



Health & Safety Policy

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1. General Statement of Policy

It is the duty of Sutton Tennis & Squash Club to ensure, as far as reasonably practicable, the health, safety and welfare of employees, volunteers, members and their guests whilst they are present at the club, in compliance with all relevant Club rules and legal requirements.

Employees, volunteers, members and guests have a duty to take reasonable care of their own safety and that of other persons who may be affected by their actions or omissions whilst they are at the Club or at one of its events. Members of the Club must exercise full control and supervision over any children, unless those children are in the care of a coach.

Each employee and volunteer will be given such information and instruction as is necessary to enable the safe performance of activities.

It is the duty of The Club to ensure that all processes and systems are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees, members and guests to raise issues of health and safety.

Competent people will be appointed to assist management in meeting the Club's statutory duties including specialists from outside the Club.

Every employee and volunteer must co-operate with the committee to enable compliance with all statutory duties. The successful implementation of this policy requires total commitment from everybody. Full details of the organisation and arrangements for health and safety are set out in parts 2 & 3 of this document.

This policy will be regularly monitored at committee meetings to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

2. Organisation and Responsibilities

2.1 Overall Responsibility

The Club is ultimately responsible for all matters including those regarding health and safety.

2.2 Organisational Responsibility

Committee members are responsible for ensuring that the safety policy is implemented within their own particular areas of responsibility. Organisers of club and other tournaments should address areas of risk, in association with the club coaches, to ensure that safe conditions are maintained. Where risks are identified the event organiser and club coaches must ensure that these are rectified, so far as is reasonably practicable.

The Club is responsible for the following:

- Ensuring that members and guests are aware of safety procedures.
- Ensuring that all its premises fixtures and fittings are maintained in good repair and safe working order.
- Establishing that all equipment used is suitable for the task and kept in good working condition, this includes the regular servicing and maintenance.
- Providing adequate training, information, instruction and supervision to ensure that events are conducted safely.
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising.
- Ensuring that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Maintaining safe access and egress to the site at all times.

2.3 Employee and Volunteer Responsibility

All Club employees and volunteers must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Operate in accordance with information provided in Sutton Tennis & Squash Club's Health & Safety Policy.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in premises and equipment, or shortcomings in the existing safety arrangements, to a committee member without delay.

2.4 Members Responsibilities

All members must:

- Take reasonable care for their own health and safety and comply with all safety procedures advertised by the Club.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Ensure that any guests or visitors they invite on to the host club's premises are made aware of their responsibilities towards health and safety.
- Exercise full control and supervision for any children.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazards or potential hazards in premises and equipment, or shortcomings in the existing safety arrangements, to a committee member without delay.

2.5 First Aid

The Club should maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies. The Club Manager will ensure the coaches are fully trained in First Aid by recognised providers in accordance with statutory requirements. Identities of first aiders are displayed in the clubhouse foyer and conservatory.

The Club has provided a defibrillator located in the conservatory.

2.6 Emergency Procedures

Signage will give details of emergency procedures designed to deal with imminent danger and to allow employees, members and guests to move to a place of safety.

2.7 Information and Communication

The committee will be responsible for the dissemination of relevant information regarding health, safety and welfare to all members and any guests. Matters arising in connection with health and safety will be discussed at committee meetings, as a standing agenda item. A formal review of Health and Safety matters will be conducted on a regular basis.

3. Details of Policies and Arrangements

3.1 Planning and Review Planning

In order to ensure regular attention to Health and Safety, the Club Manager is appointed as Compliance Officer. It shall be his responsibility to complete an activity plan, plan for regular inspections, test emergency procedures, review risk assessments and ensure competences and training are maintained.

Review

The Compliance Officer is responsible for ensuring planned activities are carried out on time and must report status to the club management. A review will be conducted regularly and changes implemented as required.

3.2 Emergency Procedures

3.2.1 Fire Emergency

Awareness

Everybody who visits the club must be aware of what to do in an emergency, what will happen during the emergency and who will take critical actions and decisions.

Signs showing exit routes, exits, location of equipment and location of assembly points will be prominently placed and well maintained. Coaches and committee members present during an emergency are to ensure that club members and any visitors respond promptly.

Extinguishers

Extinguishers are located around the Club. Red portable extinguishers which contain water should not be used on electrical fires or flammable materials.

Fire Procedure

In the event of discovering a fire, break the nearest fire call point glass (usually located at exits on fire escape routes). This will initiate the fire alarm to evacuate the building. From a safe place, call the Fire Brigade.

On hearing the continuous fire alarm, those present in the building are to leave the building immediately by the nearest fire exit; coaches, committee members and bar staff to check that members and visitors have left the area. Areas such as toilets, changing rooms and isolated areas are to be checked by them provided it is safe to do so. Doors and windows to be closed if there is time.

If the nearest exit route is blocked by smoke, those present are to leave by the alternative route. There are exits at either end of the building. Proceed to the fire assembly point.

Coaches/Bar Staff /Committee members to ensure that members of the club and others who have evacuated do not cause an obstruction to the incoming fire brigade. Special consideration must be given to the evacuation and marshalling of children.

Coaches/Bar Staff /Committee members to account for occupants of the building at the assembly point after an evacuation to assist the Emergency Services with decisions about entering parts of the building which may be hazardous.

At the assembly point, the person in charge must check that all persons known to be on the premises are accounted for. The person in charge of the assembly point must be informed if someone is suspected as still inside the building. Remain at the assembly point and await instruction. Be prepared to move to another assembly point if instructed.

Maintenance and Testing

Fire exits to be maintained at all times and will never be blocked. Fire doors not be wedged open.

Emergency facilities to be checked during routine inspections, e.g. escape routes unobstructed, fire extinguishers, fire notices current. Club Manager to inspect regularly.

Detection systems and alarms should be tested on a regular basis.

Fire Risk Assessment

A fire risk assessment to be carried out and be reviewed periodically under auspices of the Club Manager.

3.2.2 First Aid and Accident Reporting

First Aid

The Club Committee is to maintain suitable numbers of first-aiders to provide first-aid treatment. First-aiders will be trained and qualified in accordance with statutory requirements. The identities of first-aiders will be displayed on club notice boards.

First Aid Kit

A first-aid kit and an inventory of supplies that must always be in the kit is kept available at all times in the conservatory.

Accident Reporting

All accidents and near-misses that could have resulted in injury to be entered in the accident book which is kept in the First aid kit. Coaches/Bar Staff /Committee members/ Club Manager

are responsible for reminding those who are injured to make an entry in the book or assist with the entry.

Review

The causes of accidents must be reviewed at the time they occur and must be removed if reasonably practicable to do so. This review must be undertaken by the Club Compliance Officer who must be informed by witnesses if he/she was not present. He/she must also review accidents, monitor trends and make appropriate recommendations.

3.3 Risk Assessment

In 1992, the Management of Health and Safety at Work Regulations required that 'every employer shall make a suitable and sufficient assessment of the risks, to the health and safety of his employees, to which they are exposed whilst at work, and of the risks to the health and safety of persons not in his employment arising out of, or in connection with, the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take to comply with the relevant statutory provisions.'

All significant risks arising from the work are to be formally identified and measures which need to be taken to comply with the relevant statutory provisions (manage the risks to an acceptably safe level) must be identified.

The Risk Assessment which is fundamental to ensuring good Health and Safety standards, both for club employees and for anyone else using, working in or visiting the club is carried out regularly by the Club Compliance Officer. The objective is to identify those hazards which are reasonably identifiable, to evaluate the risk they present and implement preventive and protective measures to reduce the risk to a reasonable and practicable level. The objective is not to reduce the level of risk to zero, this is possible but not practicable due to costs that are likely to be involved.

3.4 Training and Competence

It is essential that all staff have sufficient training to ensure that Health and Safety risks are reduced to an acceptable level. This is to be monitored by the Club Compliance Officer.

Annex Guide for Risk Assessors

Filling in the Register of Risk Assessments

Those activities which entail a significant amount of risk that might result in injury or ill health should be entered on the Register of Risk Assessments along with an initial assessment of the degree of risk as follows:

High Risk - significant risk of serious accident resulting in permanent injury.

Medium Risk - substantial risk of injury or illness resulting in time lost at work.

Low Risk - moderate risk of injury requiring first aid treatment.

For activities rated as Medium or High Risk, a formal risk assessment must be completed.

Risk Assessment form will include:

1. Activity and Location Describe what is being assessed and its location.
2. Details of the Hazard(s) identified: A brief description of each hazard which is likely to occur, limited to what is likely and may have consequences that would be of concern.
3. 3. People at risk: Should be fairly obvious but also consider young people (employees and members), guests, disabled and temporary employees.
4. Precautions already taken to reduce the risk. There is a hierarchy of risk reduction, the higher the risk, the more stringent the action required to remove or reduce it.

Elimination - remove it all together? Reduction - reduce the risk by using more efficient protection? Information - are instructions, signs, training, adequate? Controls - are the rules adequately understood by the people at risk? Protection - last option implying contact with hazard - may be only one available.

If the answer is NO to the question “Are the measures in place adequate?” i.e. foreseeable and reasonable, then further actions are required.

5. Further actions/precautions planned:

- Go back to the list of precautions in section 4 and select the most appropriate option that you consider will reduce the risk to a reasonable level.
- Notify those who need to know of any findings of the Risk Assessment.
- Review the Risk Assessment periodically or after a significant change or after an incident which might influence thinking about the assessment.