



TRALEE TENNIS CLUB

Safety Statement

April.2017

M.I.Safety & Training Services
Unit 4 Monavalley Ind.Estate,
Tralee, Co.Kerry

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HEALTH AND SAFETY POLICY

1. Scope

This document contains the guidance and procedures that Tralee Tennis Club has introduced to meet the requirements of the Safety Health and Welfare at Work Act 2005 and The General Applications Regulations 2007 & 2016.

2. It contains:

- a. Tralee Tennis Club's Health and Policy Statement (Appendix 1).
- b. The organisation for Health and Safety Management at Tralee Tennis Club
- c. A Risk Register which identifies a wide range of hazards associated with the activities of Tralee Tennis Club (Appendix 2).
- d. Risk Assessment for the hazards identified in the Risk Register(Appendix 3).

3. Structure for Health and Safety

The ultimate responsibility for health and safety lies with the General Committee. The Committee is responsible for the day to day supervision and the preparation/review of Risk Assessments. The person designated as the Health and Safety Officer is it's Chairperson.

A Health and Safety Statement containing all necessary procedures and documents will be produced and available in the Club house.

4. Included will be

- a. The Tralee Tennis Club Health and Safety policy statement signed by the Club Chairperson.
- b. The organisation for managing safety at the club.
- c. The Risk Register and Risk Assessments.
- d. A Code of Conduct which sets out the standards by which the club will expect its members, their guests and members of the public to adhere to.
- e. Procedures/Guidance on:
 - i. Accident/Incident reporting form
 - ii. First aid guidance and accident log
 - iii. The Code of Conduct – Seniors and Juniors
 - iv. A Maintenance Register be produced which will act as a log of all maintenance work carried out.
 - v. Any other appropriate document or procedure.

5. Risk Assessment Policy

Tralee Tennis Club will carry out a full risk assessment of the facility with a view of highlighting potential hazards and taking the appropriate action wherever necessary to ensure a safe and enjoyable environment.

The Health and Safety Officer is responsible for reporting to the General Committee on such issues. If a member/user wished to report a hazard or potential hazard, contact him/her.

Equipment and site maintenance will be an item on the agenda for each Committee meeting. Any issues which are raised and the appropriate action taken; all details will be listed in the minutes.

Risk assessments will include the following for consideration:

- a. Are surroundings safe and free from obstacles?
- b. Are the courts and any other area fit and appropriate for activity?
- c. Is the equipment fit and sound for activity and suitable for age group/ability?
- d. Are contact details available for parents/guardians/partners?
- e. Are players appropriately attired for the activity?
- f. Do volunteers, staff, coaches and members have access to information relating to health and safety?

6. Review

This document will be reviewed annually.

Tralee Tennis Club

Health and Safety Policy Statement

1. Tralee Tennis Club is committed to the safety and welfare of all its members including visitors, guests and members to the club.
2. The Committee is responsibility for Health & Safety.
3. On an operational level, the Committee is responsible for ensuring that appropriate measures are put in place and maintained unless otherwise stated by the committee.
4. All members are required to comply with this policy.
5. In the case of an accident or an incident that could have led to an accident, members are required to inform the Health & Safety Officer or a member of the Committee.
6. Tralee Tennis Club and its Committee are committed to the Health & Safety at Work Act 2005 and will:
 - a. Discuss Health & Safety at every committee meeting.
 - b. Appoint a Health & Safety officer
 - c. Ensure that the playing, social and working environment at the club is safe and free from reasonable risk.
 - d. Provide appropriate First Aid equipment and notices. A defibrillator is available for use in the Club house.
7. The Club will produce and maintain:
 - a. A Risk Register which identifies all hazards associated with club activities
 - b. A Risk Assessment for each hazard identified in the Risk Register.

Issue Number	One
Signed by Chairperson	
Date	April 2017

Appendix 2

Tralee Tennis Club Health and Safety Risk Register

Prepared by	Michael MacNamara	April 2017	Reviewed	
Approved by				

This document is a list of health and safety risks/hazards that may be appropriate to Tralee Tennis Club. The list can be added to or reduced as required. A risk assessment may be required for each hazard and those that have been ticked below indicate that a risk assessment is appropriate and one has been prepared.

1 Hazards inside the clubhouse			2 Hazards outside clubhouse (non tennis play)		
1.1	Electrical equipment	√	2.1	Damage to floodlights	√
1.2	Electrical installation	√	2.2	Damaged/Broken fences	√
1.3	Slip / trip / fall hazards – wet floor, untidiness	√	2.3	Poor fence and court maintenance	√
1.4	Fire, hot liquids hazard.	√	2.4	Tidiness on and off court areas – debris, drink bottles, loose boards, stones etc	√
1.5	Food hygiene	√	2.5	Car Park	√
1.6	Balcony	√			
3 Hazards whilst playing tennis			4 People and Organisational Hazards		
3.1	Poor playing surface	√	4.1	Lack of information, training or instruction	√
3.2			4.2	Poor activity planning or preparation and delivery	√
3.3	Weather conditions making court surface slippery.	√	4.3	Ignorance of rules and / or code of conducts	√
3.4	Collisions / Conflict with surrounding objects or people	√	4.4	Unsafe behaviour or attitude	√
3.5	Impact from rackets or balls during play	√	4.5	Lack of appropriate first aid equipment and trainers	√
3.6			4.6	Lack of fire extinguishers	√
3.7	Injury by threading on tennis balls	√	4.7	Poor safety control from coach	√
3.8			4.8	Poor safety awareness from players	√
3.9	Inadequate level of physical fitness / strength	√	4.9	Aggression between players	√
3.10	Medical conditions of players	√	4.10	Aggression from crowd / public	√
3.11	Inappropriate use of rackets	√			

Tralee Tennis Club Health and Safety Risk Assessment

Assessed By	Michael MacNamara	Date	April 2017
Reviewed By		Date	

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Score Low/Medium/High Risk	Further Controls Required?	Who by?	By When?
1	Hazards inside clubhouse						
1.1	Electrical equipment inside clubhouse	Defective equipment could cause electrical injuries.	Appliance inspection every 12 months and testing every two years. To be carried out by a competent person as required by Electricity at Work Regulations.	Low	Establish a Maintenance register		
1.2	Electrical installation including floodlights	Defective equipment could cause electrical injuries.	Electrical inspection and testing every 12 months. To be carried out by a competent person as required by Electricity at Work Regulations.	Low	Inspection certificates to be filed with register		
1.3	Slip / trip / fall hazards – wet floor and untidiness in clubhouse	Personal injuries	Notice in clubhouse regarding tidiness and clearing up.	Low	No		
1.4	Fire, hot liquids hazard in clubhouse.	Personal injuries – burns and scolds.	Guidelines regarding use of cooking equipment. Hob not to be used for heating fats.	Low	Review distribution of cooking equipment in the kitchen.		
1.5	Food and general hygiene in clubhouse.	Stomach upsets	Guidelines to be prepared.	Low	No		
1.6	Balcony	Slips/Fall	Children to be supervised at all times	Low	No		

Hazards outside clubhouse (non tennis play)							
2.1	Damage to floodlights	Electrical injuries	Report to committee member	Low	No		
2.2	Damaged/Broken fences	Personal Injury	Report to committee member	Low	No		
2.3	Poor fence and court maintenance	Injury as a result of sharp objects and/or poor surface.	Regular maintenance inspection	Low	Record inspections in register		
2.4	Tidiness on and off court areas – debris, drink bottles, loose boards, stones etc	Trips, slips cuts and other personal injuries.	Regular inspection.	Low	No		
2.5	Car Park	Damage to vehicles	Vehicles parked at owners risk	Low	No		
3 Hazards whilst playing tennis							
3.1	Poor playing surface	Poor playing surfaces could cause ankle and leg injuries for players, and could make both training and matches dangerous and unsafe	Proper tennis footwear to be worn at all times when playing. Courts to be maintained to a high standard to avoid uneven surfaces.	Medium	Enter maintenance details in register		
3.3	Weather conditions making court surface slippery.	Slippery playing surfaces could cause ankle and leg injuries for players, and could make both training and matches dangerous and unsafe	Proper tennis footwear to be worn at all times when playing. Courts to be maintained to a high standard to allow water to drain and to prevent water retention.	Medium	Enter maintenance details in register		
3.4	Collisions with objects or people	Injury	It is left to the players to concentrate and play responsibly. First aid on hand.	Low	Procedures for members and other players to follow.		
3.5	Impact from rackets or balls during play	Injury	It is left to the players to concentrate and play	Low	Procedures for members and other players to follow.		

			responsibly. First aid on hand. Any dangerous behaviour by any player shall be reported to the committee.				
3.7	Injury by threading on tennis balls	Injury	It is left to the players to concentrate and play responsibly. First aid on hand.	Low	Procedures for members and other players to follow.		
3.9	Inadequate level of physical fitness / strength	Injury, initiate various medical conditions	It is left to the players to play within their own physical limits.	Low	Procedures for members and other players to follow.		
3.10	Medical conditions of players	Injury	It is left to the players to play within the limits of any medical condition they may have. They should inform the club Chairperson of any medical condition.		Procedures for members and other players to follow.		
3.11	Inappropriate use of rackets	Injury	It is left to the players to concentrate and play responsibly. First aid on hand. Any dangerous behaviour by any player shall be reported to the Chairperson or committee member.	Low	Procedures for members and other players to follow.		
4	People and Organisational Hazards						
4.1	Lack of information, training or instruction	Ignorance can lead to accidents	Prepare information on appropriate areas including: Guidelines on health and safety, maintenance register and first aid register.	Low	No		

4.2	Poor activity planning or preparation and delivery	Stress/Health issues	Prepare and plan in advance	Low	No		
4.3	Ignorance of rules and / or code of conducts	Ignorance can lead to accidents	Ensure that all members sign up to the rules as part of their membership requirements and copies are available in the Club	Low	No		
4.4	Unsafe behaviour or attitude by players	Could lead to accidents	Any dangerous behaviour by any player shall be reported to the Chairperson or committee member.	Low	No		
4.5	Lack of appropriate first aid equipment and trainers	Could lead to unnecessary injuries	Review first aid kit and need for first aider	Low	No		
4.6	Lack of fire extinguishers	Could lead to destructive fire	Review fire extinguisher and signs.	Low	No		
4.7	Poor safety control from coach	Could lead to accidents	Employ a professional coach	Low	No		
4.8	Poor safety awareness from players	Could lead to injury	Ensure that all members sign up to the rules as part of their membership requirements.	Low	No		
4.9	Aggression between players	Could lead to injury	It is left to the players to concentrate and play responsibly	Low	Procedures for members and other players to follow.		
4.10	Aggression from crowd / public	Could lead to injury	Any aggressive behaviour by any anyone shall be reported to the Chairperson or committee member and dealt with appropriately.	Low	No		
Hazards specific to junior group coaching							

sessions							
5.1	Inadequate supervision	Could lead to injury	Employ a professional coach.	Low	No		
5.2	Inexperienced and/or unqualified coach	Could lead to injury	Employ a professional coach.	Low	No		
5.3	Inappropriate footwear	Could cause ankle and leg injuries for players	Proper tennis footwear to be worn at all times when playing.	Low	No		
5.4	Group too large	Could lead to injury	Employ a professional coach.	Low	No		
5.5	Poor safety control from coach	Could lead to injury	Employ a professional coach.	Low	No		
5.6	Poor safety awareness from players	Could lead to injury	Introduce junior Code of Conduct – persistent offenders should be expelled.	Low	No		
5.7	Aggression between players	Could lead to injury	Introduce junior Code of Conduct – persistent offenders should be expelled.	Low	No		
5.8	Aggression from crowd / public	Could lead to injury	Any aggressive behaviour by any anyone shall be reported to the Chairperson or committee member and dealt with appropriately.	Low	No		
5.9	Inappropriate/uncontrolled use of rackets	Could lead to injury	Introduce junior Code of Conduct – persistent offenders should be expelled.	Low	No		
5.10	Debris left on court/in clubhouse after session e.g. drink bottles and cans	Could lead to injury	Coach to ensure that all debris cleared at end of session. Include in rules.	Low	No		
5.11	Inappropriate behaviour	Could lead to injury	Introduce junior Code of Conduct – persistent offenders should be expelled.	Low	No		

SAFETY STATEMENT

Acknowledgement by Committee

We/I the undersigned as committee members have read and understand the contents of the Safety Statement.

Print Name	Signature	Date

