**Club Health & Safety Guidelines**

**DRAYCOTT & LONG EATON TABLE TENNIS CLUB**

These guidelines help the Draycott & Long Eaton table Tennis Club to assess the safety of its facilities, equipment and its safety procedures. They compliment any statutory health and safety regulations that may apply to the building and/or the club's activities. Undertaking a safety check based on these guidelines helps the club to reduce the risk of accidents.

The Club Duty Officer or Coach in Charge must check each item each time the club facility is open. Any items rectified or requiring further attention should be recorded and action taken as appropriate.

1. **Venue** Draycott Table Tennis Centre Derby Road, New Street, Draycott, Derbyshire

**Security**

* were the premises that the club uses secure on arrival?
* ensure all lights and electrical appliances are switched off
* ensure that the premises are secure on departure

**Condition**

* was there any damage apparent on arrival?
* report any damage caused during use of the premises.
* were the premises clean and tidy on arrival?
* ensure that the premises are clean and tidy on departure

**Are the ancillary facilities in a safe and usable condition?**

* All the ancillary facilities, i.e. those outside the playing hall such as toilets, social area, foyer etc. should be safe and suitable for use as should all electrical appliances.

## Playing Hall

**Is the playing hall set up safely for Table Tennis?**

* The tables should be set out in the hall with surrounds between playing areas and circulation areas to provide:

a playing area for each table of at least 8m x 3.5m metres for coaching and practice, the surrounds between playing areas are optional,

* 10m x 4.5 m for match play, with surrounds between tables – no more than 4 tables are allowed in either hall for League match and Summer League match play

**Is the floor safe for playing Table Tennis?**

* The floor within the playing area should be clean and clear of obstructions, including sports bags and other personal items.

**Is the club's equipment in good condition and safe for use?**

* Equipment should be checked as it is put up and put away for damage or maintenance items.
* Tables should not be set up, taken down or moved by anyone without the physical capability or familiarity with the equipment. New members must be given instruction in how to set up, take down and move tables safely and avoiding damage.

**Those under 18 years of age must not set up or take down table tennis tables**

**Are the lighting, heating and ventilation working properly?**

* For safety as well as comfort the lighting, heating and ventilation systems in the hall should be working properly

**3. Emergency Evacuation**

**Are the emergency exits clear and operable?**

* All emergency exits from the building should be clear of obstruction and open easily.
* Do not leave table tennis tables in front of emergency access doors?

**Are emergency evacuation procedures publicly displayed?**

* Emergency evacuation procedures are prominently displayed on the club notice board

**Your safety is very important to us and would appreciate if you would take a few minutes to familiarise yourself with a following procedures.**

**FIRE:** In the event of the fire alarm sounding you must evacuate the building immediately by the **NEAREST** exit and report to the person who is in charge of you. This may be one of the following:

* **Duty Officer**
* **Team Captain**
* **Coach in Charge of your session**

Please check for any visitors that you have brought with you and the Home Team Captains are responsible for checking the safety of their team and members of the opposing teams.

**The meeting point is at the rear of the Table Tennis Centre on the grass verge next to the ‘Teen Seat’ where the Duty Officer will check for any missing persons. Please do not re-enter the building until told to do so.**

**Are participants aware of the emergency evacuation procedures?**

* Participants should be reminded of the emergency evacuation procedure for the venue, including the location of emergency exits and assembly points.

**Can emergency service vehicles access the premises?**

* Access routes for emergency vehicles around the building must be kept clear at all times.

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**PLEASE DO NOT PARK IMMEDIATELY IN FRONT OF THE MAIN ENTRANCE GATE**

**as access may be required for an Ambulance or other Emergency Services**

**4. Contacts and Medical Information**

**Is a working telephone available?**

* No

**The Club has asked all Duty officers, team captains and Club Coaches to carry a mobile phone for use in the case of an emergency**

**Is a first aid box available?**

## A suitably stocked first aid box is located in the Servery Area

**FIRST AID:** If you have an accident please report it to the Duty Officer or Coach even if it has not resulted in an injury. This will help us to treat you and to hopefully prevent it from reoccurring again.

A First Aid box is located in the Kitchen - Some members of the Club Committee have first aid training and please ensure that the incident is recorded by the Duty Officer.

**Accident and Incident Report Forms are available from the Kitchen Area**

The Club maintains basic medical information particularly in the case of children for use in the case of an emergency. This information includes medical conditions and contact numbers.

**Is the database of member contacts and medical information available, in case of emergency?**

* The database of club members' emergency contact numbers and medical information should be up-to-date and available to the Duty Officer in the event of an emergency.
* **The data base and any available medical information is kept in the Office for use in the event of an emergency**

**Is the attendance register up-to-date**

* The name of all participants should be recorded on the attendance register for safety and administrative purposes. An emergency contact number and any relevant medical information should be taken for non-members participating in club activities.

**5. Dress Code**

**Are participants appropriately dressed for Table Tennis?**

* For safety, as well as comfort, all participants should have clothing and footwear suitable for playing Table Tennis. This usually consists of a short sleeved shirt with optional tracksuit top/sweatshirt, shorts/skirt or tracksuit/jogging bottoms and training shoes with non-marking soles.

The Draycott & Long Eaton Table Tennis Club is keen to portray a professional attitude towards both training and match play and the Club would like to see **Club Kit** being worn for all League Matches and at times when players are representing the Club in other events.

**Note – Clothing and sports bags should not be left lying about unattended in the Foyer or Social area nor left where they can be tripped over and must never be left in the playing area.**