

## **DENBY DALE TENNIS CLUB LIMITED**

### **IMPORTANT NOTICE FOR ALL MEMBERS AND VISITORS:**

<b>HEALTH AND SAFETY POLICY</b>
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Denby Dale Tennis Club Limited (“The Club”) take the health and safety of its members and visitors to its premises (courts, clubhouse and grounds) seriously and its Directors have agreed that the sections below be adhered to by all members and visitors. The requirements set out in these sections constitute the Club’s Health and Safety Policy and will be reviewed at least annually by its Board of Directors.

These sections reflect the risk assessment carried out by the Club and its wider view of what is required to ensure the health and safety of members and visitors to its premises and the protection of the premises.

#### **ACTION TO TAKE IN THE EVENT OF A FIRE**

1. Whoever discovers a fire must dial 999 for the fire brigade and ensure that all on the premises assemble on the grassed area (“assembly area”) to the right of the bridge (as viewed from the clubhouse) as soon as possible. Members and visitors must not stop to change or gather their possessions.
2. Fire extinguishers are sited in the clubhouse near to the door and may be used to tackle a fire if a member/visitor feels confident to use them. Instructions in their use are on each extinguisher along with the types of fires they can be used on.
3. A fire blanket is provided on the wall by the clock for use in the kitchen area and again instructions for use are displayed.
4. All should remain in the assembly area until told by a member of the Club or Fire Officer that it is safe to leave the premises or to return to the clubhouse.
5. The use of a fire extinguisher and the occurrence of a fire must be reported to a Club Director as soon as possible.

#### **ACTION TO TAKE IN EVENT OF AN ACCIDENT OR INCIDENT**

1. If a serious accident has occurred then a member/visitor should take charge and dial 999 and seek advice.
2. A first aid kit is kept in the marked drawer in the clubhouse kitchen area. The contents of this kit must be periodically checked by a First-Aider and restocked with the Treasurer being requested to reimburse costs incurred.
3. Details of an accident or incident must be written up in the accident book which is kept in the same drawer as the first aid kit. The member/visitor taking charge of dealing with the accident or incident should complete this record. Entry sheets must be sequentially numbered and the completed form placed into an envelope, which is to be sealed, and left in the drawer for collection by the Secretary periodically.

## **RIVER HAZARD**

1. Please take care near the river whether cutting back shrubs and trees or retrieving balls.
2. Please use the net (kept in the clubhouse) when trying to retrieve balls. Do not over-reach and if you cannot safely retrieve a ball then leave it.
3. Parents and guardians must take responsibility for children with them and ensure that they do not get into danger near to or in the river.

## **SOCIAL EVENTS HELD ON SITE**

1. A Club official (the "Official") will take responsibility for an event held at the Club and will have had it authorised by the Board. The Official will have been appointed by the Board.
2. The Official will inspect all facilities that are to be used to ensure that they are safe for the event to take place.
3. The official will make all aware of what to do in the event of a fire or the need to evacuate.
4. The Official will determine if a qualified First-Aider is present on site and the Official will take charge should an accident or incident occur.
5. The premises should be cleaned up after an event with all seating etc. being returned into the clubhouse.
6. No BBQ (which is to be kept outside the clubhouse) should be left unattended whilst in use or form a barrier to walkways or entrances.
7. No gas appliances should be used within the clubhouse.

## **SMOKING**

1. Smoking is not permitted within the clubhouse (either traditional tobacco products or e-cigarettes or vaping devices).
2. Those who smoke outside are requested to be mindful of those around them especially children and to ensure the safe disposal of tab ends.

## **MAINTENANCE OF CLUBHOUSE**

1. The clubhouse must be kept tidy. This is the responsibility of all who use the clubhouse.
2. If there are any concerns about the state of the clubhouse please report them to a Director.
3. Pots and utensils must be washed up, dried and put away after use.
4. All spillages must be mopped up.
5. When cleaning is in progress or the floor is wet, the yellow "A-frame" hazard signs must be put in place. These signs are kept in the toilets and should be stored there when not in use.
6. Mops and buckets are available and must be kept in the toilets when not in use.
7. Fire extinguishers and the fire blanket must remain in their marked positions unless in use. These are maintained annually by Firesolve of Skelmanthorpe and the relevant test certificates are displayed in the clubhouse.
8. Please ensure that the taps and lights are turned off and the clubhouse door is locked if you are the last person to leave the clubhouse.
9. If any portable appliances (e.g. heaters) have been in use then please ensure that these have been unplugged before the clubhouse is locked up.
10. A "wind up" torch is located on the top of the light token box in the ladies toilet for use in the event of a power failure.

## **SECURITY MATTERS**

1. Do not leave Club money in the clubhouse. Please pass any funds to the treasurer as soon as possible.
2. Do not leave valuables in the clubhouse if it is unattended and please take all possessions away with you after play.
3. Please report any theft or security issues to a Director as soon as possible.

## **PARKING**

1. Please ensure that members and visitors park vehicles safely and with the due consideration of neighbours and other road users.

## **COURTS AND GROUNDS**

1. Please ensure that the combination padlock is securely closed on the gate to the courts and the numbers scrambled when the last player leaves the courts. The combination should not be disclosed to non-members.
2. Do not attempt to use the courts if they are icy, covered in snow or considered too wet to make play hazardous. It is up to the members to determine whether it is safe for them to play.
3. Please smooth out the courts surface after use with the draggers provided if it is appropriate to do so (see Club Rules).
4. Please wear appropriate footwear on the courts.
5. Be aware of works being undertaken by maintenance teams.

## **OTHER MATTERS**

1. Current insurance certificates are displayed on the Club notice Board.
2. A copy of the Club's rules are displayed on the Club notice board.
3. A green Health and Safety file is kept in the clubhouse (on the work surface under the clock)
4. There is a light switch inside the clubhouse, by the door, which can be pressed to provide some external lighting for exiting the grounds when it is dark.

**Updated March 2019**