This is the statement of general policy and arrangements for:	On The Ball Coaching (2013) LLP
Overall and final responsibility for health and safety is that of:	On The Ball Coaching (2013) LLP
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	On The Ball Coaching (2013) LLP

Statement of general policy	**Responsibility of** ***(Name / Title)***	**Action / Arrangements** ***(Customise to meet your own situation)***
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Chris McGill and Matt Wildt (Company Directors)	Complete and review risk assessment for coaching sessions at Woodthorpe Tennis Club every 3 months.
To provide adequate training to ensure employed and self-employed coaches are competent to do their work	Chris McGill and Matt Wildt (Company Directors)	Ensure coach has valid Emergency First Aid, has signed the risk assessment and the First Aid box is kept replenished and they know where it is.
To engage and consult with employed and self-employed coaches and assistant tennis coaches on day-to-day health and safety conditions and provide advice and supervision on occupational health	Chris McGill and Matt Wildt (Company Directors)	Termly meeting to review risks and enure no injuries have arisen to sub-contracted and emplOyed coaches whilst coaching at Woodthorpe Tennis Club
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Chris McGill and Matt Wildt (Company Directors)	Ensure all employed and sub-contracted coaches have seen this document and are aware of Emergency procedures
To maintain safe and healthy working conditions	WoodthorpeTennis Club	Communicate with the Tennis Club Committee to ensure the courts are maintained and any damage to the courts/clubhouse is communicated immediately to the club committee to rectify
First-aid box and accident book are located: Accidents and ill health at work reported through Incident Report Forms, Child Protection Forms and Head Injury Forms	All forms given to all coaches who inform Directors of any incident regardless of extent of injury/incident. First Aid box kept in a safe storage place within clubhouse or on the Coach in person.	

Signed: (Employer)	On The Ball Coaching	Date:	30 Nov 2016	
Subject to review, monitoring and revision by:	On The Ball Coaching	Every:	3	months or sooner if work activity changes

Note 1: https://www.gov.uk/workplace-fire-safety-your-responsibilities
Note 2: www.hse.gov.uk/riddor

Organisation name: On The Ball Coaching

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Pick up of players at the end of sessions	Players if they walk home alone or go with the wrong adult.	All coaches to make sure they know how children are going home prior to beginning the lesson.Do not let children wander off at end of lesson - ask them who is picking them up. Get them to stay in the clubhouse and tell coach when leaving with parent. Finish groups 1/2 minutes early to give time to make sure this happens	No	N/A	N/A	
Club Members coming into contact with Children when not got a DBS	Children / Leave adults at risk of allegations	Coaches and assistants to accompany children to toilets when Club members are around.	No	N/A		
Administering first aid/filling out incident/head injury and hanving their coachc folder on them at all times when delivering in case of emergency	Safeguarding all players that we coach	All coaches to sign SLA for self emplyed or Contracts for emplyed coaches annually which agrees to policies and procedures	Monitor training/briefing sessions	OTBC	Ongoing	
Slips and trips	Players and coaches could trip on balls, or other obstacles	Coach to keep courts clear of balls whilst playing. Coach to walk around area before starting removing any hazards.	No	N/A	N/A	
Collision with posts / rakets / fence and other players	Players and coaches	Coach to ensure all players know not to swing rackets wildly whilst other players are close. Also when feeding make sure the waiting players are a good way off the back of the court. Keep players off other people courts through constant education to dangers.	No	N/A	N/A	
Bank and concrete ledge	Players	No player to go on to bank. Fence and tape stopping children from going on it.				
Wet, icy or snowy conditions	Players and coaches slipping whilst playing or walking to courts	Coach to decide if courts are playable in rain. If they are then just use astro-turf as this is alot less slippy. make sure players play down the line rather than moving side to side with full court or cross court tennis. No tennis coaching to take place when snow on courts or there are icy patches.	Sign up at club which details the risks of playing in different weather conditions.	Club Committee with email sent from OTB	30 Jun 2016	Done
Brothers and sisters playing around grounds	Non-players from any of the risks mentioned above	Coaches to stop individuals playing around grounds if makes their session dangerous. If no parental supervision then ask parents to stop their child from playing on the steps/banks/ coming on to the courts etc	No	Coaches	Ongoing	

On The Ball Coaching (2013) LLP: ..... Date: .....

Lead Coach: ..... Date: .....

Club Coach: ..... Date: .....

Club Coach: ..... Date: .....

Club Coach: ..... Date: .....

Club Coach: ..... Date: .....

Tennis Assistants: ..... Date: .....