

# Kidlington Forum Table Tennis Club Health and Safety Guidelines

## Exeter Close Pavilion

1. All attendees should sign the attendance register with both first and sir names.
2. All players should wear appropriate sports clothing and footwear. Jeans and fleeces should not be worn.
3. High and stiletto heels should not be worn in the hall.
4. Players should not eat or drink whilst playing or take food or drink onto the playing surface. Any spillages on the playing surfaces shall be cleared up by the perpetrator.
5. Players should not wear earphones or use mobile phones whilst playing or at the table.
6. Tables should not be erected or taken down except with the help of at least one other person unless not practicable.
7. All players should make sure their playing area is free of obstructions before playing.
8. All attendees should note where emergency exits are located. These are the three French window doors opposite the entrance to the Hall, the door in the carpeted area of the Hall next to the Kitchen and the main entrance to the building.
9. No materials shall be stored in the hallway.
10. Attendees should not encroach on any playing area whilst it is in use except on request of the player or in an emergency.
11. Attendees should not run in the playing area at any time except under the supervision of a coach.
12. All players should follow instructions of coaches or supervisors of playing sessions.
13. The first aid boxes are located in the in the kitchen above the refrigerator and in the Club store.
14. All players who know they may require special medical attention should notify the club to make arrangements for those players to be treated appropriately.
15. In the event of an accident contact a first aider immediately, if one is available, or a senior member of the club otherwise. The following have up-to-date qualifications:- John Duncalfe, Karl Bushell, Christine Scaysbrook, Stan Harding, John Birkin, Richard Anstis, Meddy Nikfarjamm and Duncan McFarland. Accident Report Forms are kept in the Club Store. The first aider, or club member in the absence of a first aider, shall follow the procedures set out on the accident report form and give a copy to the Parish Council.
16. There is no landline telephone in the building. Mobile phones should be used to contact emergency services if necessary. All coaches and supervisors of playing sessions should carry mobile phones.
17. There is a defibrillator on the wall of Exeter Hall close to the main entrance which is available for use in any incident in the Pavilion. Any first aider or member dealing

with an incident shall instruct someone to fetch the defibrillator. That person must have a mobile phone in order to release the device.

18. All parents/guardians of juniors shall sign the membership form confirming that their child will be required to abide by club rules and codes of conduct and that they will collect their child after sessions or matches. They shall give an emergency contact number which, in the event of an incident, the session organiser/team captain shall use all reasonable steps to use.
19. All parents/guardians shall sign that part of the membership form stating whether or not they give permission for the administration of appropriate urgent medical treatment, including an anaesthetic, for their child.
20. All parents/guardians shall sign that part of the membership form stating whether or not they permit their child to be photographed during club activities and for those photos to be used in club publicity material, press releases or on our club website or any Table Tennis England website.
21. In the event that any parent/guardian has any child protection concerns they shall report it to a Committee member who shall follow the procedures set out on a child protection form. The completed form shall be sent to Table Tennis England. Child Protection Forms are kept in the Club Store.
22. In the event of the fire alarm sounding it shall be the responsibility of the session supervisor, or team captain(s) if it is on a match night, to ensure that all parts of the building (but not the changing rooms) are vacated subject to ensuring their own personal protection and shall check that all those who have signed the attendance form/attended the match(es) have left the building. The gathering point for all those evacuating the building shall be under the light on the side of storage building in the car park away from the Pavilion. All players attending the session when the alarm sounds should report to the session organiser/team captain(s) there.
23. Water and carbon dioxide based fire extinguishers are located on the wall opposite the store, in the hallway and in the carpeted area of the Hall. A fire blanket is located in the kitchen.
24. The testing of the alarms is the responsibility of the Kidlington Parish Council but carried out by club member nominated by Committee.

**Signed**

**John Duncalfe,  
Secretary,  
Kidlington Forum Table Tennis Club**

**February 2018**