. Trainers or other footwear such as hard-soled shoes are not permitted for safety reasons.

Lighting. Only Senior and Semi-Senior Members are permitted to switch the court floodlights on and off. Please ensure you switch the floodlights off when play has finished.

### **Sale of Alcohol**

The Club may only sell alcohol on the premises if it holds a current Club Premises Licence issued under the 2003 Licensing Act, which facility may vary from time to time. It may be a condition of the issue of a Club Premises Licence that the Club complies fully with all requirements of the Devon & Cornwall Fire Authority.

Intoxicating liquor may only be supplied to Members and their guests, Members of visiting match teams, and competitors in any tournament at the Club, with their bona fide supporters, who are over the age of 18 years. Intoxicating liquor may not be supplied to anyone under the age of 18 years.

### **Trip, Slip and Other Hazards**

All Members must be alert to the risks of trip, slip and other hazards on Club premises. Where identified these must be reported to a Management Team Member for immediate action. Where it is not possible to eliminate a hazard, it should be mitigated or highlighted, as appropriate. Fixed signage is used as necessary to place areas out of bounds or to indicate the need for caution. Temporary signage is used as necessary where the hazard is only temporary, e.g. pending repair or during work by contractors.

### **Access to Club from public car park**

While there is no liability to the Club all Members should be aware that the public car park is potentially an area of high risk. Please take care when exiting the Club as there is potentially high risk of harm due to moving vehicles.

## **Personal Property**

Security of Personal Possessions. Members and Visitors leaving unattended racquets, clothing or other property at the Club do so at their own risk. The Management Team Members, or any other Member shall not be responsible for any loss, damage or injury resulting from any failure on the part of individuals to look after their property.

Jason Hatherley  
Chairman  
Management Team  
Dawlish Lawn Tennis Club  
October 2022

Robert Elver  
Facilities Manager  
Management Team  
Dawlish Lawn Tennis Club  
October 2022

## **ANNEX A**

### **DAWLISH LAWN TENNIS CLUB - HEALTH & SAFETY/ FIRE POLICY**

## **FIRE SAFETY POLICY STATEMENT**

### **General Policy**

Dawlish Lawn Tennis Club is strongly committed to achieving the highest possible standards of fire safety within the Club. It will actively promote a positive fire safety culture which is intended to lead to the avoidance of, or reduction in, risks from fire; and ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and other associated legislation.

The Management Team controls the general management of the Club which includes overall responsibility for Health & Safety and Fire matters. In the matter of Fire, the Management Team will be advised and assisted by a specific Management Team Member, most usually the Health and Safety Manager or Facilities Manager.

### **Action in the Event of Fire**

Signs at the external doors to the Clubhouse and exit to Changing rooms clearly and simply state the action to be taken in the event of a fire:

- Raise the alarm (by shouting)
- Call the Fire Brigade – dial “999” using any available mobile.
- Evacuate the building and move to the Fire Assembly Point
- Do not return to the building until authorized to do so.
- The senior Member present (Management Team Member, other senior/semi-senior member in the absence of a Management Team Member is additionally responsible for taking charge of the situation and delegating tasks as necessary. They should ensure that the building is clear (check toilets, including external toilet), appoint someone to meet the Fire Brigade at the entrance, and report the situation to the Fire Brigade on arrival.
- No Member should take any risks with fire and should not attempt to put out the fire. It must be recognised that the Pavilion is only a building and human life is more valuable.

It is important that all Senior and semi-Senior Members acquaint themselves with these procedures. **You could be the person responsible on the day.**

## **Fire Risk Assessment**

It is the policy of the Club that in line with the Regulatory Reform (Fire Safety) Order 2005, a Fire Risk Assessment will be carried out every three years or more frequently if necessary by a competent person. It will consider the following:

- Means of escape
- Structural and similar measures to limit fire and the spread of fire
- Fire detection and warning
- Other fire protection systems
- Emergency escape lighting
- Firefighting equipment
- Signs and notices
- Sources of fuel
- Sources of ignition
- Sources of oxygen
- Fire safety management
- Dangerous substances and explosive atmospheres
- Young persons fire risk assessment.

## **Implementation of Fire Safety Recommendations**

On completion of the Fire Risk Assessment it will be the policy of the Club to implement and manage all reasonable recommendations made from the assessment, giving due consideration to the preservation of life, prevention of fire and, where applicable, any statutory testing and maintenance requirements.

## **Fire Policy**

The Club will have a written Fire Policy which is to be read by all current and new Management Team Members. A copy will be located on the H&S notice board in the clubhouse for viewing by Members.

## **Fire Awareness/ Training**

The Management Team Member with specific responsibility for fire matters and at least one other Management Team Member should attend a one-day fire regulation awareness training course. These are provided by the Devon & Cornwall Fire Brigade, usually monthly.

## **Fire Drills**

Fire Drills will be held at least once a year and a written record maintained of these, together with a report of any issues arising as a result.

### **Fire Signage**

Fire signage, including fire exit signage, is to be displayed as recommended as a result of any Fire Risk Assessment, and updated to comply with new regulations as advised by an appropriately qualified adviser/ contractor.

### **Fire Fighting Equipment**

Appropriate firefighting equipment should be located appropriately within the Clubhouse. A water and CO2 extinguisher is located in the corridor adjacent to the main exit door. They must be checked annually by an appropriately competent person.

### **Testing, Servicing and Maintenance of Fire Equipment**

It is the policy of the Club that, where provided, either existing or installed as a result of the aforementioned Risk Assessment, firefighting and fire safety equipment systems will be tested, serviced and maintained in accordance with relevant industry standards and manufacturers' recommendations. Such service and maintenance is to be undertaken by appropriately competent person appointed by the Management Team Member with specific responsibility for fire matters, most usually the Health & Safety Officer of Facilities Manager. Details of these and other routine service and maintenance checks are contained separately at Annex B to this document.

### **Fire Assembly Point**

In the event of a fire, or fire practice, everyone without other specific responsibilities should assemble at the Fire Assembly Point in the public carpark adjacent to the public toilets.

### **Maintenance of Records**

It is the policy of the Club to ensure that all appropriate records regarding all testing, servicing and maintenance work, fire or otherwise, will be held on site within the Club's Health & Safety File for retention and audit purposes, as may be necessary.

### **Permit to Work**

When any hot work is to be undertaken, e.g. soldering, welding or any other work using equipment that emits significant heat, the contractor is required to provide his own Permit to Work (see Paragraph 30 of the policy document).

## **ANNEX B**

### **DAWLISH LAWN TENNIS CLUB HEALTH & SAFETY**

#### **HEALTH & SAFETY AND FIRE RECORDS TO BE MAINTAINED**

1. The Club, most usually the Health & Safety Manager or Facilities Manager, will ensure the Following tests and records are maintained:

##### **a. Health & Safety:**

- Policy Statement
- Risk Assessment – to be done by an appropriately qualified person every 3 years, or as recommended
- Contractors Public Liability Insurance Certificate, and
- Contractor Competency Certificate
- Any additional Permits to Work as may be necessary
- First Aid supplies – to be checked monthly by the Health & Safety Officer/Designated Management Team Member and re-stocked as necessary.
- Maintenance of ladders – to be checked annually by the Facilities Manager for soundness

##### **b. Fire Safety:**

- Policy Statement
- Risk Assessment – to be done by an appropriately qualified person every 3 years, or as recommended.
- Emergency Lighting Test records maintained in accordance with BS5266, the minimum governing standard at this time – tested monthly by the appointed person.
- Fire Equipment checks – tested annually by a suitably qualified maintenance contractor; all extinguishers to be individually labelled as tested

**c. Electrical Safety:**

- 5 Year electrical Testing to be completed every five years by an approved contractor.
- Periodic Electrical Survey of Emergency Lighting, maintained in accordance with BS5266, the minimum governing standard at this time – test conducted annually by an NICEIC registered electrician
- Portable Appliance Testing – test conducted every three years by an appropriately trained person/electrician; additionally, all items to be individually labelled as tested.

**d. Asbestos Safety:**

Not Applicable as no Asbestos present. Clubhouse built in 2000.

**e. Water Safety:**

Microbial Build Up – all water outlets, including the showers (not applicable as taken out of use) and taps, to be run monthly for 2 minutes by the Facilities Manager to reduce the possibility of microbial build-up within the pipe work.

2. For security, retention and audit purposes, all records of testing, servicing and maintenance work in relation to the above will be held in a Health & Safety File located in a secure cupboard on site.