



Queens Park Tennis Club CIC

Health & Safety Policy

Key contact:

Stephen Lee, Director and Chair of Queens Park Tennis Club CIC

Who policy is intended for:

All Queens Park Tennis Club members, Guests of members, Parents and legal guardians of junior players / children, Management committee members, Directors, Coaches, Staff, Volunteers, Clubhouse key holders, Clubhouse visitors (including private hires), Contractors, Pay and Play users

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1. Policy statement

The Health and Safety at Work Act 1974 and the regulations made under it, apply to amateur sports club organisers who are both employers and self-employed. The law requires them to do what is reasonably practicable to ensure people's health and safety.

Queens Park Tennis Club CIC (QPTC CIC) takes seriously our legal duties for managing the health, safety and welfare at work of our employees and others who may be affected by our operations, such as contractors, visitors and members of the public, 'in so far as is reasonably practicable' – in accordance with the Health and Safety at Work Act 1974, all other relevant Health and Safety legislation and the Fire Precautions (Workplace) Regulations 1997.

The Health and Safety at Work Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. It sets out the general duties which:

- employers have towards employees whilst at work, and members of the public
- employees have to themselves and to each other
- certain self-employed have towards themselves and others

Employees and workers are directly protected under the Act, which requires employers to provide safe systems of work, competent supervision, effective training, and reliable controls for foreseeable risks.

The Act also requires employers and the self-employed to protect people other than those at work e.g. volunteers, club members, visiting teams and spectators. These people should be protected from risks to their health and safety arising out of, or in connection with, their club's work activities. Health and safety law does not cover safety matters arising out of the sport or activity itself.

Health and safety management is an ongoing process, not a one-off task. It is not enough to just control the risks at our tennis club; we must make sure that they stay controlled.

2. Purpose and scope

This Health and Safety Policy sets out our general approach to managing health and safety at QPTC.

Our health and safety policy is to:

- Provide and maintain a safe and healthy place of work
- Provide adequate information, instruction, training and supervision, to ensure employees are competent to do their work
- Work towards preventing accidents and cases of work-related ill health
- Provide and maintain equipment and safe systems of work
- Implement emergency procedures, including evacuation in case of fire or another significant incident
- Provide personal protective equipment when necessary
- Review and revise this Policy regularly

This policy applies to:

- a) All staff and volunteers of Queens Park Tennis Club
- b) All contractors, suppliers and other people working on behalf of Queens Park Tennis Club
- c) Members, customers and users of, and visitors to Queens Park Tennis Club

d) Anyone working for or on behalf of QPTC CIC in other locations to deliver QPTC CIC services

3. Responsibilities for health and safety

Overall and final responsibility for health and safety

Anyone (including volunteers) with control of premises like a clubhouse or playing fields has a duty to see that the premises, access to them and plant (e.g. sports equipment) and substances provided are safe for the persons using them so far as is reasonably practicable.

A management committee can be regarded as a legal entity under health and safety law, even if it doesn't employ anyone and is only made up of volunteers.

The Directors and management committee of QPTC CIC are responsible for meeting our health and safety legal duties. They must establish and maintain, as far as reasonably practicable, a safe working environment and practices, including proper equipment, safe access and egress, and adequate welfare facilities such as sanitation, lighting, and ventilation. They are responsible for ensuring the tennis playing surface is in good repair. They should have the skills, knowledge and experience to be able to recognise hazards at Queens Park Tennis Club and put sensible controls in place to protect workers and others from harm.

Under the Management of Health at Safety at Work Regulations, every employer must have arrangements for 'effective planning, organisation, control, monitoring and review' of measures to protect people. Employers must inform workers about any identified risks and what has been done to protect them; and tell them how to get first aid treatment and what to do in an emergency.

Other individuals who may be affected by work activities, such as contractors, visitors, and the public, are also covered by health and safety legislation. Employers and other duty holders must ensure that their operations do not pose risks to these groups, and they must manage hazards arising from premises, equipment, or substances used at work.

Day-to-day responsibility for ensuring this policy is put into practice

Day-to-day responsibility is with the Facilities Manager and the Venue & Bar Manager - they know their workplace best and the risks associated with it. The Facilities Manager is responsible for health and safety associated with the tennis courts and for the clubhouse; and the Venue & Bar Manager also has responsibility for the clubhouse.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Stephen Lee: Safety; risk assessments; consulting employees; organising training; work-related ill health: accident and ill health investigations

Mel Bowden: Safety; monitoring; first aid; emergency procedures; fire and evacuation; maintain equipment; information, instruction and supervision

Bego Escorihuela: Safety; monitoring; first aid; fire and evacuation

Mark Cull: Risk assessments

Employees, volunteers, contractors, suppliers and other people working on behalf of QPTC CIC should:

- co-operate with QPTC CIC arrangements for ensuring health and safety and co-operate with managers and co-workers on health and safety matters
- avoid interfering with safety measures provided by QPTC CIC
- follow any training that has been provided
- speak to their line-manager if they require any specific instructions to their line of work on safety training
- take reasonable care of their own health and safety and that of others who may be affected by their actions at work, and not put themselves or others at risk
- alert their line manager to any potential hazards or risks they identify in their working environment
- report all health and safety concerns and incidents to the Facilities Manager, Venue & Bar Manager or a Director – whoever is most immediately available

Members and visitors to Queens Park Tennis Club have a duty of care to themselves and others not to expose themselves or others to unreasonable risk and not to undertake any task or activity that does so.

Parental responsibility:

Parents or guardians are responsible for their children and the children in their care at all times while on QPTC premises, and for ensuring that they do not cause any risk to others.

Tennis players:

Tennis courts are designed for play in most weather conditions and usually present no exceptional risks. However, rain, frost, snow, ice, fallen leaves, bird excrement or dew may cause them to become slippery and there may be hazards even in dry conditions. Players should take particular care in cold weather when ice may form on the courts, court surrounds, access paving, and the steps leading to the lower courts 5 and 6. Similarly, players should take care in the heat and extreme heat.

Tennis can sometimes involve striking and propelling a ball at significant and dangerous speeds, it also involves players frequently running and ball-striking while off-balance. Players play at their own risk and should take special care to ensure that the court surface is free of balls before commencing play as uncontained balls present a trip and slip hazard and may result in accident and injury.

All players using the courts do so at their own risk. Wear proper footwear that is designed for use on a tennis court, and if in any doubt regarding the safety of the courts, do not play.

4. Arrangements for health and safety

Plan, Do, Check, Act approach

Managing risk is just one part of health and safety management. By following the Plan, Do, Check, Act approach we can:

- Plan what we need to do
- Do the right things to implement our plan
- Check our control measures are working
- Act if our measures are not working

By doing this, we should be able to ensure our risks stay controlled and we provide a safe working environment for workers and others.

Health and safety risk assessment

The Management of Health and Safety at Work Regulations 1999 require employers to carry out a risk assessment, which is the cornerstone of an employer's management of health and safety. This is a process where anything arising from work that may cause harm is identified, assessed and controlled.

As an employer, QPTC CIC must:

- identify all hazards that could cause harm
- work out who might be harmed by the hazards and how
- consider how likely it is that someone will be harmed, and how serious the harm might be
- based on this information, introduce measures to control the risk 'in so far as is reasonably practical'

This process is known as risk assessment. We must then tell staff about the risks identified by the assessment and the measures that have been introduced to control them.

At QPTC we undertake two risk assessments annually, We risk assess the tennis courts and associated infrastructure, and we risk assess the clubhouse and immediate surrounding area. We update our risk assessments sooner if new hazards are identified that require risk management, perhaps due to an accident, incident or near miss, or if new working practices are introduced.

'So far as is reasonably practicable'

Duties on employers under the Health and Safety at Work Act 1974 and many regulations are qualified by the phrase 'so far as is reasonably practicable'. This recognises that often it is not possible to completely remove risk. A balance needs to be struck between the degree of risk and the time, cost and physical difficulty of taking measures to control the risk. Measures to reduce risk should always be taken, except where the sacrifice is grossly disproportionate to the degree of risk. Guidance and Approved Codes Of Practice (ACOPs), where they exist, provide advice on what is reasonably practical.

Protecting those working alone

Risks can be greater for lone workers. Lone working can make staff more vulnerable to violence and abuse. Sometimes our employees work alone in the clubhouse, including our cleaner; and either of our contracted coaches can often be the only person working at our facilities.

As an employer we will manage health and safety risks before people can work alone. This applies to anyone contracted to work for us, including self-employed people.

As an employer, QPTC CIC should:

- train, supervise and monitor lone workers and keep in regular contact and respond to any incident. Train them to identify hazards and control the risks
- provide training around personal safety, managing difficult behaviours, deescalation and conflict resolution, if considered appropriate
- provide supervision for new workers who are being trained, and around any high-risk situations identified in our risk assessments
- look out for any signs of stress of workers
- make sure lone workers know how to use first aid equipment and how to use it on themselves and raising the alarm in emergencies

Employers have the same health and safety responsibilities for home workers and the same liability for accident or injury as for any other workers. We will make sure suitable arrangements are in place for employees who work remotely.

Training in health and safety

The Management of Health and Safety at Work Regulations 1999 require employers to train staff so that they know what hazards and risks they may face, how to deal with them and work safely and without risks to health, and any emergency procedures.

We will give staff, volunteers and contractors health and safety induction and provide appropriate training.

Tennis coaches working at QPTC are required to hold current First Aid Certificates.

Consultation

Under health and safety law, employers must consult their staff on health and safety matters including on any new measures which may affect their health and safety. It's also good practice to regularly ask staff (and others) if they can spot any problems or identify any new hazards.

Consultations should enable staff to raise concerns and influence how we develop, maintain and promote measures to protect health and safety.

Employers should consult their workers at every stage of the 'Plan, Do, Check, Act' process. Staff should be consulted during the risk assessment process; this is to ensure that any measures will work in practice and won't introduce new hazards. Involving our staff will help us develop a positive health and safety culture where risks are controlled sensibly.

First Aid

First aid equipment is kept in the kitchen in the clubhouse and in the accessible toilet.

Defibrillator

There is a defibrillator on the outside of the clubhouse adjacent to the main entrance.

Evacuation

We will ensure that escape routes are well signed and always kept clear.

Our fire evacuation procedure is in the QPTC CIC Fire Safety Policy & Procedures, which can be found here: [Club Policies - Queens Park Tennis Club Brighton](#)

Electrical Safety

With the potential to electrocute and cause fire, electricity presents one of the most serious risks at QPTC. It is therefore particularly important that electrical systems and appliances are well-maintained and properly used. The inspection, test and maintenance of all electrical equipment is to be undertaken by suitably qualified and competent persons appointed by the Directors, or most usually, by the Facilities Manager. Records should be kept of all service and maintenance checks. Any faults and failures are to be attended to promptly, or equipment temporarily taken out of service and users and members appropriately notified.

Water safety

The Directors or Facilities Manager will appoint a suitably qualified person to carry out water safety tests including for Legionella bacteria, at least annually.

Asbestos safety

Asbestos has been identified in the clubhouse and is due to be removed in 2026 when the kitchen is upgraded. In the meantime, it should not be disturbed.

Preparation and serving of food

Food safety in the UK is governed primarily by the Food Safety Act 1990 and General Food Law, ensuring that all food is safe, accurately described, and properly handled throughout production and sale.

Much of the preparation of food for QPTC is done on a voluntary basis and off site. Anyone involved in the preparation and serving of food is to be alert to the very real and serious problems that can arise if the highest standards of preparation and storage are not maintained. All food should be prepared, stored, transported and served in a manner that ensures it reaches QPTC without contamination and in a condition that is safe for consumption. To comply with appropriate waste regulations, surplus food should be thrown away and not removed from site other than by the person who supplied it.

Visitors using the clubhouse and courts, whether on a free or hire basis, are responsible for their own food safety and must take steps to ensure the best possible food hygiene in accordance with regulations and their own responsibilities.

Appointment of Contractors

QPTC CIC will hold copies of contractors' public liability insurance certificates and Contractor Health & Safety Competency Certificates confirming that risk assessments will be conducted by the contractor prior to undertaking any work and that the contractors have had drawn to their attention issues on site that may concern the contractor.

Hazardous Substances

All hazardous substances must be kept locked away. This to include cleaning substances and paint, an inventory of all hazardous substances must be compiled and data sheets obtained for these from suppliers and manufacturers. COSHH assessments should then be carried out.

Contractors necessarily using hazardous substances are responsible for carrying out their own COSHH assessments. Where contractors use hazardous chemicals in the maintenance of the grounds, additional consideration is to be given to the timing of related work and restricting access to the area following treatment.

Intravenous drug users

Being situated in a park which is a regular location for intravenous drug users, needles / syringes are routinely found around and behind the clubhouse and in the vegetation that adjoins the court fencing (most commonly near the path leading to courts 1 and 2 and behind the fences on the west side of the courts). If a member or other user of QPTC finds a hypodermic needle or other dangerous sharp object, Brighton and Hove City Council's hazard hotline should be called on 01273 292929. If this is done between the hours of 9am and 5pm on a weekday, the hazardous object should be removed in one hour. The club has a sharps bin for cases where the council is unable to deal promptly with the hazard. However, only suitably qualified members should handle such hazardous materials. In the event the object remains on site, its location should be sealed off and appropriate warnings given to all users, particularly small children.

Lifting and Manual Handling

Nobody should move or carry items for QPTC, e.g. nets, umpires' chairs, etc., unless they are fully acquainted with the correct procedures for lifting and carrying. Specifically, men should not alone lift any item exceeding 25 kg, this relates to loads held close to the body at around waist height. The recommended maximum weight is reduced to 5kg for loads being held at arm's length or above shoulder height. The suggested maximum weight for women is 16kg for loads held at waist height; women should not alone lift any item exceeding 12.5 kg.

Dogs

Queens Park Tennis Club is in dog free areas of Queens Park. Dogs are not allowed on our premises.

5. Reporting accidents and illness

Under health and safety law, we must report certain workplace injuries, dangerous incidents, near-misses and cases of work-related disease to the Health & Safety Executive (HSE). This duty is under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, known as RIDDOR.

Keep records

At QPTC we record all accidents and incidents in our Accident Book and Incident Book. The Accident Book is an essential document for employers and employees, who are required by law to record and report details of specified work-related injuries and incidents.

Keeping records can help us to identify patterns of accidents and injuries, so we can better assess and manage risk in our workplace. Records can also be helpful when dealing with our insurance company. We must protect people's personal details by storing records confidentially in a secure place.

Reportable incidents

The death of any person - except for suicides, the death of any person must be reported if it resulted from a work-related accident.

Specified, reportable injuries to workers:

- fractures (other than to fingers, thumbs, and toes)
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- any injury likely to cause permanent blinding or reduction in sight in one or both eyes
- any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
- serious burns (including scalding) which:
 - cover more than 10% of the body
 - cause significant damage to the eyes, respiratory system, or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-7-day incapacitation of a worker - work-related accidents must be reported where they result in an employee (or self-employed person) being away from work, or unable to do their normal work duties, for more than 7 consecutive days as the result of their injury.

Over-3-day incapacitation - accidents must be recorded where they result in a worker being away from work, or unable to do their normal work duties, for more than 3 consecutive days. As an employer, we don't need to report this type of accident – recording it in our accident book is enough.

Non-fatal accidents to people other than workers - accidents to members of the public or others who are not at work (such as customers or volunteers) must be reported if:

- they involve work activity
- they result in an injury

- the person is taken directly from the scene of the accident to hospital for treatment to that injury

Dangerous occurrences - is one which 'arises out of or in connection with work' and could risk harm to others. Not all these events need to be reported.

Gas incidents - distributors, fillers, importers and suppliers of flammable gas must report incidents in connection with that gas, where someone has:

- died
- lost consciousness, or
- been taken to hospital for treatment

For more information, please read: [Reportable incidents - HSE](#)

Who should report under RIDDOR

Reports should only be submitted by the 'responsible person' with duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Responsible people will be:

- employers (in relation to workers)
- some self-employed people
- those in control of work premises when a reportable work-related accident or event has occurred

Who should not report

You should not make a report if you are not the responsible person under RIDDOR. So, you should not report if you are:

- an injured person (unless you are self-employed)
- a member of the public
- others who do not have duties under RIDDOR

Raising a concern with HSE

If you are worker, acting on a worker's behalf, or a member of the public, you can tell the HSE about a work-related accident or an ongoing risk to health and safety in the workplace, by raising a concern with HSE.

Making a RIDDOR report

If you are the responsible person, you should complete the appropriate online form. The form will be submitted to the RIDDOR database. You will then have the option to download a copy for our records.

It is important that you read the relevant guidance beforehand as it will help you decide which form you need to complete:

- reportable incidents
- specified injuries to workers
- dangerous occurrences
- occupational diseases

This is where you can access the online reporting forms:

[Make a RIDDOR report - How to make a RIDDOR report - HSE](#)

6. Useful information

Health & Safety Executive HSWA 1974

[Health and Safety at Work etc Act 1974 - HSE](#)

Health & Safety law

[Health and safety law and employer responsibility | Prospect](#)

Health & Safety Executive - Health and safety basics for your business

[Health and safety basics for your business](#)

Health & Safety Executive – Manual handling at work

[Manual handling at work - HSE](#)

Health & Safety Executive - Using contractors

[Using contractors - HSE](#)

Report accidents and illness

[Report accidents and illness - Health and safety basics for your business](#)

Health & Safety Executive – Amateur sports clubs

[Amateur Sports Clubs – Guidance on running a safe sports club: Leisure activities](#)

Health & Safety Executive – Health and safety checklist for village and community halls

[Health and safety checklist for village and community halls](#)

Food Standards Agency

[Homepage | Food Standards Agency](#)

7. Related documents

QPTC CIC CCTV Surveillance System Policy

QPTC CIC Code of Conduct

QPTC CIC Data Protection Policy

QPTC CIC Fire Safety Policy & Procedures

QPTC CIC Risk Assessment - Clubhouse

QPTC CIC Risk Assessment - Courts

8. Equality Impact Assessment

This Equality Impact Assessment (EIA) helps QPTC CIC to consider whether a policy discriminates or unfairly disadvantages people from a range of groups and helps us think through actions that can be taken to lessen impact and advance equality, diversity and inclusion.

Impact summary: summarise whether the proposed policy will have a disproportionate impact on any of the groups listed below and what actions if any will be taken.	
Age	
Disability: Hearing impairment Visual impairment Physical disability Learning disability Mental health need	This policy has not been adapted to an easy read version and as such may disadvantage some people with learning disabilities. This policy has not been adapted for and therefore disadvantages people that are visually impaired. Potentially positive impact. People with certain disabilities may require adaptations to their work environment to help manage their health and safety.
Gender reassignment (incl. trans & non-binary)	
Marriage and civil partnership	
Pregnancy and maternity	Potentially positive impact.
Race: People from diverse ethnic backgrounds Refuges & asylum seekers People with English as an additional language	This policy has not been adapted to an easy read version and as such may disadvantage some people with English as an additional language.
Religion or belief	
Sex - men, women and intersex	
Sexual orientation	
People with (unpaid) caring responsibilities	
People from lower socio-economic backgrounds and people living in areas facing deprivation	
People with low levels of English	This policy has not been adapted to an easy read version and as such may disadvantage some people with low levels of English.
Intersectionality (include any other relevant information relating to the intersection of any of these protected groups)	

Policy control sheet

Policy title	Queens Park Tennis Club CIC Health & Safety Policy
Version number	V3
Policy owner	Name: Stephen Lee Designation: Chair of QPTC CIC
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Date of next review	29.5.2027

Amendment history

Version no. & date created	Author	Summary of changes made
2018	Not known	Draft policy
2019	Not known	Replacement policy
22.5.2026	Mark Cull	New policy using HSE guidance and incorporating some content from previous policies.