

Lawn Tennis Association Coach Qualification Health and Safety Policy

1 Scope

The Lawn Tennis Association (the 'LTA') is committed to providing a safe working, coaching, teaching and learning environment for all personnel, learners and any related third parties.

However, in respect of coach qualification courses, it is the venue at which the qualification is held at that is responsible for the health and safety within their venue.

Tutors, assessors or any individual attending a coach qualification course must comply with the health and safety requirements of the relevant venue.

2 Commitment Statement

The LTA is committed to health and safety of all sub contracted services, staff, learners and any relevant third parties in the delivery of qualifications. All individuals have a legal responsibility, as stated under *Section 7 of the Health and Safety at Work Act 1974*, to do everything practicable to prevent an accident or injury to themselves and to others. In order to promote health and safety, so far as reasonably practicable in the delivery of the qualifications, the LTA ensures that:

- all relevant individuals are provided with information, instruction, training and supervision as is necessary to ensure health and safety
- all relevant individuals are made aware of health and safety considerations including evacuation procedures and first aid
- any venues used to facilitate the delivery of qualifications have strict health and safety arrangements in place which include as a minimum risk identification, assessment and implementation of control measures, accessibility, evacuation, availability of first aid kits and means of communication
- all equipment is safe across all courses and without risk to health and safety
- dynamic risk assessments are completed across all courses
- tutor/assessors ensure that all accidents are managed, logged and reported to the Health and Safety Officer for investigation and future preventative action to be initiated. All information related to accidents are required to be maintained on file. Where an accident is deemed to be resultant of malpractice or maladministration; this is reported to the 1st4sport risk manager in line with the LTA's *Malpractice Policy*.

3 Accident Reporting

Any accident that takes place at the National Tennis Centre must be reported to the LTA's Operations Team by the tutor or assessor (as applicable) as soon as possible.

Any accident that takes place at non-LTA premises must be reported to the venue in accordance with the applicable procedure as notified by the venue.