

Health and Safety Policy


This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

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

Griffin Tennis Academy Ltd Name of organisation
Ian Griffin Name of employer
Ian Griffin

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Ian Griffin (Director & Head Coach) & Coaches in charge of a lesson.	Accident report forms to be completed. Every year (or when an accident has occur) risk assessment to be completed on activities. Every year (or when an accident has occur) risk assessment to be completed on facilities. A risk assessment tick box on the registers to be completed by the coach in charge. A risk assessment tick box for football booking to be completed by the coach in charge.
To provide adequate training to ensure employees are competent to do their work.	Ian Griffin (Director & Head Coach).	GTA ltd will pay for coaches LTA levels.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Ian Griffin (Director & Head Coach).	
To implement emergency procedures - evacuation in case of fire or other significant incident.	Ian Griffin (Director & Head Coach).	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances.	Ian Griffin (Director & Head Coach).	

Health and safety law poster is displayed:	In Shaftesbury office		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).	There are first aid kits in the Shaftesbury office and coaches room of Shaftesbury Community Tennis Club's Clubhouse. Accident report forms are in Shaftesbury Office tray marked forms, and completed forms are keep in a marked folder in Shaftesbury office.		
Signed: (Employer)		Date:	03.10.18
Subject to review, monitoring and revision by:	Ian Griffin	Every:	12 months or sooner if work activity changes

Risk Assessment for Tennis Coaching

Organisation name: Griffin Tennis Academy Ltd

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood of risk?	Level of harm?	Do you need to do anything else to manage this risk?	Action by whom?
Slips	Coaches and players may be injured if they slip over.	All coaches to tick the risk assessment box on the registers when considered safe. Lessons must be cancelled in icy conditions and heavy rain.	Middle	Middle		
Trips	Coaches and players may be injured if they trip over objects.	All coaches are to check the courts for objects such as glass, stones, etc, before lessons and remove the dangers, and tick the risk assessment box on the registers when considered safe.	Low	Low		
Tripping over balls	Coaches and players may be injured if they trip over a ball	All coaches to ensure balls are safely away from the playing area.	Low	Middle		
Rackets hitting other players	Children do not have the space awareness that adults do, and therefore are likely to stand too close other children when playing.	All coaches to ensure players a safely away from others playing	High	Low		
Unfit surfaces	Coaches and players may injury themselves if the playing surface is unfit for use.	Ian Griffin to carry out yearly risk assessment of facilities, or when an accident occurs	Low	Low		
Moving the tennis nets	Anyone moving the tennis nets on or off the Astro. Trapped fingers, metal bars landing on feet.	Coaches must use two trollies to move the nets when moving them alone.	Middle	Middle	Ensure screws are in place to hold the mental bars together at the bottom of the nets	Ian Griffin

Risk Assessment for Football Bookings

Organisation name: Griffin Tennis Academy Ltd

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood of risk?	Level of harm?	Do you need to do anything else to manage this risk?	Action by whom?
Slips	Players may be injured if they slip over. Risk is high in ice & snow.	Bookings are warned not to play in ice & snowy conditions. Groups are asked to sign a declaration if they wish to play.	High	Middle		
Trips	Players may be injured if they trip over objects.	Member of staff that is managing the facility to check the courts for objects such as glass, stones, etc before the start of the evening bookings, and to initial the daily astro risk assessment sheet.	Low	Low		
Permanent fixtures	Players may run into permanent fixtures such as the fencing, football goals and tennis nets.	Member of staff that is managing the facility to check fencing is safe without wires sticking out, tennis nets are safely to the side, and football goals are safely secured. Member of staff on duty to initial the daily astro risk assessment sheet. A yearly risk assessment of facilities.	Middle	Low	Asked Lauren Higgs (Estate Manager at Southern Academy Trust) to get site staff to repair a danerous panel on the fence.	Lauren Higgs
Moving the tennis nets	Coaches moving the tennis nets to the side of the Astro for football booking.	Coaches must use two trollies to move the nets when moving them alone.	Middle	Middle	Ensure screws are in place to hold the mental bars together at the bottom of the nets	Ian Griffin

Risk Assessment for Multi Sports Camps

Organisation name: Griffin Tennis Academy Ltd

Same as tennis coaching but with the following risks associated with the sports below:

Rouder's:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood of risk?	Level of harm?	Do you need to do anything else to manage this risk?	Action by whom?
Slips & Trips	Players	All coaches to ensure playing area is safe	Low	Low		
Bats slipping out of hands	Coaches and players getting hit.	All coaches must not play rounder's in the rain	Low	Middle		

Football:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood of risk?	Level of harm?	Do you need to do anything else to manage this risk?	Action by whom?
Slips & Trips	Players	All coaches to ensure playing area is safe	Low	Low		

Basketball & Netball:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood of risk?	Level of harm?	Do you need to do anything else to manage this risk?	Action by whom?
Slips & Trips	Players	All coaches to ensure playing area is safe	Low	Low		

Badminton:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood of risk?	Level of harm?	Do you need to do anything else to manage this risk?	Action by whom?
Slips & Trips	Players	All coaches to ensure playing area is safe	Low	Low		
Moving the posts	Coaches and players may be injured moving the post, or dropping them on feet, etc	Coaches to move posts carefully.	Low	Low		

Quick cricket:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood of risk?	Level of harm?	Do you need to do anything else to manage this risk?	Action by whom?
Slips & Trips	Players	All coaches to ensure playing area is safe	Low	Low		

Risk Assessment for Shaftesbury Astro

Organisation name: Griffin Tennis Academy Ltd

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood of risk?	Level of harm?	Do you need to do anything else to manage this risk?	Action by whom?
Condition of surface	Everyone by slipping or tripping.	Condition of surface check by Ian Griffin & Lauren Higgs 03/10/18 and considered safe.	Low	Low	Keep an eye of the surface. If it tears it will be considered unsafe. Ian Griffin asked Lauren Higgs (Estate Manager at Southern Academy Trust) to get site staff to brush the surface 6 times a year.	Ian Griffin
Leafs on surface	Everyone by slipping.	Removing leafs in the Autumn months when considered unsafe	Middle	Low	Ian Griffin asked Lauren Higgs (Estate Manager at Southern Academy Trust) to get sit staff to clear leafs twice a week in autumn months	Ian Griffin & Lauren Higgs
Broken panel on fence	Everyone by running into bit sticking out.	Nothing	Middle	Middle	Ian Griffin asked Lauren Higgs (Estate Manager at Southern Academy Trust) to get sit staff to repair.	Ian Griffin & Lauren Higgs
Poor lighting	Everyone by not being able to see	Nothing	Low	Low	The level of light provided by the floodlights is considered safe although only 11 lights work. Ian Griffin asked Lauren Higgs (Estate Manager at Southern Academy Trust) to looking into repair the ones that don't work.	Ian Griffin & Lauren Higgs
5 a side football goals	Everyone by them falling over	Securing the 2 goals without a metal pole weighting them down to the fence with climbing rope	Low	Low	Ian Griffin asked Lauren Higgs (Estate Manager at Southern Academy Trust) to get site staff to bolt posts together.	Ian Griffin & Lauren Higgs

Risk Assessment for Shaftesbury Single Tennis Court

Organisation name: Griffin Tennis Academy Ltd

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood of risk?	Level of harm?	Do you need to do anything else to manage this risk?	Action by whom?
Condition of surface	Everyone by slipping or tripping.	Condition of surface check by Ian Griffin & Lauren Higgs 03/10/18 and considered safe.	Low	Low	Keep an eye of the surface. Will need a power wash when considered slippery.	Ian Griffin
Leafs on surface	Everyone by slipping.	Removing leafs in the Autumn months when considered unsafe	Middle	Low	Ian Griffin asked Lauren Higgs (Estate Manager at Southern Academy Trust) to get sit staff to clear leafs twice a week in autumn months	Ian Griffin & Lauren Higgs
Condition of fencing	Everyone by slipping or tripping.	Condition of fence check by Ian Griffin 03/10/18 and considered safe.	Low	Low		
Condition of tennis net	Everyone by slipping or tripping.	Condition of nets check by Ian Griffin 03/10/18 and considered safe.	Low	Low		
Poor lighting	Everyone by not being able to see	Nothing	Low	Low	The level of light provided by the floodlights is considered safe although 1 light does not work. Ian Griffin asked Lauren Higgs (Estate Manager at Southern Academy Trust) to looking into repair the one that doesn't work.	Ian Griffin & Lauren Higgs

Risk Assessment for Shaftesbury Multi Use Games Area

Organisation name: Griffin Tennis Academy Ltd

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood of risk?	Level of harm?	Do you need to do anything else to manage this risk?	Action by whom?
Condition of surface	Everyone by slipping or tripping.	Condition of surface check by Ian Griffin & Lauren Higgs 03/10/18 and considered safe.	Low	Low	Keep an eye of the surface. Will need a power wash when considered slippery. Ian Griffin asked Lauren Higgs (Estate Manager at Southern Academy Trust) to get site staff to empty drain in front of gates once a month in the winter to stop dirt get onto the surface, and to dig a trench around the outside for easier cleaning.	Ian Griffin & Lauren Higgs
Condition of fencing	Everyone by broken panels, etc	Condition of surface check by Ian Griffin & Lauren Higgs 03/10/18 and considered safe.	Low	Low	Although one side of the fence is leaning there is no risk of it falling over.	Ian Griffin
Condition of tennis nets	Everyone by slipping or tripping.	Condition of nets check by Ian Griffin 03/10/18 and considered safe.	Low	Low		
Tennis net socket	Everyone playing netball (tennis is safe)	Ian Griffin leaving the net post in that socket.	High	Low	Ian Griffin asked Lauren Higgs (Estate Manager at Southern Academy Trust) to repair the broken socket. There is no risk for tennis, only netball in their PE lessons	Ian Griffin & Lauren Higgs

Risk Assessment for Stourpaine Tennis Club

Organisation name: Griffin Tennis Academy Ltd

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood of risk?	Level of harm?	Do you need to do anything else to manage this risk?	Action by whom?
Condition of surface	Everyone by slipping or tripping.	Condition of surface check by Ian Griffin on 02/10/18 and considered safe.	Low	Low		
Condition of fencing	Everyone by slipping or tripping.	Condition of fence check by Ian Griffin 02/10/18 and considered safe.	Low	Low		
Condition of tennis nets	Everyone by slipping or tripping.	Condition of nets check by Ian Griffin 02/10/18 and considered safe.	Low	Low		

Risk Assessment for Warminster (Kingdown School) Tennis Courts

Organisation name: Griffin Tennis Academy Ltd

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood of risk?	Level of harm?	Do you need to do anything else to manage this risk?	Action by whom?
Condition of surface	Everyone by slipping or tripping.	Condition of surface check by Jon Dilena on 01/10/18 and considered safe.	Low	Low		
Condition of fencing	Everyone by slipping or tripping.	Condition of fence check by Jon Dilena 01/10/18 and considered safe.	Low	Low		
Condition of tennis nets	Everyone by slipping or tripping.	Condition of nets check by Jon Dilena 01/10/18 and considered safe.	Low	Low		