



# COACH ASSISTANT AWARD

## Health & Safety Skills Module

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# Health & Safety Skills Module

## Welcome to the Health & Safety Skills Module

As a Coach Assistant, ensuring a safe environment for players is one of your most important responsibilities. A well-run coaching session is not just about skill development—it must also be safe for all participants.

This module will teach you how to assist in identifying risks, maintaining a safe environment, and following health and safety protocols. By understanding key safety principles, you will help prevent accidents and create a more professional coaching environment.

By developing health and safety awareness, you will become a more responsible assistant and contribute to the smooth running of coaching sessions.

### What you will learn

By the end of this module, you should be able to:

- \* Recognise and assess potential risks before and during sessions.
- \* Follow safety protocols to ensure a secure environment for players.
- \* Assist in managing emergency situations calmly and effectively.
- \* Encourage safe behaviour among players.
- \* Support the coach in maintaining a risk-free coaching area.



### Before the session

Before assisting in a session, make sure you:

- \* Read this Health & Safety module document.
- \* Inspect the court and surrounding area for potential hazards. Check if equipment is safe and in good condition.
- \* Ask the coach if there are any specific safety considerations for the session.

# Key Skills

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## Risk Assessment & Hazard Awareness

- **Pre-Session Checks:** Ensure courts are clear of debris, wet patches, or damaged surfaces.
  - **Equipment Safety:** Check for broken balls, damaged nets, or faulty cones.
  - **Weather Conditions:** Be aware of heat, wind, rain, or slippery surfaces.
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## Maintaining a Safe Playing Environment

- **Keep their equipment under control.**
  - **Keep waiting players a safe distance from active drills.**
  - **Make sure cones, balls, and other equipment are placed safely.**
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## Managing Emergencies

**NOTE:** Managing an emergency is **NOT** your direct responsibility, but your skills can significantly help the coach effectively manage the situation.

- **Know where the first aid kit is located:** ask if you are unsure.
  - **Be aware of emergency contact procedures:** ask your coach of such procedures to be made aware of.
  - **Help the coach handle minor injuries or incidents:** by staying calm and assisting when needed.
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## Encouraging Safe Behaviour

- **Remind players to be aware of their surroundings:** Repeat reminders if necessary
  - **Stop unsafe actions such as swinging racquets dangerously or hitting balls recklessly.**
  - **Ensure players stay hydrated and take breaks if needed.**
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## Supporting the Coach in Risk Management

- **Help clear potential hazards quickly when identified.**
  - **Assist in demonstrating safe techniques where necessary.**
  - **Be alert to changing conditions that might introduce new risks.**
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# Practical Task: Your Role in Health & Safety

During the next session, you will:

- 1) Inspect the court and equipment before the session begins.
- 2) Monitor players to ensure safe behaviour during drills.
- 3) Assist the coach if an injury or emergency occurs.
- 4) Identify any potential hazards and take action to reduce risk.
- 5) Help clear away equipment safely after the session.

## After the Session: Reflect and Improve

At the end of the session, take time to:

- 1) Discuss with the coach any safety concerns or incidents that arose.
- 2) Reflect on whether you were proactive in preventing hazards.
- 3) Identify one area of health and safety you can improve for the next session.
- 4) Get feedback from the coach and make sure they log your progress in the Student Training Card.

## How You Pass This Module

- You complete a pre-session safety check of the court and equipment.
- You monitor and encourage safe behaviour throughout the session.
- You assist in handling any safety-related issues.
- You support the coach in maintaining a risk-free environment.
- The coach signs off your Health & Safety module in your Student Training Card.

## Final Thoughts

Health and safety awareness is a vital skill for every Coach Assistant. Ensuring a safe playing environment helps prevent accidents, keeps players focused, and allows sessions to run smoothly. By developing strong risk awareness and safety management skills, you will contribute to a well-organised and professional coaching setup—one where players feel safe and confident to develop their skills.

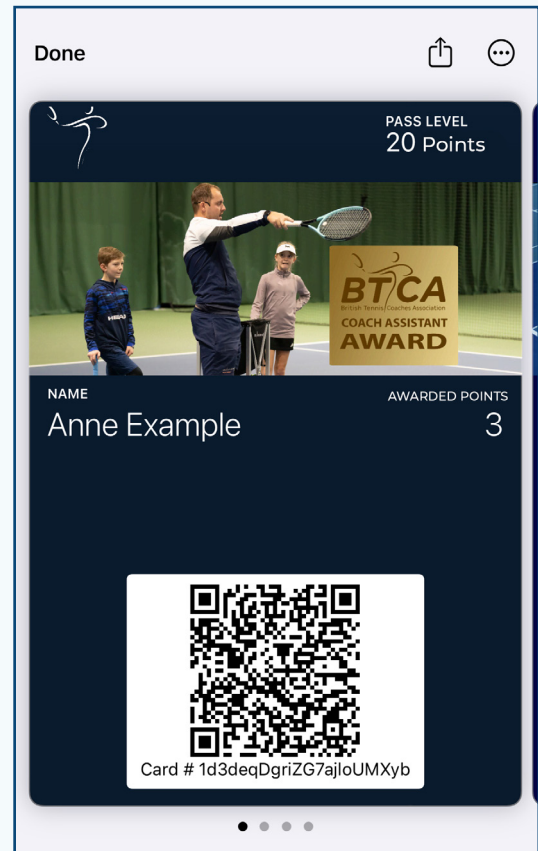
You're one step closer to becoming an excellent Coach Assistant!

# STUDENT TRAINING CARD

Your Student Training Card is a key component of the course, please ensure it is downloaded to the Wallet app of your phone (your coach can assist you if you're unsure how to do this).

Be sure to have your phone and your digital card available to be scanned at the end of each session. If you forget your phone, or your digital card is unavailable in the Wallet app of your phone, the coach can still sign of your volunteer hour attendance and any completed modules via their BTCA Dashboard, but it an additional administration process for them, so having your digital Student Training Card available at the end of each session in important.

You will receive at least one point for each volunteer hour you undertake and a point for each module passed. When you have reached 20 points, you will have passed the course and your coach/mentor will pass on your certificate to you.



## A Summary Reminder

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Have your phone and digital Student Training Card available to be scanned at the end of each session (there'll be at least one point you gain from the volunteer hour). Don't be disheartened if the module isn't signed off at the end of the session as some modules are assessed over a number of weeks.

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Be sure to ask your coach for any feedback related to the session and ask what the module focus is for the following week.



  
**BTCA**  
British Tennis Coaches Association  
**COACH ASSISTANT  
AWARD**

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