

ST ALBANS AND HARPENDEN PICKLEBALLERS

Health and Safety Policy

Version	2.0
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Policy owner	Health and Safety Lead and Club Committee
Approved by	[INSERT APPROVING BODY OR COMMITTEE DATE]
Next review due	18/06/2027
Revisions made	Rewritten to reflect current safeguarding, data protection, equality, health and safety and sports club governance guidance.

1. Policy statement

SHARP Pickleball is committed to protecting the health, safety and welfare of members, guests, visitors, volunteers, session leads, committee members, coaches, venue staff and any other person affected by club activities. The club will take reasonable and proportionate steps to manage real risks linked to pickleball activity.

2. Scope

This policy applies to club sessions, events, competitions, meetings, storage of club equipment, volunteer activity, set-up and take-down of courts, and any activity organised by or on behalf of the club.

3. Relationship with venue policies

The club uses hired venues and will work with venue operators, including Everyone Active where applicable. Venue operators remain responsible for areas, systems and equipment under their control, such as building safety, fire alarms, emergency exits, venue flooring, lighting, toilets, public areas and venue staff procedures. The club remains responsible for risks created by its own activities, club equipment, session organisation, volunteer actions and instructions given to participants.

4. Responsibilities

Role	Main responsibilities
Club Committee	Overall responsibility for making sure health and safety is considered in club decisions, policies and session arrangements.
Health and Safety Lead	[INSERT NAME AND CONTACT]. Supports risk assessments, equipment checks, accident

	records and annual review.
Session Leads	Carry out practical session checks, respond to hazards, report accidents and near misses, and follow venue procedures.
Members and Guests	Take reasonable care of themselves and others, follow instructions, wear suitable footwear, play safely and report hazards, injuries and near misses.
Venue Staff	Manage venue systems and procedures under the venue operator's control.

5. Risk assessment

The club will complete and review risk assessments for regular venues, club equipment, session formats and any activity that creates a significant risk. Additional risk assessment will be considered for children, young people, new or expectant mothers, disabled people, adults at risk, new venues, large events, competitions or unusual activities.

Risk assessments will be reviewed at least annually, after an accident or near miss, after a venue change, after an equipment change, after a change in session format or when new guidance identifies a relevant risk.

6. Pre-session safety checks

Before play starts, the session lead or nominated volunteer should complete a practical visual check. This does not replace the venue's responsibilities, but helps manage risks under the club's control.

- Court surface checked for wet areas, debris and trip hazards.
- Nets, posts and temporary equipment checked for obvious defects or unsafe positioning.
- Loose balls, bags, coats and bottles kept away from playing areas.
- Lighting, space around courts and wall or barrier risks considered.
- Fire exits and emergency routes kept clear.
- First aid and venue staff contact route known.
- Player numbers managed so that play remains safe and workable.
- New players and guests given key safety information before play.

7. Equipment

Club equipment should be fit for purpose, visually checked regularly and removed from use if damaged or unsafe. Faults should be reported to the Health and Safety Lead or committee. Equipment should be stored safely and moved in a way that avoids injury.

8. First aid and emergency action

The club will identify the first aid arrangements at each venue and make session leads aware of how to access help. Where venue staff provide first aid, the session lead should contact venue staff

promptly. If serious injury, sudden illness or immediate danger occurs, call 999. The session lead should preserve safety, stop play where needed, manage other players away from the area and record the incident afterwards.

9. Accident and near miss reporting

All accidents, injuries and near misses should be reported to the session lead. The session lead should follow the venue reporting procedure and ensure the club keeps a record. The club should review incidents to identify reasonable steps that reduce the risk of recurrence.

10. RIDDOR and serious incidents

Some serious work-related accidents, dangerous occurrences or injuries to people not at work are reportable under RIDDOR. Where an incident arises from club activity and results in death, specified injury, or a person being taken directly from the scene to hospital for treatment, the club and venue should check whether a RIDDOR report is required and agree who will submit it. Examinations or precautionary hospital visits alone do not normally count as treatment.

11. Safe participation

Players should take part within their own ability, wear suitable footwear and clothing, warm up, stay hydrated, avoid reckless play, follow the ball on court rule, avoid running backwards where possible and report hazards promptly. Players should not take part if they are unwell, injured or unable to play safely.

12. Communication and training

The club will give members and guests suitable safety information through the Guidance for Players, session briefings, website information, booking information, induction or other club communications. Session leads and relevant volunteers should understand the pre-session checks, emergency procedures and reporting process.

13. Young people, disabled people and adults at risk

The club will consider extra safety steps where children, young people, disabled people, new or expectant mothers or adults at risk take part. This may include reasonable adjustments, clearer communication, parent or carer arrangements, safeguarding controls, adapted activity or venue discussions.

14. Review

This policy will be reviewed at least annually and sooner if an accident, near miss, venue change, equipment change, session format change, legal update or relevant guidance change occurs.

Guidance considered

This policy has been drafted with reference to HSE guidance for amateur sports clubs, HSE risk assessment guidance, RIDDOR reporting guidance, venue shared-responsibility principles and the club's player guidance.