



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:

Responsibility	Officer Responsible	Specific Safety Arrangements
General oversight of club safety management	Robert.Langley@sport.cam.ac.uk Groundsman	Undertake regular, recorded risk assessment 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 the implementation of the policy is reviewed regularly and monitored for effectiveness (as a minimum once per year at the AGM).
Enforce any health and safety regulations regarding COVID-19	Matthew Ronayne President	Ensure clear communication with members regarding changes due to Covid-19. Implement necessary health and safety measures as suggested by the Sports Service.
Clear communication with club members on safety matters	Mais (mamba2), Safety Officer	Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development. Ensure that all members are aware of, understand and follow the club's health and safety policy.

		<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>
Effective continuous management of safety arrangements	Mais (mamba2), Safety Officer	<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>
Provide appropriate mitigation control measures for injuries	Mais (mamba2), Safety Officer	<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> <p>Ensure that the responsibility for ensuring individuals do not return to sport after a concussion without following an appropriate protocol is defined.</p>
Uphold a culture that supports the safety policy	All club members	<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>
Ensure that Equipment is safe	Reanna (rd727)	Maintain equipment inventory.

		<p>Ensure that statutory equipment inspections are carried out, and that pre-use inspections are carried out and recorded at least quarterly.</p> <p>Ensure that all damaged equipment is marked and or quarantined and disposed of as soon as possible.</p>
--	--	--

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 Katherine Fordington at wkyw2@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. 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, Katherine 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.