



HEALTH & SAFETY STATEMENT

Rev.03

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Prepared by:

safety/solutions
Group

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DOCUMENT CONTROL

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1.0 Introduction

Tennis Ireland is the National Governing Body for the sport of tennis in Ireland. Tennis Ireland was founded in 1908 and has almost 180 affiliated clubs and engages with almost 80,000 players. Tennis Ireland stages Pro Tour events such as The AIG Irish Open Championships, and selects teams to participate in The Fed Cup, The Davis Cup and other international events at Junior, Senior and Veteran's level.

Tennis Ireland also supports the delivery of a wide range of competitive, educational and development programmes at local, provincial, and national levels. Tennis Ireland is a Company limited by guarantee.

The Company has a total of 15 Directors who work closely with the Chief Executive and our full-time staff based in Dublin and the Provinces.

Tennis Ireland has five board areas of responsibilities as follows:

1. Administering and regulating the game at all levels.
2. Organising competition at various levels, from Wheelchair Tennis through to the Davis Cup, the latter being the biggest annual international team event in sport.
3. Developing the sport through the provision of technical, coaching and financial support for a variety of National and Provincial Programmes which impact at both the performance and recreational levels of the game. Tennis Ireland also has responsibility for coaches' education.
4. The management and development of the National Tennis Centre at DCU together with the various National and Provincial development programmes which support this initiative.
5. Promoting the game in the widest possible sense and specifically to the various key constituencies such as Government and media.

Our Head office is based in Dublin City University, Dublin whereby we rent our office space (1 large open plan office and 3 smaller rooms). We have 4 Provincial Branches with smaller offices also in 3 of the Provinces (Ulster, Leinster and Munster). All provincial branches are incorporated into the Tennis Ireland Safety Statement as the primary working document.

We also manage and operate the National Tennis Centre at DCU Glasnevin which comprises of 4 permanent indoor courts, 3 outdoor and 3 courts which are seasonally covered. This is a base for our elite athletes to train and we also hire out the courts to local clubs and members of the public.

Vision:

Inspiring and connecting people of all ages and backgrounds to play, compete, achieve, enjoy and be part of Tennis in Ireland.

Strategic Focus

1. Building our base
2. Branding Identity and Commercialisation
3. Transforming Competitions
4. Optimising Coaching
5. Maximising Emerging Talent and Elite Performance
6. Supporting the Tennis Community.

1.2 Statement of Health & Safety Policy

It is the policy of Tennis Ireland to consult all staff and employees on matters of Health and Safety. All employees are hereby notified of the Company policy and are encouraged to comply with their duties under the 2005 Act to notify the Company management of identified hazards in the work place.

Under Section 20 of the Safety, Health and Welfare at Work Act, 2005 every employer is required to prepare a written Safety Statement describing the arrangements in place for safeguarding and maintaining a safe and healthy environment for employees, clients, visitors and all who come in contact with our Services or may be affected by our activities.

This Safety Statement outlines safe systems of work based on risk assessment of the work place hazards in order to outline any duties/procedures for Tennis Ireland followed so as to comply with any relevant legislation, in particular:

- *The Safety, Health & Welfare at Work Act, 2005,*
- *The Safety, Health and Welfare at Work (General Application) Regulations, 2007 – 2021*
- *The Childrens First Act, 2015*
- *The Safety, Health and Welfare at Work (Biological Agents) Regulations, 2013 - 2020*

It is the intention of Tennis Ireland to comply with relevant legislation and provide employees, contractors and other parties with a safe working environment and also to protect those who may be affected by our activities. All interested persons will be expected to comply with policies and procedures as detailed in this Safety Statement.

This Safety Statement will be reviewed on an ongoing basis to take account of changes in work practices and legislation or standards, work, organisational structure, equipment or substances used and technical knowledge, all changes to the company Safety Statement will be brought to the attention of all staff and effected persons.

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe work place and to take reasonable care of themselves and others. It is the responsibility and duty of all employees to comply with the safety policy by exercising due caution and care.

It is the policy of this Company to consult all staff and employees on matters of Health and Safety. All employees are hereby notified of the Company policy and are encouraged to comply with their duties under the 2005 Act to notify the Company management of identified hazards in the work place.

The allocation of duties for safety matters and particular arrangements to implement the policy are set out in the attached documentation.

This Safety and Health policy will take account of the general employer duties as set out in the 2005 Act and all other legislation that applies to the work place. Tennis Ireland will ensure, as reasonably practicable that they,

- Manage and conduct work activities so as to ensure the safety and health of employees,
- Prevent improper conduct likely to put an employee's safety and health at risk,
- Provide a safe place of work which is adequately designated and maintained,
- Provide safe plant, equipment and machinery,
- Provide safe means of access and egress,
- Provide safe systems of work, e.g. operating procedures,
- Prevent risk to health from articles or substance (including plant, tools, machinery, chemical substance and equipment),

- Provide appropriate information, instruction, training and supervision, taking account of the employee's capabilities, when an employee begins work or is transferred to new task, and when technology is introduced,
- Provide suitable protective clothing and equipment where hazards cannot be eliminated,
- Prepare and revise emergency plans,
- Designated staff to take on emergency duties,
- Provide and maintain welfare facilities,
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees.

1.3 Document Control

The Documentation System

The Management Representative holds the master copy of the Company Safety Statement. Controlled copies of the Safety Statement shall be issued to personnel. It is company policy that all employees have access to those sections of the safety statement that are relevant to them. All provincial branches are incorporated into the Tennis Ireland Safety Statement as the primary working document.

Document Approval and Issue

The Health & Safety representative is responsible for the issue of new documentation and the retrieval and filing of obsolete documentation.

New documents must be issued and approved by the appropriate signatory, i.e. CEO.

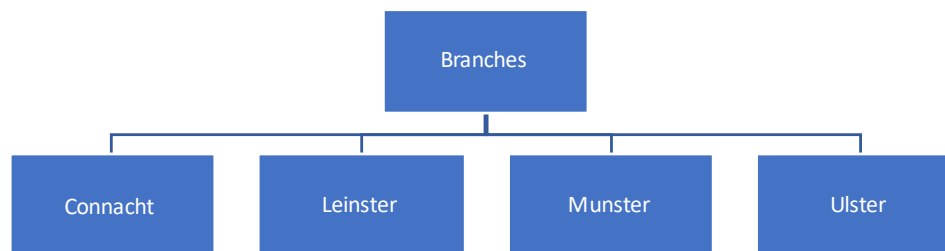
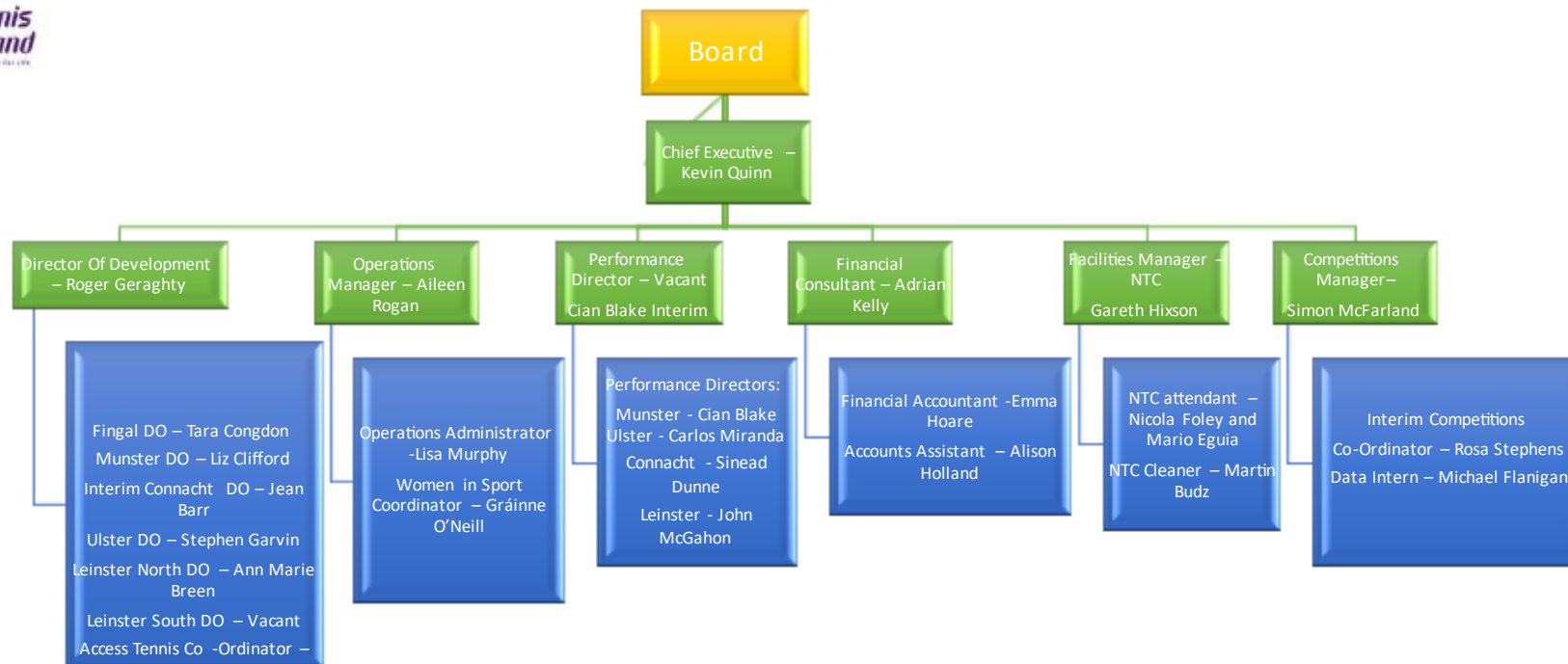
Revisions

The Safety Statement will be reviewed at a minimum of an annual basis by Management Representative/External Body and will be changed as names of responsible persons change, as risks change, or as changes in legislation occur.

A copy of revised sections will be circulated to each holder of the Safety Statement by the Management Representative. Amended sections should be removed and returned to Management Representative.

2.0 Organisational Responsibilities

2.1 Tennis Ireland Organisational Structure



2.2 Responsibilities

Chief Executive

The Chief Executive has overall responsibility for Safety, Health and Welfare within Tennis Ireland and along with this his contribution to the quality of our work and our impact on the environment is recognized by,

- Setting and approving policies and goals for quality, health and safety environment management system,
- Provides leadership in driving the company and all key personnel towards compliance with an ongoing improvement of performance in quality, health, safety and environmental issues,
- Ensures that adequate resources and infrastructure are provided,
- Takes a direct interest in the Safety Statement and positively supports any person whose function it is to carry out,
- Periodically reviewing his responsibilities and that of all other persons concerned with implementing policies and procedures outlined in the Safety Statement and QHSE Manual/Company Processes,
- Ensuring all employees are held accountable for their performance in relation to Occupational Safety and Health,
- Remains familiar with the QHSE Manual/Company Processes and Safety Statement and any subsequent revisions to them.

Employer

The duties of an employer under the Safety, Health and Welfare at Work Act, 2005 may be summarised as follows:

- Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of all his/her Employees.
- In particular, the employer will endeavour to manage and conduct work activities in such a way as to ensure the safety, health and welfare at work of the Organisation's Employees.
- Manage and conduct work activities in such a way as to prevent any improper conduct or behaviour likely to present a health or safety risk to Employees.
- As regards the place of work, the employer will ensure:
 - The design, provision and maintenance of it in a condition that is safe and without risk to health,
 - The design, provision and maintenance of safe means of access to and from it,
 - The design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health.
- Ensure the safety and prevention of risk to health at work of his/her Employees relating to the use of any article or substance or the exposure of noise, vibration or ionising or other radiations or any other physical agent.
- Provide systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be safe and without risk to health.
- Provide and maintain facilities and arrangements for the welfare of Employees at work;
- Provide the information, instruction, training and supervision necessary to ensure the safety, health and welfare at work of Employees.
- Determine and implement the safety, health and welfare measures necessary for the protection of the safety, health and welfare of Employees when identifying hazards and carrying out a risk assessment or when preparing a safety statement and ensuring that the measures take account of changing circumstances and the general principles of prevention.
- Have regard to the general principles of prevention, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of Employees.
- Prepare and revise, as appropriate, adequate plans and procedures to be followed and measures to be taken in case of an emergency or serious and imminent danger.

- Report accidents and dangerous occurrences, as may be prescribed to the Health and Safety Authority, and
- Obtain, where necessary the services of a competent person for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of Employees.

Employees

It is the responsibility of all Employees to co-operate with Management in the implementation of health and safety initiatives in the Organisation. Employees must be aware that they have a responsibility for the safety of their visitors while on site. Employees also have a specific responsibility for their own safety. Therefore, Employees are expected to discharge their work in a safe manner, so as to avoid injury to themselves or other Employees and customers, and to avoid damage to company equipment and property. Employees are required to report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to their Manager.

The duties of an Employee under the Safety, Health and Welfare at Work Act, 2005 may be summarised as follows: While at work an Employee must:

- Comply with the relevant statutory provisions and take reasonable care to protect his/her safety, health and welfare and that of any person who may be affected by his/her acts or omissions at work;
- Ensure that he/she is not under the influence of an intoxicant to the extent that he/she is in such a state as to endanger his/her own safety, health or welfare at work or that of any other person;
- Co-operate with the Organisation in order to enable the Organisation to comply with the relevant statutory provisions as appropriate;
- Not engage in improper conduct or behaviour that is likely to endanger his/her own safety, health and welfare at work or that of any other person;
- Attend such training and assessment as may be reasonably required relating to safety, health and welfare at work, or relating to the work carried out by the Employee;
- Make correct use of any article or substance provided for use at work or for the protection of his/her safety, health and welfare at work, including protective clothing or equipment;
- Report to Management:
 - Any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health and welfare at work of any person,
 - Any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of any person, or
 - Any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the Employee or that of any other person.
- Not mis-represent him/herself to the Organisation with regard to the level of training they have received in respect of their position.

Safety Representative

A Safety Representative may be selected in accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005 to make representations to the employer regarding matters related to health and safety.

The nominated Safety Representative

- After the given of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represent,
- Make oral or written representations to Tennis Ireland Management on matters of safety, health and welfare at work, on behalf of the employees,
- Make representations to H.S.A. inspectors,
- Investigate accidents and dangerous occurrences,
- Receive relevant advice and information from inspectors on matter of Safety, Health and Welfare at Work,
- Arising from the discharge of his or her functions under the Regulations, a Site Safety Representative shall not be placed at any disadvantage in relation to his employment.

3.0 Identification of Training

3.1 Training New Starters

- New starters in Tennis Ireland must complete the company induction on their first day of employment,
- The Safety Statement is brought to the attention of all new employees at the company induction,
- Once induction training is complete the employee is handed over to the relevant manager who ensures that the Staff Development is updated for the employee,
- Whenever any training has taken place, training records in the form of Certificates and Training Attendance forms must be saved, recorded and filed

3.2 Re-training Training

- Re-training will be given to an employee following significant changes to work practices/processes and procedures,
- It is the responsibility of each manager to decide on what level of re-training is required,
- Personnel requiring training will be identified by the following means:
 - By the employee's direct manager,
 - Employees who have a leave of absence greater than four weeks i.e. maternity leave, parental leave, long term illness

3.3 Refresher Training

It is the duty of Tennis Ireland management to identify the training needs of the various employees working in the company. Tennis Ireland provide various training for employees in the form of Induction Training, First Aid, Fire Warden and Manual Handling. Manual Handling Training is refreshed every 3 years as required or if there is a major change in the employees working practices that impinge on the manual handling techniques of the role.

3.4 Off-Site Training

- Managers / Supervisors in conjunction with the Management Representative arrange external training programs,
- Certificates of course completion and invoices received will be receipt of attendance,
- Individuals training history will be updated as per personnel files and training records

4.0 Company Policy

4.1 Introduction

The Chief Executive or his designate will be responsible for co-ordinating consultation arrangements with employees. It is the policy of Tennis Ireland that all employees shall have the opportunity to bring all matters related to health and safety to the attention of management and consults as regards safety controls and precautions.

Staff are encouraged to consult with their superior in the first instance on issues of health and safety. Should an issue not be resolved in this way then the matter should be referred to Management.

The Tennis Ireland Employee Handbook contains detailed information on:

- Equal Opportunities
- Dignity at Work – Anti-Harassment and Sexual-Harassment
- Dignity at Work – Anti-Bullying

4.2 Equality and Diversity

It is the policy of this Organisation to recognise people as a key resource required for successful attainment of the Organisation's mission. In support of this, it is important to remember that differences between people, whether derived from their different backgrounds and personalities, cultures and/or their different abilities, can be a source of strength to the Organisation.

The Organisation is also committed to providing reasonable accommodation for a person with a disability, whether they are an applicant for employment or an Employee requiring special facilities. Reasonable accommodation will be provided subject to such measures not imposing a disproportionate burden on the Organisation.

Equal Opportunities – This policy is in place to encourage a work environment free from discrimination.

Dignity at Work – Policies in relation to dignity at work include the Organisation's anti-harassment and sexual harassment policy and the anti-bullying policy. These policies have been established to help the Organisation provide a safe place of work free from harassment, sexual harassment or bullying, irrespective of an Employee's gender, civil status, family status, sexual orientation, race, religion, age, disability, or membership of the Traveller community.

See the Tennis Ireland Employee Handbook A1 Equal Opportunities and A2 Dignity at Work – Anti-Harassment and Sexual Harassment for further detailed information.

4.3 Violence and Aggression

Tennis Ireland will take all necessary measures to protect employees from acts of violence or aggression during the course of work and will act on any reports or complaints made by employees or other persons affected. The management will investigate any reports made.

4.2 Harassment and Bullying

This policy is designed to assist this Organisation in providing a work environment free from workplace bullying. The complaints procedure is in place to ensure that any Employee who feels that they have been subject to inappropriate behaviour, as defined in this policy, may raise the matter and have it resolved in an appropriate manner. This procedure is supported by the disciplinary procedure, which may be utilised where an Employee is found guilty of engaging in behaviour constituting bullying.

This policy sets out to ensure that the Organisation fulfils its legal responsibilities under the Safety, Health and Welfare at Work Act, 2005, with regard to workplace bullying. This policy also complies with the requirements set out in the Codes of Practice relating to workplace bullying.

See the Tennis Ireland Employee Handbook A3 Dignity at Work – Anti-Bullying for further detailed information.

4.3 Stress

Tennis Ireland will take all necessary steps to ensure so far as reasonably practicable that employees are not exposed to excessive stress levels. Employees must approach their manager if suffering from excessive stress levels, measures will be taken internally to relieve their workload and to identify the origin of the stress.

Tennis Ireland are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

4.4 Pregnant Employees

Tennis Ireland will take all necessary steps to comply with the “*Safety, Health and Welfare at Work general applications part 6 chapter 2 (Pregnant Employees) Regulations*”, 2007.

A pregnant employee should advise the organisation of her pregnancy as soon as possible in order that measures may be taken to protect her health and safety at work and that of her developing child. In addition, mothers who are breastfeeding for up to six months following the birth of their child should also notify the organisation.

Management should identify those aspects of the work process that may place the mother or child at risk. Steps should be taken to remove exposure to this risk and if necessary relocate the employee for the term of the pregnancy. Every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

4.5 Alcohol and Drug Policy

It is the policy of The Organisation to adhere to the Safety, Health and Welfare at Work Act, under which Employers are obliged to provide a safe workplace for all Employees.

Employees, who are under the influence of alcohol or drugs at work, put both themselves and their fellow colleagues in danger.

For this reason, the use of non-prescribed illegal substances, the abuse of prescribed legal substances, or the use of alcohol is strictly forbidden, during working time or at work. The possession of such substances while on the Organisation’s premises is also prohibited.

No Employee should be under the influence of an intoxicant while at work. Employees who are suspected of being under the influence of drugs or alcohol while at work, or who are suspected of having alcohol or drugs in their possession may be subject to disciplinary action, up to and including dismissal.

4.6 Smoking Policy

As per D.12 Workplace Smoking in the Employee Handbook, Tennis Ireland is committed to providing a smoke free work environment for all Employees and other persons who attend the workplace from time to time. All Employees are required to comply with the requirements of Irish legislation by not smoking in the workplace at any time, or within the immediate vicinity of any entrances or exits from the premises. Tennis Ireland will comply with the Tobacco Act 2004.

4.7 Welfare Arrangements

Tennis Ireland will provide adequate welfare facilities for all employees in accordance with Part 2 Chapter 1 of S.I No. 299 of 2007 Safety, Health and Welfare at Work (General Application) Regulations. All employees will be expected to leave facilities provided as they found them and will not misuse any facilities on site.

4.8 Disciplinary Procedures

As per C1. Disciplinary Procedures in the Employee Handbook the primary objective of this procedure is to ensure that Employees are made aware of any shortcomings in their performance/conduct/attendance and provided with an opportunity to resolve this situation.

To this end, issues will generally be addressed through the informal procedure whereby the Manager will raise the issue with the Employee and agree a corrective action plan in order to resolve the situation without recourse to the formal procedure. However, where this fails to resolve a situation, or the informal process is deemed inappropriate in the given circumstances, then the formal process may be initiated.

During the formal stages of the procedure, Employees have the right to be accompanied by a representative at a meeting. The role of this representative is to provide support, to ensure that the procedures followed are fair, and, if appropriate, to help the Employee present their case. However, it should be noted that the contractual relationship exists between the Employee and the Employer. Therefore, questioning will be directed to the Employee, and where possible the Employee must speak on their own behalf. The stage at which any Employee enters the disciplinary procedure depends upon the severity of the issue being dealt with.

At all formal stages of the procedure the Employee is entitled to be made aware of the case against him/her, and to be provided with any evidence to be used against him/her. The Employee will be afforded an opportunity to respond to any allegations and evidence, and Management will give due consideration to all responses received. Representation is permitted at all formal stages of the procedure. The Employee is also permitted to appeal the findings of any formal disciplinary investigation or any sanction imposed under the procedure.

4.9 Equipment Certification and Inspection

Management will ensure that all plant and equipment brought onto the premises carries appropriate certification and will be inspected on a regular basis in accordance with the statutory requirements.

4.10 Purchasing

It is the policy of Tennis Ireland to take health and safety into consideration when purchasing machinery, equipment, goods or services, and to ensure that the required standards are met prior to such purchases being made.

4.11 Driving for Work Policy

It is the policy of Tennis Ireland to ensure the safety, health and welfare of all our employees who drive as part of their normal work activities. We recognise that driving for work does potentially expose other persons to risks such as fellow employees and members of the public and other road users. We endeavour to comply with the following legislations,

- Road Traffic Act, 1961 and all subsequent amendments,
- Safety, Health and Welfare at Work Act, 2005 and all subsequent and related regulations (No. 10 of 2005),
- Safety, Health and Welfare at Work (General Application) Regulations, 2007 (SI No. 299 of 2007),
- Relevant EU Legislation and Rules,
- European Communities (Vehicle Drivers Certificate of Professional Competence) Regulations, 2008 (SI No. 91 of 2008).

We have considered the risks from 3 key aspects,

- The driver,
- The vehicle,
- The journey.

The aim of this policy is to ensure the safety, health and welfare of all employees engaged in driving for work and all persons affected by this activity. Management commitment is continuous and ongoing, both in financial and time recourses.

The Driver

To this end, we will ensure that all employees driving for work hold a valid driving licence relevant to the vehicle(s) and tasks when they are engaged. These licences will be checked on a regular basis to ensure that all details are fully in date. Drivers will be made aware of responsibilities to themselves and others in terms of road safety. All organisation drivers are aware that the use of mobile phones without hands free aids is prohibited whilst driving the vehicles and that smoking whilst in company vehicles does constitute a breach of Company Policy. Drivers are responsible for adhering to road safety legislation as part of their driving activities. Drivers do have responsibilities for reporting organisation vehicles defects to management which may occur in periods between normal servicing intervals.

The Vehicle

All organisation vehicles will be maintained and serviced in accordance with manufacturer's instructions by reputable dealerships / persons. All work carried out will be recorded on the organisation Vehicle Reports. All required maintenance will be carried out based on need irrespective of cost or time frames. Where a replacement vehicle is used management will ensure that this is of equal or greater standard. Vehicles may be subject to random inspections to ensure that drivers are maintaining their vehicles on a day to day basis. Vehicle testing will be carried out as per relevant legislative requests whether this is NCT or DOE or other.

Employees and volunteers travelling using their own vehicles are responsible for ensuring that the vehicle they are travelling in is road worthy. This includes the maintenance and servicing of the vehicle, tax, test (NCT or DOE or other) and insurance. Tennis Ireland cannot take responsibility for the care and maintenance of private cars.

The Journey

Management will factor health and safety considerations into work journey and additional pressure exerted by unrealistic arrival times. We realise that the imposition of unrealistic schedules could place undue pressures on drivers which can result in disastrous consequences. Appropriate allocations will be made for rest breaks and our night stops where required irrespective of cost to the organisation.

4.13 Mental Health Policy

As an employer Tennis Ireland are committed to promoting and protecting the physical and mental health and well-being of all our staff.

Mental Well-Being is the ability to cope with the day-to-day stresses of life, work productively, interact positively with others and realise our own potential. When we talk about well-being, we are referring to mental well-being.

We aim to achieve this in many ways including but not limited to the following;

- Communicate the organisation's commitment to equal opportunities during the recruitment process.
- Provide guidelines and training for all staff involved in recruitment to ensure that candidates are not discriminated against at any stage.
- Make it clear in adverts and interviews that the organisation promotes good mental well-being and supports people if they experience poor mental health.
- We encourage employees to be more physically active by making provisions in the workplace for activity opportunities (including reducing sitting time where practical)
- Educate employees around safe alcohol consumption and the health effects of smoking.
- Promote awareness of key health issues for employees (including social and emotional wellbeing).
- Encourage employees to provide input into health and wellbeing initiatives.
- Provide Mental Health First Aid Training to relevant Staff.
- Promote good mental health during TBTs and Audits.

4.14 COVID-19 Policy

COVID-19 is an illness that can affect your lungs and airways. It's caused by a virus called Coronavirus SARS-CoV-2.

Tennis Ireland shall refer to up to date public Health advice in relation to WHO and HSE.

This Policy will be used to protect our own workforce and all relevant stakeholders such as Contractors, Volunteers, participant, visitors etc. The purpose of this Policy is to:

- Avoid or minimise COVID 19 being brought to clubs or within company.
- Avoid or minimise the spread of COVID 19 at clubs or within company.
- Enact specific control measures in place when potential cases are identified either in clubs or within the company

Key Control Measures

Tennis Ireland will ensure specific control measures will be in place to manage the spread of the virus within the company. These include but are not limited to the following:

Symptoms

A combination of good personal hygiene and self-isolation if symptomatic (even if fully vaccinated and boosted). Employers and workers should ensure that they keep up to date with and follow the current public health advice available:

COVID-19 symptoms can be like symptoms of cold, flu or hay fever. Visit the HSE webpage for the latest public health advice: Symptoms and treatment - HSE.ie

If you have symptoms of COVID-19 and you:

- Feel very unwell
- Have an underlying condition that puts you at higher risk of severe disease

Your GP may ask you to have a COVID-19 test.

Vaccinations

Vaccination has been shown to be the best protection from the health impacts of the COVID-19 virus. It is recommended that employers continue to promote vaccinations amongst its workforce. Visit: <https://www2.hse.ie/screening-and-vaccinations/covid-19-vaccine/>

Tennis Ireland encourage all employees to be vaccinated to minimise the risk of COVID-19 in the workplace. The decision however to get a vaccination against COVID-19 is voluntary and workers will therefore make their own individual decisions in this regard.

Hand Hygiene

Good hand hygiene continues to be a key control measure in preventing infection; therefore, it is recommended to continue promotion of good hand hygiene and for provision of sufficient and maintained facilities to allow this to happen.

Cough Etiquette / Respiratory Hygiene

Promotion of good cough etiquette / respiratory hygiene is still recommended. Encourage people to cough / sneeze into their sleeve or elbow, to avoid spitting and to dispose of used tissues appropriately.

All individuals need to take personal responsibility to advise Tennis Ireland Management of any symptoms immediately. HSE Guidelines on COVID-19 will be followed for all activities undertaken by Tennis Ireland.

This Policy has been developed by Tennis Ireland and is mindful of the best available guidance, nationally and internationally, and serves as a guide for the management of COVID-19. The actions set out in this

document should be implemented in tandem with an amended Risk Assessment. This policy may be subject to change dependant on risk and Public Health advice.

Refer to COVID-19 Risk Assessment for further control measures and assessment of risk.

4.15 Working from Home

The purpose of this policy is to outline a clear framework for employees to work from home so that everyone, both employees and Management, are aware of their duties, roles and responsibilities whilst working remotely.

As an employee working from home, you have a responsibility under the Safety, Health and Welfare at Work Act to take reasonable care of yourself and other people who may be affected by the work you are doing.

It is your responsibility to:

- cooperate with your employer and follow their instructions
- protect yourself and others from harm during the course of your work, including the reporting of any faulty or damaged equipment.
- report any injury arising from work activity to your employer immediately
- follow procedures that have been put in place by your employer.

The Work Environment:

Tennis Ireland will ensure that you have the required resources to work from home. The below points are extremely important. All remote workers must be fully familiar and implement and practice the below:

- A designated Space
 - A space created at a table or Desk in a quiet area of the home.
- Monitor
 - Use a separate monitor, keyboard, & mouse, if using a laptop place this on a stand.
- Chair
 - Use a chair with back support. For a kitchen or dining chair, insert a seat cushion and roll up a soft towel or blanket to place in your low back area.
- Phone
 - Use a headset, headphones, speakerphone, use computer audio for Conference calls.
- Lighting
 - Position your computer at a 90-degree angle from any windows to avoid glare.
- Breaks
 - Break away from your work area to drink water, eat lunch, and change your postures/stretch.
- Report
 - Report any Musculoskeletal injuries to your Manager.
- Follow-up
 - Please ensure you contact your Manager so any follow up requirements can be dealt with and equipment supplied.

4.16 Volunteers

Volunteers are treated as equally and fairly as paid staff and are included in the organisations, functions and decision-making processes wherever practical. Volunteers are provided with appropriate work sites and have access to the space, equipment and facilities necessary to volunteer effectively and comfortably. However, volunteers are responsible for their own safety. This includes safety while driving/traveling to and from Tennis Ireland activities. Volunteers are required to follow the policies and procedures of Tennis Ireland and/or the club that they are attending on behalf of Tennis Ireland or the Branch.

5.0 Visitors and Contractors

5.1 Visitors

Tennis Ireland has a responsibility to ensure, as far as is reasonably possible, the safety of visitors and contractors while on its premises. To that end the following policies will apply,

- All visitors/members of the public are to check-in at reception and register on the booking system prior to arrival to any of Tennis Irelands' Tennis Courts.
- Visitors are to obey the site safety rules and emergency procedures at all times.
- Visitors to the Tennis Ireland Office will be asked to sign a visitors register upon arrival.
- Visitors are to obey the office safety rules and emergency procedures at all times.

5.2 Arrangements for Securing Contractors

All contractors/coaches are to complete the Code of Conduct, Safeguarding Policy and provide a copy of their insurance prior to approval to undertake contracting/coaching works with Tennis Ireland.

Where Contractors are required to conduct construction, repair/fitting works they will be required to submit their Safety Statements and where necessary or required to, also produce task specific method statements of work activity methodologies and indicate effects of their operation on others and also any precautions they deem necessary. This information will be passed, as necessary, to Tennis Ireland managers for the review so that they can alert others and make arrangements necessary to control such effects.

5.3 Duties of Contractors

All contractors engaged with Tennis Ireland will comply with the following duties,

- Accept and adhere to established safety rules,
- Co-operate with the management and employees to ensure safety is maintained and relevant statutory provisions are met,
- Contractors on Tennis Ireland premises must not operate any plant or equipment unless they have been authorised to do so by Tennis Ireland management,
- Provide the management with information regarding any death, injury, condition or dangerous accidents, which the contractor is required to report to the Health and Safety Authority,
- Maintain the work area in good order and in a satisfactory state of cleanliness,
- Provide training and education as necessary to ensure that employees under their control are competent to carry out work safely,
- Report all accidents to Tennis Ireland management,
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the premises and the general public,
- Assessment of risk associated with any substance, process or work activity, which will be hazardous to health and safety, must be provided to our Management before work commences. Any material or substance brought onto the premises, which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected,
- All plant or equipment brought onto Tennis Ireland premises must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking,
- Contractor's employees must comply with any safety instructions given by this Company's Representative.

5.4 Guidelines for Sports Leaders, Coaches, Officials, Convenors etc. including Code of Conduct

Please see Appendix E for full details on the above.

6.0 First Aid

6.1 First Aid Supplies

First aid boxes will be made available in Head Office and at the Tennis Courts Reception areas and also in the Dome, which will be stocked in accordance with guidelines issued by the Health and Safety Authority (HSA). There is an Automated External Defibrillator (AED) machine situated in the Dome.

6.2 Nominated First Aiders

The following person(s) is the nominated First Aider(s) and has received appropriate training and certification, every centre/province will have its own dedicated first aider

Gareth Hixson (Facilities Manager/First Aider for the National Tennis Centre)

6.3 First Aid Training

Occupational First Aid Training will be carried out by an organisation competent to do so. Refresher training will be provided at intervals not greater than 2 years.

Each first aider should advise the Safety Representative to ensure the maintenance of appropriate first aid supplies.

Wherever first aid is given a record of the injury and details of treatment given must be maintained by the First Aider.

7.0 Accident and Incident Procedures

7.1 Introduction

It is important that all accidents and incidents with potential for injury are reported to Tennis Ireland management and, where necessary, action is taken to prevent recurrence.

All employees and volunteers must report all accidents. Always preserve the scene of an accident/incident so that a proper investigation can be made.

If an accident or incident occurs while on the road Tennis Ireland management are to be informed as soon as is reasonably practical.

7.2 The Accident Report Form

An Accident Report form must be completed by the Safety Representative/Manager as soon as possible following the incident. Final reports are to be placed in a designated Accident Report file.

The Chief Executive or nominated person will interview the personnel involved, all witnesses and fill in the following details,

- Accident location, department,
- Description of work activity,
- Date and time of accident,
- Description of accident,
- Name, address & contact details of the person injured,
- Injuries caused,
- Damage caused,
- Cause of accident,
- Name of personnel involved,
- Name of Witnesses,
- Condition of area,
- Sketch and/or photographs signed and dated,
- Statements signed and dated,
- Any other relevant information.

A section on the report will be completed by the Occupational First Aider (if applicable), including the description on injury, treatment given, if the emergency services were called and any other relevant information.

7.3 Accidents Reportable to the HSA

The Safety, Health and Welfare at Work (General Application) (Amendment) (No.3) Regulations 2016 (S.I. No 370 of 2016) – Notification of Accidents and Dangerous Occurrences requires the Company to report to the Health and Safety Authority on prescribed forms:

There are some key points in relation to reporting of accidents and dangerous occurrences;

- Only fatal and non-fatal injuries are reportable. Diseases, occupational illnesses or any impairments of mental condition are not reportable,
- Fatal accidents must be reported immediately to the Authority or Gardaí. Subsequently, the formal report should be submitted to the Authority within five working days of the death,
- Non-fatal accidents or dangerous occurrences should be reported to the Authority within ten working days of the event,
- Injuries to any employee as a result of an accident while at work where the injury results in the employee being unable to carry out their normal work duties for more than three consecutive days, excluding the day of the accident, must be reported to the Authority.

- A. Accidents at work resulting in a fatality or a person not being able to carry out their normal functions for more than 3 days. -IR1 Form (available at www.hsa.ie)
- B. Dangerous occurrence (IR3 Form). Responsibility for ensuring that these reports are made when required rests with the Safety Officer. Records are to be maintained on file for 10 years with safety coordinator/head office.

Results and Analysis

An analysis of all accident reports is carried out annually by Management. The findings will be circulated to all Tennis Ireland personnel, where applicable.

8.0 Emergency Procedures

8.1 In-house General Fire Precautions

All staff members should familiarise themselves as soon as possible with, this information should also be published locally at induction(s), signage, information boards etc.

- The layout of the premises,
- The location and operation of Emergency Exits,
- The location and operation of Fire Extinguishers, and Break Glass units where fitted,
- The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

EACH MEMBER OF STAFF SHOULD OBSERVE THE FOLLOWING RULES

1. Rubbish must be placed in bins provided, Bins must be emptied on a daily basis,
2. Smoking is not permitted in any part of the building or close to doorways and windows,
3. Escape routes and access to fire extinguishers must be kept clear at all times. Emergency exits to be kept clear at all times,
4. Fire doors should not be fixed in an open position,
5. Faults in electrical, gas, fire extinguishers, and fire alarm equipment must be reported to management.

8.2 In-house Evacuation Procedures

1. Should you discover a fire, or one is reported to you, IMMEDIATELY raise the ALARM and,
2. Open the nearest available exit in your area and direct people to this exit,
3. Make sure that all areas (i.e. toilets, cloak rooms, store rooms) are searched for stragglers. If safe to do so, close all doors and windows behind you,
4. Evacuate the facility immediately. Do not take anything with you,
5. Go to your Assembly Point,
6. Once evacuated, no person should be allowed back into the building under any circumstances
7. Rescue; if any persons is discovered missing or are injured they will need assistance to bring them to Safety. You should only re-enter the area under these circumstances, if you are not placing yourself in danger,
8. Fire Control; you should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire Extinguishers and fire-fighting equipment are provided for this purpose,
9. Carry out any special task or tasks allocated by Management,
10. Do not go home. You must wait until you have been given permission to leave.

FIRE

Calling the Fire Brigade

1. Dial 112 or 999,
2. Ask the operator for the fire brigade,
3. When the fire brigade answers, state clearly:
 - Fire at: National Tennis Centre, Albert College Park, DCU, Glasnevin, Dublin 9
 - Nearest main road or landmark: Dublin City University
 - Your phone number is: Give your mobile number,
4. DO NOT ASSUME that the call has been received until the above information has been acknowledged by the Fire Brigade,
5. If safe to do so, remain near the telephone in case the Fire Brigade should ring back to confirm details,
6. If evacuation is necessary, proceed to the ASSEMBLY POINT (Front Car Park),
7. Bring the daily attendance sheet & visitor book to conduct a roll call,
8. DO NOT RE-ENTER THE PREMESIS, remain at assembly point until otherwise advised.

Fire At	Nearest Landmark or Main Road	Assembly Point
National Tennis Centre Albert College Park, DCU, Glasnevin, Dublin 9	DCU College / Albert College Public Park	Front Car Park
Leinster Tennis, Cranford Centre Montrose, Dublin.	Stillorgan Road adjacent	TBC
Munster Tennis, Tennis Courts Fota Island Resort	Fota Island	TBC
Knockacroughy, Lannagh Rd, Knockacroughery, Castlebar, Co. Mayo	Lannagh Road	TBC

8.3 Fire Extinguisher Type

FIRE RISK	WATER	FOAM	CARBON DIOXIDE	DRY POWDER
LABEL COLOUR	RED	CREAM	BLACK	BLUE
Paper, Wood, Textile & Fabric	✓			
Flammable Liquids		✓	✓	✓
Flammable Gases				✓
Electrical Hazards			✓	✓
Vehicle Protection				✓

8.5 Fire Action

IF YOU DISCOVER A FIRE	WHEN YOU HEAR THE FIRE ALARM
1) Raise the alarm	1) Leave the area briskly. Don't run
2) Leave the area briskly. Don't run	2) When outside make you way to the fire Assembly point
3) Tackle fire if safe to do so and if the Fire Wardens agree	

8.6 Emergency Contact Numbers

SERVICE	NAME	PHONE NO.
Fire Brigade		112 or 999
Ambulance		112 or 999
Doctor (UCD)	North Doc – Out of Hours	1850 22 44 77
Hospital (UCD)	Beaumont Hospital	(01) 809 3000
Gardai		112 or 999

CLUB	HOSPITAL
National Tennis Centre Albert College Park, DCU, Glasnevin, Dublin 9	Beaumont Hospital (01) 809 3000
Leinster Tennis, Cranford Centre Montrose, Dublin.	St. Vincents (01) 221 4358
Munster Tennis, Tennis Courts Fota Island Resort	Cork University Hospital (021) 492 2000
Knockacroughy, Lannagh Rd, Knockacrogghery, Castlebar, Co. Mayo	Mayo University Hospital (094) 902 1733

***Local contact numbers for each branch will be posted in the branch office.**

8.7 Fire/Evacuation Drills

Tennis Ireland is committed taking part in emergency drills as per DCU's Emergency Evacuation Policy and Procedures. Please ensure persons identify and familiarise themselves with the required information for each local facility.

The drills are the responsibility of the persons with fire and training responsibilities:

The following person(s) is the nominated Fire Warden(s) and has received appropriate training and certification, every centre/province will have its own dedicated Fire Warden

Gareth Hickson (Facilities Manager/ Fire Warden for the National Tennis Centre)

The name of the Fire Wardens at each branch will be posted in the branch office.

8.8 Procedure for Identifying the Potential for Emergency Situations

Tennis Ireland has carried out Risk Assessments for all areas and activities of work.

Any issues of concern and non-conformance are remedied before being allowed to develop into a potential emergency situation.

All employees are trained at induction to report any hazards deemed to be of risk to persons affected by the company's activities.

8.9 Emergency Procedures for Dome at National Tennis Centre

General

The dome is not a permanent structure but is being held up by air pressure maintained by an electrical powered inflation unit. The dome has a backup generator which kicks in automatically in the event of a problem with the main unit.

Maintenance

- One fan must be on always
- Second fan to be switched on in event of a yellow weather warning
- Check perimeter of plastic on maintenance days for any tears
- Check if there is nothing touching the fabric from inside and outside
- Make sure to sweep leaves away from fans to prevent any potential blockages
- Check backup generator weekly

Risks

1. High Winds
2. Snow
3. The Backup generator fails to kick in when we have a mains failure. In this situation with no power and in high winds, the domes will become unstable and deflate within minutes.

Weather Monitoring

Weather should be monitored daily by the Facilities Manager at the National Tennis Centre.

Strong Winds

In the event of a forecast of strong winds the following actions should be taken:

- a) Ensure that the generator fuel tank/propane bottle is full.
- b) Ensure that the emergency door is securely fastened and that there are no excessive air losses anywhere.
- c) Remove all objects within 1 metre of the membrane, inside and outside.
- d) Lower the nets overnight.
- e) Turn Fan panel switch to 2 to ensure that both fans are running.
- f) Close of the court for play.

After the bad winds have passed, carry out a thorough inspection, equivalent to a monthly inspection, log all findings and report any damage. Ensure that all parts are restored to normal operation.

Extreme Weather Forecast

In the event of a forecast of prolonged heavy snow or storm winds in excess of 60mph, prepare to lower the dome. Check on www.met.ie to obtain accurate up to the minute forecasts.

Only lower the dome when wind gusts are below 5mph.

- a) Lower the net posts and collapse any mini-tennis nets.
- b) Move all internal objects (chairs, benches or de-humidifiers) close to the revolving door.
- c) If there is little or no wind turn off both fans, open emergency door and let the membrane lower to the ground.

When the extreme weather has passed, if there is no wind, the fans can be turned on and the dome re-inflated whilst continually checking that no cables are caught round the shackles.

Power Failure

Should a mains power failure occur the backup generator should kick in. Please ensure that the fuel tank/propane bottle is full.

Dome Collapse

Should the dome deflate overnight or begin to deflate due to power failure, vandalism or wind damage, take the following actions:

- a) Immediately lower the nets and move any sharp objects towards the revolving door to reduce the chance of further membrane damage.
- b) If the damage is too great to repair with tape, turn off the fans and let the membrane settle on the ground. Put weights on top of any torn areas to prevent wind from lifting the fabric and causing more damage.
- c) Inform Covair Structures and organise a welded repair.

Heavy Snow

If heavy snow is forecast, ensure that the standby fan is working and prepare to turn it on manually.

If a snow build up does begin to occur, then the following actions should be taken:

- a) Manually turn on the standby fan to raise the internal pressure.
- b) Attempt to physically remove the snow using long poles or by passing a rope over the dome and dragging it backwards and forwards across the top.
- c) If more than 20mm of snow accumulates, the nets must be lowered and all other internal objects moved towards the revolving door.

If the snow accumulation continues and the dome starts to collapse, the nets should be lowered and the fan units turned off at once. After the snow has melted and been removed, the membrane must be checked for signs of damage and repaired. If there is no wind, the fans can be turned on and the dome re-inflated whilst continually checking that no cables are caught round the shackles.

Membrane Damage

If a membrane hole is caused that is large enough to reduce the internal pressure and the rigidity of the dome, the second fan should be turned on and the hole repaired immediately.

Inform Covair Structures immediately of the cause, nature and extent of the damage and act on their recommendations. Send photographs to them where possible for their advice.

Dismantling Procedures for a Covair Airdome

1. Lower the nets and remove all articles from the dome.
2. If there is little or no wind, turn the fans off and help the air escape by wedging open the flaps each side of the fans and revolving door. In these places, ease the staples out of the wood or unstick the membrane carefully without ripping the fabric. While it is deflating, remove the wing nuts and strips that hold the fabric onto the sides and top of the revolving door. Free the fabric and screw the strips back onto the door.
3. When the dome is fully deflated, using sharp scissors, cut the three lengths of cord running parallel to the centre and two outer length cables. Cut each side leaving the knot on the cross cables for future location. Keep these 3ft lengths to tie up the rolls of cable.
4. With the exception of the four 3-way corner joins, undo all the delta links one at a time and remove the end and length cables. On the two end cross cables 1 & 21, leave the short cross cables connected together (including *colour coded no.1 cables). Hook each cloth pad onto each link and hand tighten.
5. Roll the length cables up one at a time without causing a twist in the cable and tie each roll with a piece of cord using a reef knot. The neater the roll, the easier it is during next erection.
6. Unshackle all the cables from the anchor eyes round the perimeter of the dome leaving the shackles hand tight on the ends of each cable.
7. Next, roll up all the cross cables with their shackles left on each end and tie. The two multi-part end and one centre cross cables are each rolled up with their delta joints and cloth pads.
8. Lastly, roll up all the colour coded end cables leaving the 4 corner sets of three cables joined. As they are shorter, these end cables can be rolled up two or three together of the same colour.

9. Once all the cables are removed and stacked neatly off the court, the wire clamps can be removed from the blue wire that knits the membrane to the anchor eyes. The wire can be pulled out, rolled up and tied. Store the clamps safely for use next erection.
10. Untie the membrane cord from the eyes either side of the revolving door and tie together to prevent the fabric from ripping when folding.
11. If using a trolley, place it under the fabric in the centre of one of the long sides. Using at least 3 people, fold the membrane in half, onto the trolley. If there is a slight wind, fold into the wind. Continue folding in half until you have a long strip around 7-8ft wide draped over the trolley but not overhanging the side. Standing 3-4 abreast on the trolley slowly walk down the folded fabric towards the corner to force trapped air out. Repeat this operation in the other direction. Alternately fold each end of the strip on to the trolley and keep folding alternately until all the membrane is neatly bundled on top without hanging on the ground. Tie securely onto the trolley with lengths of rope and roll into the storage area. If in the open, cover with a sun excluding tarpaulin to prevent overheating and melting together in peak summer.
12. If required, the clamps can be unbolted from around the base of the revolving door and it can be gently lowered onto its side and carefully rolled to a summer storage area.

Erection Procedures for a Covair Airdome

1. Clear the area of all obstructions and roll the trolley to the centre of the side it was when the dome was dismantled. Ensure any doors are bolted down in position.
2. Unfold each membrane section alternatively towards both corners until there is one long strip of fabric.
3. Using at least three people, unfold the fabric across the area until it is fully laid out.
4. Peel the fabric back from the trolley and roll it to the storage area.
5. Hook the cord at each corner onto the corner eyes and untie the two cords each side of any doors. Tie these cords onto the first eye at each side of the doors.
6. Pull the membrane until it is evenly distributed and central over the covered area, lying flat in the middle with the surplus gathered about 10 foot from each side. This ensures that the dome inflates evenly without wrinkles.
7. Check that the fans are connected and working properly with no obstructions on the inlet grill. Locate them in the correct places, pushed under the membrane with the edge of the fabric 2-3 inches behind the flap hinges and in line with the row of smaller eyes.
8. Using the blue hold-down wire and one person starting at each side of a door, clip the carbine clip onto the first small eye and then thread the wire through the rope loops on the edge of the membrane so that it passes down through a loop before an eye, through the eye, then up through the first loop after the eye. Repeat this procedure at each small eye and so on until the end of the wire. The small eyes are all about 2ft apart. Do not secure the membrane to any of the larger eyes as these are for the large steel cables. Take another piece of wire without carbine clips on and thread through as before but with a 2-3 foot overlap where they join. The corners are threaded as all other eyes except this is the only place where the cord stays looped over the eye before the wire is threaded through. When the whole circumference is wired down, the last two pieces of wire are overlapped and thread through the same loops to the end of the wires.
9. Using two 6mm cable clamps at each overlap, join the hold-down wire each side of an eye ensuring the clamps are tightened well.

10. Start laying the cables out with the two rolls of short cables joined together with the 7 cloth pads attached. The end cables that connect to delta links sitting on these pads are colour coded with bands of tape in a different colour for each corner. Make sure that the No 1 wires on each roll line up with the last of the row of large eyes that are evenly spaced 3ft apart down each side, with the colour band at the correct colour corner. Line the centre pad up with the centre of the covered area stretching the other pads out towards each side. With one person starting each end, lay the cross cables parallel to the pads, fix one end to the appropriate eye then roll the cable out avoiding twists in it and fix to the opposite eye laying the surplus wire in a big elongated loop.

Always put a dab of light grease or vaseline on the shackle pin thread before fixing to allow them to be hand tightened. Lay the corner cables in the correct colour sequence starting with the highest number (eg. 12 blue = 2 black & 2 blue bands) nearest the end centre angled outwards pad No C or E. Follow with No 11 blue from the next large eye towards the corner, crossing No 12 cable to the central pad and so on towards the corner. The short cables either side of the corner fix to a separate pad and then to the A or G main pad. Lastly, there are 1 or 2 cables between the corner and No 1 cable. Once all the cables are in the correct places, shackle them to the eyes and stretch them across the top of the pads to remove all twists. Then pull them to take up the slack and create a loop close to the eye with the ends touching the pads. There should be two end cables leading to each pad except the outer pads that have 5 or 6 end cables.

Next, lay 1 length cable from the main corner pad on the opposite side to the loops of cross cables to the opposite end pad, over all the cross cables fixing on each pad and stretch tight. On larger domes, No A, D & G length cables are in two halves with a join and pad on the central cross cable. This means that this cross cable will be in 4 pieces with the two central pieces measuring 36ft long. Now the cross cables need to be centralised. Starting at one end, pull the cross cables 2 at a time until the black band or previous cord knot on each cable lines up with the length cable. Now lay the remaining 6 length cables across from pad to pad.

Starting at the main corner pads, feed the cable ends onto the triangular Delta link in sequence, grease and tighten with a spanner ensuring all the thread is used. All the cables should now be connected. Next, 3 lengths of cord need to be tied to each cross cable in line with the central (D) and outer 2 pads (A&G) to keep them all 3ft apart. Ensure all the cross cables are lying evenly 3ft apart on the black bands on the length cables. Pass the end of the cord through the hole in the pad next to the length cable and tie it onto the eye using a double knot, then using a clove hitch, tie onto the first cross cable next to the previous seasons knot and work your way across all the cross cables to the opposite end pad, tying the end onto the other end of the same length cable. Repeat the process alongside the central and other outside length cables. This will keep all the cross cables evenly spaced when the dome is erected.

11. The dome is now ready to be inflated. First check all cables are connected in the correct order with colours in the appropriate corners, cable clamps and delta links are tightened. Turn on both fans. As soon as possible crawl under the fabric and arrange the flaps between and each side of the fans and in the corners to minimise air escape.
12. As the dome is inflating, have 2 or 3 people constantly walking round the perimeter to check that cable ends are not twisted round the shackles or caught on any fencing.
13. When the dome is 80-90% inflated, with one person inside and 2 people outside, systematically pull the cables into place so the side ones are all parallel and the end ones cross evenly. If the first and second cross cables get caught under any of the pads, send one person to each end of the cable and alternately pull it seesaw fashion to slide it from under the pads.
14. As soon as the dome is 100% up, turn off one fan and using 2 people inside the dome, fix the fabric to the door/s. At one side feed the bolts in the wood strip through the 2 layers of fabric onto all bolts, then push the bolts bottom first inwards through the holes in the door flange and screw on the wing nuts thereby trapping the fabric between the wood strip and the door flange. Repeat on the other side then gather the fabric in folds on top of the door to create an even bellow and nail a

strip of wood through the layers of fabric into the cross timber on the door. This strip of wood is broken off when dismantling and replaced every season.

15. Staple the flaps of fabric between and to each side of the fans to minimise air escape and do the same on each side of the doors.

8.10 Off-site Emergency Procedures

Staff visiting tennis clubs as part of their work are required to familiarise themselves with the procedures of that club, including but not limited to evacuation procedures and other relevant safety procedures. Similarly, Branch/Tennis Ireland meetings may be held in Hotels/Conference centres and other off-site locations. Attendees are to be made aware of the facility evacuation and safety procedures and follow them.

9.0 Hazard Identification, Risk Assessment & Control

9.1 Hazard Identification, Risk Assessment & Control

All activities that need to be controlled must first be identified and described in full. All risk assessments relevant to Tennis Ireland are attached as a separate document to this Safety Statement (Document 02 Index of Risk Assessments – Issue 1).

Risk Assessments take into account all persons at risk not just the person involved with the work but all persons in the vicinity of the work area. The impact the organisation has on others influences the type of risk controls that may need to be in place. Risk assessments are carried out after any of the following,

- Near Miss /Dangerous Occurrence / Incident,
- Hazards highlighted by staff, visitors or contractors,
- Legislative requirements,
- Observations highlighted by persons affected by the company's works and persons interacting with the company,
- Best practise.

The hazards arising from the company's activities and the risks associated with,

- The company workplace environment (offices and Tennis Courts) ,
- The use of plant, machinery & substances during activities (Leaf Blower, floor cleaning machine),
- Poor work design or practices,
- Inappropriate management systems and procedures,
- Human behaviour of employees & persons interacting with the organisation,
- Identified hazards originating from outside of the work place capable of adversely affecting the Health & Safety of persons within the workplace.

Once the hazards have been identified and their associated risks then the company will quantify the risk by applying a rating determining the extent of the risk and allowing the company to understand and prioritise the more serious risks.

Management does not allow activities to proceed if the risk rating is found to be high or very high. Appropriate controls must be implemented to ensure the risk rating is reduced to a level or either Medium to Low. Management implements the hierarchy of controls when reducing risk to its lowest level. The following is always taken into account when trying to reuse the levels of risk,

- Figure out can the risk be completely eliminated,
- Figure out the risk be substituted,
- Figure out can the engineering controls be implemented,
- Figure out can administrative controls be implemented,
- Administer PPE.

When controls have been administered to the risks then the risk rating table is re-visited, and the risks re-assessed. The final risk rating must be of medium or low risk to allow the activity to proceed.

The company re-visit a risk assessment if there has been,

- A change or process occurs,
- A change in a workplace or a substance being used,
- Change due to legislative requirements.

Management understands that a risk assessment is a living document and needs to be revisited often. All documentation is revisited and updated annually.

9.2 Index of Risk Assessments (Please see attached Document No.1 – Issue 1)

RA-01	Visitors to the premises e.g. clients/members of the public.
RA-02	Access/Egress in the event of an Emergency
RA-03	Housekeeping
RA-04	Display Screen Equipment
RA-05	Electrical Equipment/Electrical Installations
RA-06	Contractors/Coaches at Tennis Ireland Premises
RA-07	Paper Handling and Filing
RA-08	Eating Food Onsite / Kitchen
RA-09	Work at Height at Tennis Ireland Premises
RA-10	Pregnant Employees
RA-11	Safe use of Vehicles
RA-12	Manual Handling
RA-13	Bullying
RA-14	Chemical Agents
RA-15	Disabled Access in Tennis Ireland Premises
RA-16	Smoking
RA-17	Security
RA-18	Lone Working
RA-19	PPE
RA-20	General Office Safety
RA-21	Ergonomic Design of Workstation
RA-22	Visual Display Units
RA-23	Office Machinery
RA-24	Filing Cabinet
RA-25	Shelving
RA-26	Fire Precautions
RA-27	Employees working in a different Provincial Branch
RA-28	Toilets
RA-29	Coaches Attending sites for Coaching Purposes
RA-30	Company Vehicles
RA-31	Plant and Equipment
RA-32	Maintenance Work
RA-33	Legionnaires Disease
RA-34	Working from Home
RA-35	Slip, Trips, Falls

RA-36	The Dome at National Tennis Centre
RA-37	Gym
RA-38	Use of Ladders
RA-39	Appointment of Coaches
RA-40	Inclement Weather.
RA-41	Cleaning Activities
RA-42	COVID-19

Appendix A – First Aid Kit Contents

The following is a list of recommended supplies, which should be contained in First Aid Boxes and Kits,

MATERIALS	First Aid Travel Kit Contents	First Aid Box		
		1-10 persons	11-25 persons	26-50 persons
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (Bandage Attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Medium Individually Wrapped Sterile Non-medicated Wound Dressings (approx.10 x 8 cm)	1	2	2	4
Large Individually Wrapped Sterile Non-medicated Wound Dressings (approx.13 x 9 cm)	1	2	6	8
Extra Large Individually Wrapped Sterile Non-medicated Wound Dressings (approx.28 x 17.5 cm)	1	2	3	4
Individually Wrapped Wipes	10	10	10	20
Paramedic Shears (Scissors)	1	1	1	1
Pairs of Latex Gloves	3	5	10	10
Additionally, where there is no clear running water, Sterile Eye Wash	2x20mls	1x500mls	2x 500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cm)	1	1	1	1
Water Based Burns Dressing Large	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

Where more than 50 persons are employed pro-rata provision should be made.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml. and should not be re-used once the sterile seal is broken. At least 900ml. must be provided.

Eye bath / eye cups / re-fill containers should not be used for eye irrigation.

Appendix B – Dangerous Occurrence required to be Reported to the H.S.A.

S.I. No. 370/2016 - Safety, Health and Welfare at Work (General Application) (Amendment) (No. 3) Regulations 2016.

A Dangerous Occurrence is one of a number of specific, reportable adverse events, which are defined within the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I.No.370 of 2016).

Dangerous Occurrences are reportable to the Health & Safety Authority (HSA) via the HSA online notification process. Any Dangerous Occurrences which are notifiable to the HSA will be forwarded by the Health & Safety Co-ordinator.

These are incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. Dangerous occurrences usually include incidents involving:

- Lifting equipment
- Pressure systems
- Overhead electric lines
- Electrical incidents causing explosion or fire
- Explosions, biological agents
- Breathing apparatus
- Diving operations
- Collapse of scaffolding

Appendix C – Accident Report Form



COACH/ LEADER IN ATTENDANCE	
INJURED PARTY	
Name	
Age/ DOB	
Address	
Accident Details	
<ul style="list-style-type: none"> • Date: • Time: • Exact Location • Injury • Further details 	
Severity	
FIRST AID INVOLVED	YES / NO
MEDICAL ATTENTION REQUIRED	YES / NO
PARENTS INFORMED BY WHOM	YES / NO
FORM COMPLETED BY:	
REFERRED TO DESIGNATED PERSON	YES / NO
DESIGNATED PERSON SIGNATURE	

Appendix D – T1 Safeguarding Policy



Tennis Ireland Child Safeguarding Statement

Section 1 – Tennis Ireland information

- **Name:** Tennis Ireland
- **Sport:** Tennis
- **Location:** Dublin
- **Activities:** Tennis Ireland provides tennis activities and opportunities for children and young people through participation in parks, clubs, regional, provincial events and with our representative teams. The NGB is committed to safeguarding children and young people. All our affiliated stakeholders work under the guidance and policies of our Safeguarding Code. All our volunteers and staff working with children throughout the organisation, seek to create a safe environment for children and young people to participate in Tennis.

Section 2 - Principles to safeguard children from harm

Tennis Ireland is committed to safeguarding children and by working under the guidance of our *NGB* Safeguarding Policies our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop within sport. The following set of principles should be adhered to:

- **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in tennis.
- **Needs of the child** - All children's sport experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people.
- **Integrity in relationships** - Adults interacting with children in tennis are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.
- **Fair Play** - All children's sport should be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour.
- **Quality atmosphere & ethos** - Children's sport should be conducted in a safe, positive and encouraging atmosphere.
- **Competition** – Competition/organized play is an essential element of tennis and should be encouraged in an age and level appropriate manner. A child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.
- **Equality** - All children and adults should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.

Section 3 - Risk Assessment

This **Tennis Ireland** written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The list of risks identified and procedures to manage these risks are contained in the following categories:

Risk Identified <i>(Please note - Where a number is preceded by the letter A it refers to the relevant Appendix in the Manual or on our site)</i>	Procedure in place to manage risk identified
<p>Club and Coaching Practices</p> <ul style="list-style-type: none"> - Lack of coaching qualification. A4/A6/ A9/A10 - Supervision issues. A9 - Unauthorised photography & recording activities. A9 - Behavioural Issues. A10 - Lack of gender balance amongst coaches 2-1 - TCI Registered - No guidance for travelling & away trips A9, A10, A11 - Lack of adherence with misc procedures in Safeguarding policy Safeguarding policy – A8 	<ul style="list-style-type: none"> - Coach education policy/Recruitment policy. - Supervision policy/Coach education policy - Photography & Use of Images policy - Code of Conduct / Safeguarding 1 / Complaints & Disciplinary policy. - Coach education policy / Supervision policy. - Travel/Away trip policy /Safeguarding Training. - Safeguarding Policy / Complaints & disciplinary policy
<p>Complaints & Discipline</p> <ul style="list-style-type: none"> - Lack of awareness of a Complaints & Disciplinary policy. A8 - Difficulty in raising an issue by child & or parent A8 - Complaints not being dealt with seriously A8 	<ul style="list-style-type: none"> - Complaints & Disciplinary procedure/policy / Communications procedure. - Complaints & Disciplinary procedure/policy / Communications procedure. - Complaints & Disciplinary procedure/policy.

<p>Reporting Procedures</p> <ul style="list-style-type: none"> - Lack of knowledge of organisational & statutory reporting procedures A7, A10 - No DLP appointed. A6, A7 - Concerns of abuse or harm not reported. A5, A7 - Not clear who Young Person should talk to or report to. A6 	<ul style="list-style-type: none"> - Reporting procedures/policy / Coach Education policy / Code of Conduct/Behaviour. - Reporting procedures/policy. - Reporting procedures/policy / Child Safeguarding Training – Level 1 - Post the names of CCO, DLP and Mandated person.
<p>Use of Facilities</p> <ul style="list-style-type: none"> - Unauthorised access to designated children’s play & practice areas & to changing rooms, showers, toilets etc..... A9 - Unauthorised exit from children’s areas. A9 - Photography, filming or recording in prohibited areas. A9 - Missing or found child on site. A12 - Children sharing facilities with adults e.g. dressing room, showers etc A9 	<ul style="list-style-type: none"> - Supervision policy / Coach Education. - Supervision policy / Coach Education. - Photography policy and use of devices in private zones. - Missing or found child policy. - Safeguarding policy.
<p>Recruitment</p> <ul style="list-style-type: none"> - Recruitment of inappropriate people. A4 - Lack of clarity on roles. A6 - Unqualified or untrained people in role. A5, A6 	<ul style="list-style-type: none"> - Recruitment policy. - Recruitment policy. - Recruitment policy.

<p>Communications</p> <ul style="list-style-type: none"> - Lack of awareness of 'risk of harm' with members and visitors. A2, A5 - No communication of Child Safeguarding Statement of Code of Behaviour to members of visitors. A2 - Unauthorised photography & recording of activities. A9 - Inappropriate use of social media & communications by under 18's A9 - Inappropriate use of social media & communications with under 18's. A9 	<ul style="list-style-type: none"> - Child Safeguarding Statement / Training Policy. - Child Safeguarding Statement (display) / Code of Behaviour (distribute). - Photography & Use of Images policy - Communications policy / Code of conduct - Communications policy / Code of conduct
<p>General Risk of Harm</p> <ul style="list-style-type: none"> - Harm not being recognised. Safeguarding Policy A5, A7 - Harm caused by: Child to Child. Coach to Child. Volunteer to Child. Member to Child. Visitor to Child. A5, A7 - General behavioural issues. A10 - Issues of Bullying. A9, A10 - Vetting of staff/volunteers. A4 - Issues of Online Safety A9 	<ul style="list-style-type: none"> - Safeguarding policy / Child Safeguarding Training. - Safeguarding policy / Child Safeguarding Training. - Code of Conduct. - Anti-Bullying policy. - Recruitment policy / Vetting policy. - Social Media / Online Safety policy.

The Risk Assessment was undertaken on 31st March 2022

Section 4 – Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance, and Tusla’s Child Safeguarding: A Guide for Policy, Procedure and Practice) and Gateway Northern Ireland). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

Tennis Ireland has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities.
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a relevant person.
- Procedures for managing trips away and hosting children.
-

Please note that all procedures listed are available on request.

The Relevant Person for Tennis Ireland is the Tennis Ireland CEO

Section 5 – Implementation

We recognise that implementation is an ongoing process. Our Governing Body is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

Please note the following:

- That all staff has been furnished with a copy of this statement.
- This statement is available to parents/guardians, the Agency and members of the public on request.
- This statement will be displayed in a prominent place by the **Tennis Ireland**

This Child Safeguarding Statement will be reviewed on 2nd April 2024

Signed:

Date:

On behalf of Tennis Ireland

Name: John Rya Phone no: 01-8844010

For queries on this Child Safeguarding Statement, please contact - Roger Geraghty – 086-2316478

Appendix E Guidelines for Sports Leaders, Coaches, Officials, Convenors etc. including Code of Conduct

Anyclub Tennis Club recognises the key role leaders (professionals, coaches, convenors, captains, selectors and team managers, etc.) play in the lives of children in the club. Club coaches, sports leaders and officials will strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All Leaders will have as their first priority the children's safety and enjoyment of tennis and will adhere to the guidelines and regulations set out in *The Code of Ethics and Good Practice for Children's Sport* and the club's Child Protection Policy.

Leaders will respect the rights, dignity and worth of every child and will treat everyone equally, regardless of gender, age, disability, social class, race, religion, ability etc.

Leaders appointed by the club to work with children will have the appropriate experience and/or hold the necessary qualifications. Leaders will be expected to go through appropriate recruitment and selection procedures (ref. Appendix 5), whether paid or unpaid. Vetting procedures must be followed to comply with legislation. For those in the Republic of Ireland Garda Vetting should be successfully completed for all those with on-going contact with young people and in Northern Ireland all those working unsupervised in 'regulated activity, 'frequently' or 'intensively' must complete an Access NI enhanced check.

There will be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by *The Code of Ethics and Good Practice for Children's Sport* and sign up to the Code of Conduct for Sports Leaders. Coaches and Sports Leaders should know and understand the club's Child Protection Policies and Procedures and undertake to abide by them.

Once appointed the Leader should act as a role model and promote the positive aspects of tennis and maintain the highest standards of personal conduct. Leaders should develop an appropriate relationship with young people, based on mutual trust and respect. Their behaviour to players, other officials and opponents will have an effect on the players in their care. They should report any concerns they have to the Designated Person in the club.

Being a role model

You will be required to display high standards of language, manner, punctuality, preparation and presentation. Ensure that players in your care respect the rules of the game. Insist on fair play and ensure players are aware you will not tolerate cheating or bullying behaviour.

Encourage the development of respect for opponents, officials, selectors and other leaders and avoid criticism of fellow professionals and coaches. Do not criticise other leaders

The use of illegal drugs, alcohol and tobacco must be actively discouraged as they are incompatible with a healthy approach to sporting activity. Leaders should avoid the use of alcohol and illegal substances before coaching, during events, while supervising trips with young players and providing a duty to care.

Protection for leaders

Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for leaders not to involve young players in their personal life i.e. visits to leaders' homes or overnight stays.

Avoid working alone and ensure there is adequate supervision for all activities

Where possible work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the child.

Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks.

Physical punishment or physical force must never be used. Never punish a mistake by physical means or exclusion

A positive environment

Be generous with praise and never ridicule or shout at players for making mistakes or for losing a match. All young players are entitled to respect.

Be careful to avoid the “star system”. Each child deserves equal time and attention.

Remember that young players play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.

Set realistic goals for the participants and do not push young players. Create a safe and enjoyable environment.

When approached to take on a new player, ensure that any previous coach-participant relationship has been ended in a professional manner.

It is advisable to get agreement from a parent/guardian when young players are invited into adult groups/squads. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.

Leaders who become aware of a conflict between their obligation to their players and their obligation to the club must make explicit to all parties concerned the nature of the conflict and the loyalties and responsibilities involved.

Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players’ medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information

The nature of the relationship between a leader and a participant can often mean that a leader will learn confidential information about a player or player’s family. This information must be regarded as confidential and, except where abuse is suspected, must not be divulged to a third party without the express permission of the player/family.

The following is the Code of Conduct to be signed by all club Coaches, Sports Leaders and Officials. In addition all club Coaches, Sports Leaders and Officials will be required to formally sign the Code of Ethics and Good Practice for Children’s Sport Undertaking below.

**Anyclub Tennis Club
Form 1 - CODE OF CONDUCT
for Coaches/Sports Leaders/Officials**

I, (*Print Name*) _____ agree to:

- Ensure the safety of all children by careful supervision, proper pre- planning of coaching/ playing sessions, using safe methods at all times.
- Actively encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Emphasise fun and participation.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
- Report accidents or incidents of alleged abuse to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Report suspected abuse to the appropriate designated officer.
- Not abuse members physically, emotionally or sexually.
- Maintain confidentiality about sensitive information.
- Be a role model (disciplined / committed / time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Hold current coaches insurance.
- Never ask anyone to keep secrets of any kind.
- Ensure that car insurance is appropriate for transporting young people to and from events.
- Ensure that all those working with young people do so under the guidance of the coach.
- As a coach keep my knowledge updated through the Tennis Ireland Continuous Professional Development.
- Protect myself from false accusation by
 - Not spending excessive amounts of time alone with children away from others
 - Avoid taking children alone in a car on journeys, however short.
 - Never taking children to your home.
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.
I accept that any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Club's Designated Person. Persistent breach of the code of conduct will result in dismissal from the club.
I have read the Anyclub Tennis Club Child Protection Policy and agree to abide by the guidelines as set out in the policy.

Signature of Coach/Sports Leader:

Date_____

Code of Ethics and Good Practice for Children’s Sport Undertaking

I agree to abide by and support the **Anyclub Tennis Club Child Protection Policy*** and agree to abide by the guidelines as set out in the Policy and in particular to abide by the **Code of Ethics & Good Practice for Children’s Sport**.

I understand and agree to abide by the Rules of Anyclub Tennis Club.

Signature of Coach/Sports Leader:

Date_____

*The Club's Child Protection Policy is available on the club website or in hard copy format at the clubhouse.

