



# HEALTH & SAFETY POLICY STATEMENT

This document sets out the Health and Safety Policy Statement for Fakenham Tennis Club situated at Hempton Road Fakenham, part of Fakenham Sports Centre Association (FSCA).

## Policy Statement

The Tennis Club recognises its obligation to members and visitors to manage the health and safety risks arising from its various activities.

- Provision and maintenance of safe facilities and equipment for playing Tennis, within the Clubhouse and immediate area.
- The prevention of incidents and accidents.
- The provision of information and instructions to Members and Visitors regarding health and safety issues.
- To undertake risk assessments from time to time and review the policy as necessary at regular intervals.

## Responsibilities

1. Overall responsibility for health and safety is vested in the FSCA
2. The Tennis Club have a day-to-day responsibility for health and safety in connection with the management and organisation of facilities, activities and events associated with the sport.
3. Key Contacts are as follows:

FSCA Managers Office: 01328 862867

Club Chairman: Paul Colao (paul.colao@yahoo.com)

Club Secretary: Kate Relph (01362 680016)

4. Members and visitors need to take reasonable care of their own health and safety whilst on the Club premises. If you have any health and safety concerns or wish to report an health and safety risk, please contact the FSCA Managers Office, Tennis Club Chairman or Tennis Club Secretary as para 3 above.

## Emergency Procedure

In the event of an emergency the Clubhouse should be evacuated via the front door and the incident reported to the FSCA Duty Manager.

## First Aid

In the first instant a “first aider”, normally the FSCA Duty Manager should be called who will then adopt the FSCA First Aid Policy.

## Other Health and Safety Matters

1. The Tennis Club seeks to provide a secure environment for its members and visitors, overall security is the responsibility of FSCA. Action should be taken to ensure the Club facilities are used only by members, guests and other legitimate users (e.g. visiting teams and Pay & Play users) by reporting misuse to FSCA Manager.
2. If, at any time, you observe anything which gives cause for concern, this should be reported promptly to the FSCA Duty Manager or FSCA Manager, if unavailable the Tennis Club Chairman or Secretary.
3. If the matter giving concern appears to be more serious in nature or an emergency, then please dial 999 and ask for the appropriate service.