



Health and Safety Policy

Date: March 2018

Version 1

Reviewed Jan 19

Next review due: March 2020

Health and Safety Policy

Purpose

This policy is to provide and maintain so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all our employees and to provide the information, training and supervision needed for this purpose.

We also accept our responsibility for the Health and Safety of members, staff and all other persons using the buildings and facilities.

The Weald Lawn Tennis and Squash Racquets Club aims to encourage all employees to appreciate the importance of health and safety issues and for each member of staff to be aware of their personal and legal responsibilities to themselves and the safety of others in the work place who may be affected by their acts or omissions.

The allocations of duties for safety matters are detailed in the following sections, together with appropriate methods of implementation. The policy will be periodically reviewed and updated to meet changing roles and responsibilities: all staff will be issued with notice of any changes. The Weald Lawn Tennis and Squash Racquets Club is committed to the health, safety and welfare of its employees under the Health and Safety at Work Act etc 1974, the Management of Health and Safety At Work regulations 1992, the Environmental Protection Act 1990 and all relevant codes of practice and guidance applicable to the services we provide. Inherent in our commitment to our staff is the responsibility for the development, implementation and maintenance of safe systems of work as a means of risk minimisation taking due regard for changes in technology and working methods. This policy is supplementary to a health and safety folder which contains incident reporting, guidance, risk assessment or appropriate legislation regarding health and safety.

Overall the General Committee hold responsibility for Health and Safety of their staff.

The Manager has day-to-day responsibility for ensuring the Policy is put into practice.

Employees have a responsibility to the club, themselves and their colleagues, such that they are required to work safely and within the guidance that The Weald Lawn Tennis and Squash Racquets Club provides. Employees are also responsible for identification of problems and notification to management of any health, safety and environmental issues which may affect them or others such as other employees, members and visitors.

Where employees from other organisations, work within The Weald Lawn Tennis and Squash Racquets Club and in the premises, it is desirable that they work to the standards outlined within the Club.

Responsibilities:

Risk Assessments/Display Screen equipment - Manager
COSHH - Manager/Staff
Staff fire drill/marshals and records & training– Manager
Annual Portable Appliance Testing – Manager

Communication

The Manager will discuss Health and Safety issues at least twice yearly as part of the Club Risk Management Programme and will seek representation from all staff. Employees will be provided with information and advice regarding Health and Safety and will be encouraged to raise issues regarding Health and Safety. All policies and procedures are held in the Reception store cupboard.

Risk Assessments

Risk assessments will be undertaken to determine the level of risk employees and others may be exposed to as a result of providing services to Members and others. These assessments will be based on exposure, duration and frequency of risk. The Manager in accordance with current guidelines will review these. A risk assessment folder is kept with the Health and Safety folder.

Competent Persons

The Weald Lawn Tennis and Squash Racquets Club will ensure that persons competent in their profession provide advice and guidance on matters relating to Health and Safety and environmental issues.

Cooperation and Coordination with Others

The Weald Lawn Tennis and Squash Racquets Club will seek to ensure that any staff employed by others who work within the premises are familiar with Club policies and procedures such as fire prevention and evacuation, first aid and accident reporting.

Incident Reporting

The accident book in the Club must be completed for all incidents.

Fire Precautions

Fire training will be given to all staff. An annual fire drill will take place and be recorded. Staff should be familiar with the Club's Fire Policy. Fire fighting equipment is inspected annually for its effectiveness and electrical equipment checked annually to reduce the risk of fire. Information regarding the whereabouts of the fire fighting equipment, fire alarm points, and the fire exits are held within the Health and Safety folder. Fire risk assessments are held within the Fire folder held by the Manager.

First Aid

A First Aid box is available for staff and is located in the storeroom. If you are injured, please notify the Manager so he/she can provide assistance and seek medical help if required. Follow the procedure on incident reporting.

Control of Substances Hazardous to Health

At one time or another, you may be working with chemicals perhaps for disinfection. You may also be exposed to microbiological organisms, which could affect your health. When using chemicals, use caution when handling and storing them. Read the instructions carefully and follow the instructions on dilutions. Safety data sheets are available, which provide information on first aid and how to deal with spillages. Risk assessments must be undertaken on substances used, which provide information on the level of risk; you may be exposed to when using these products. The Weald Lawn Tennis and Squash Racquets Club policy is to use the safest chemicals available if chemicals have to be used at all. If you are injured as a result of using chemicals (skin, eyes or by breathing in fumes), notify the Manager and complete the accident book afterwards.

Work Equipment

You will be required to use a variety of equipment at The Weald Lawn Tennis and Squash Racquets Club from time to time. Equipment usage, handling and maintenance are covered by various pieces of legislation ensuring safety for users. Exercise common sense when handling equipment, ensure that the equipment is fit for the purpose you are using it. Faulty equipment must be reported to the Manager.

Manual Handling

Some of the work you do may involve minimal manual handling, it is a substantial risk nonetheless and you should be well versed in not only the protocols for avoidance but also current aids, devices and practices available.

Aggression and Violence including Verbal Abuse

Unfortunately, you may be faced with aggression, violence or verbal abuse by members of the public. If possible, ask a colleague to assist you in defusing the situation or more importantly, to summon additional help (Manager/Police etc). It is VITALLY IMPORTANT that you are not put in a potentially dangerous situation.

Security

Please make sure that doors are secured and that you are working in well lit, secure areas. Ensure that when completing work that all areas are locked as required. Report any security incidents or loss of keys to the Manager.