



## Safety Policy

### Statement of General Policy:

The Cambridge University Lawn Tennis Club is strongly committed to encouraging its members to take part, whilst seeking to ensure that the health, well-being and safety of each individual is managed effectively and that the safety of all external parties is considered and managed.

### Safety Responsibilities and Arrangements:

<b>Responsibility</b>	<b>Officer Responsible</b>	<b>Specific Safety Arrangements</b>
<b>General oversight of club safety management</b>	<b>Lee De Grammont, Head Groundskeeper</b>	<p>Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.</p> <p>Create a safe environment by putting health and safety measures in place as identified by the assessment.</p> <p>Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness (as a minimum once per year at the AGM).</p>
<b>Enforce any health and safety regulations regarding COVID-19</b>	<b>Kureha Yamaguchi, President</b>	<p>Ensure clear communication with members regarding changes due to Covid-19.</p> <p>Implement necessary health and safety measures as suggested by the Sports Service.</p>
<b>Clear communication with club members on safety matters</b>	<b>Surina Fordington Fowkes, Welfare Officer</b>	<p>Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.</p> <p>Ensure that all members are aware of, understand and follow the club's health and safety policy.</p>

		<p>Ensure that club members are able to raise safety concerns.</p> <p>Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.</p>
<b>Effective continuous management of safety arrangements</b>	<b>Surina Fordington Fowkes, Welfare Officer</b>	<p>Appoint a competent club member to assist with health and safety responsibilities.</p> <p>Review safety procedures, arrangements and information at committee meetings.</p>
<b>Provide appropriate mitigation control measures for injuries</b>	<b>Surina Fordington Fowkes, Welfare Officer</b>	<p>Provide access to adequate first aid facilities, telephone and qualified first aider at all times.</p> <p>Report any injuries or accidents sustained during any club activity or incidents that may have led to injury/ill health whilst on the club premises to the Sports Service and investigate when necessary.</p>
<b>Uphold a culture that supports the safety policy</b>	<b>All club members</b>	<p>Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.</p> <p>Co-operate with the club on health and safety issues.</p> <p>Correctly use all equipment provided by the club.</p> <p>Not interfere with or misuse anything provided for your health, safety or welfare.</p> <p>Only use facilities when it is safe to do so. Particularly, do not play when courts are wet or slippery.</p>
<b>Ensure that Equipment is safe</b>	<b>Jack Wilson-Smith, Kit secretary</b>	<p>Maintain equipment inventory.</p> <p>Ensure that statutory equipment inspections are carried out, and that pre-use inspections are carried out and recorded at least quarterly.</p>

		Ensure that all damaged equipment is marked and or quarantined and disposed of as soon as possible.
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This document above is modified from the Health and Safety Executive and Sport England Guidance on developing a safety policy document.

All accidents and incidents which are not immediately documented by a member of the Sports Service (e.g. by a first aider at the University Sports Centre), where an accident resulted in injury or incident had the potential to cause injury or ill health during:

- An organised tennis match;
- Training;
- Event or endorsed activity; or
- Travelling to or from the aforementioned activities

Must be reported to the Sports Service Safety Officer. If this applies to you, please contact Surina Fordington at [sf551@cam.ac.uk](mailto:sf551@cam.ac.uk) who will oversee your completion of the initial report, which can be found at [www.sport.cam.ac.uk/injury-and-incident-reporting](http://www.sport.cam.ac.uk/injury-and-incident-reporting). The report should be sent as soon as possible after the incident/accident has taken place. When completing the report, please include as much information as possible. Consider methods of recording details of accidents/incidents e.g. taking names of witnesses, photographs and details of circumstances to aid you and others in investigation should this be necessary.

Having submitted a report, Surina will then contact you for further information as she will need to make a judgement on whether further actions are necessary, such as a full investigation and/or new control measures to prevent recurrence.

**Details of First Aid Provision within the Club:**

First aid kit in the main room of the clubhouse, on the wall in the corner nearest the kitchen.