

Hazelwood Lawn Tennis and Squash Club

Health and Safety Policy

(Agreed by the Executive Committee on 19th January 2023)

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1 Introduction

- 1.1 Hazelwood Lawn Tennis and Squash Club ("the Club") is very supportive of the Health and Safety Executive statement that "Health and Safety Laws should not be a barrier to organising and running amateur sports activities that are an important part of community life". Nevertheless the Club takes its Health and Safety responsibilities very seriously and will comply with the Health and Safety at Work Act 1974 ("the Act") and the regulations made under it; which, in summary, require the Club to do what is reasonably practicable to ensure peoples' health and safety.
- 1.2 The Act sets out the general duties that Club has towards its employees and how it should protect club members, guests, volunteers, coaches and any other persons visiting the Club. The Club will ensure that it will, as far as it reasonably can, protect such persons from risks to their own and other peoples' health and safety arising from their work at, or from their visit to, the Club. However, the Club expects such persons to also take responsibility for their own and other peoples' health and safety.
- 1.3 The Club has a responsibility to safely manage buildings and structures (eg Tennis domes). As such it will take reasonable practical steps to ensure that such buildings and structures, access to them, use of facilities and equipment within them and any substances used to manage them, are safe for people to use.
- 1.4 This Health and Safety Policy should be read in conjunction with the Club's Welfare Policy and Safeguarding Policies.

2 Health and Safety Statement

- 2.1 "Hazelwood Lawn Tennis and Squash Club is committed to taking all reasonable steps to protect employees, club members, guests, volunteers, coaches and other persons visiting the Club from health and safety risks; but the Club also expects such persons to take all reasonable steps to protect their own and other peoples' health and safety whilst working at, or visiting the Club .

The Club's Health and Safety Policy sets out the various tasks, processes and procedures that will be put in place to ensure that health and safety risks are minimised as far as they reasonably can be."

3 Roles and Responsibilities

- 3.1 The Club's Executive Committee ("the Committee") has overall responsibility for managing health and safety at the Club. The Committee's responsibilities include:
 - (i) Ensuring that the Club has a Health and Safety Policy in place at all times and that it is reviewed on at least an annual basis;
 - (ii) Ensuring that the Club has a Risk Register and Risk Assessments in place

at all times and that they are reviewed on at least an annual basis;

- (iii) Ensuring that Health and Safety is included as a standard agenda item at all Executive Committee meetings;
- (iv) Ensuring that all serious accidents and serious health and safety incidents are reviewed at Executive Committee meetings;
- (v) Completing on-line forms, to be submitted to the Health and Safety Executive, where an accident or incident is reportable under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995;
- (vi) Designating a Health and Safety Officer who will be responsible for implementing the Club's Health and Safety Policy and for managing health and safety issues on a day to day basis at the Club;
- (vii) Ensuring that the designated Health and Safety Officer has the training that he / she requires to carry out the roles and responsibilities that have been allocated to them;
- (viii) Ensuring that all Members and relevant persons are aware of the name and contact details of the designated Health and Safety Officer.

3.2 The Club's designated Health and Safety Officer shall also be the Club's Fire Officer and be responsible for managing dangerous substances (and for complying with relevant COSHH Regulations). The Officer shall receive appropriate training to ensure that the individual can undertake the roles and responsibilities that have been delegated to them.

3.3 The Club's designated Health and Safety Officer shall be responsible for ensuring that all hirers and external organisations using the Club's premises are aware of the Club's Health and Safety Policy. The Officer will ensure that this Policy is attached to any formal agreements or contracts that are in place with such hirers or organisations.

3.4 The Club's designated Health and Safety Officer shall be responsible for ensuring that an up to date Health and Safety Executive approved poster, complying with the Health and Safety Information for Employees Regulations 1989, is displayed at all times.

4 Personal Responsibilities

4.1 All employees, club members, guests, volunteers, coaches and other persons visiting the Club shall be responsible for ensuring that they take all reasonable steps to reduce health and safety risks to themselves and other people at the Club. Such persons should not do anything that would endanger themselves or anyone else at the Club. For the avoidance of doubt, this includes bringing electrical equipment on to the Club's premises that has not been tested in line with the Electricity at Work Regulations 1989 (where such testing is a requirement in law).

4.2 Employees, club members, guests, volunteers, coaches and other persons visiting the Club are responsible for reporting any potential health and safety issues, accidents, incidents or near misses (where lessons could be learnt to reduce future risks) to the Club's designated Health and Safety Officer.

- 4.3 Employees, club members, guests, volunteers, coaches and other persons visiting the Club should challenge, in a proportionate and reasonable manner, any person who is engaging in behaviour that could be a danger to themselves or others.
- 4.4 The Club cannot be held responsible for any thoughtless, irresponsible, illegal and /or dangerous acts or behaviour that results in an adverse impact (eg injury) to other persons.
- 4.5 All Club members are responsible for ensuring that they are aware of the contents of this Health and Safety Policy, which shall be available on the Club's web site and on one of the Club's notice boards at all times.

5 Health and Safety Guide

- 5.1 The Club shall produce and make available a "Health and Safety Guide" for club members, guests, volunteers, coaches and other persons visiting the Club. The Guide shall, as a minimum, include details of First Aid facilities, Fire Emergency Procedures, rules relating to use of Electrical Equipment and key health and safety regulations at the Club

6 Risk Register and Risk Assessments

- 6.1 The Club will maintain and review, on at least an annual basis, a Risk Register, detailing all significant risks that might occur at the Club. A Risk Assessment will be drawn up for each risk include in the Risk Register. These Risk Assessments shall identify the likelihood of the risk and its potential impact; as well as the mitigation measures that will be put in place by the Club to reduce the risk.
- 6.2 Relevant Risk Assessments will be reviewed and updated, if required, in the light of any reported potential health and safety issues, accidents, incidents or near misses (where lessons could be learnt to reduce future risks).

7 Health and Safety checks

- 7.1 The Club's designated Health and Safety Officer shall undertake regular health and safety checks of the Club's land, buildings and structures, as well as the facilities, plant, machinery, substances and equipment contained therein.
- 7.2 The Clubs designated Health and Safety Officer shall arrange for health and safety checks to be carried out by external organisations, where that is a requirement or where he / she does not have the expertise and experience to carry out such checks.

8 Repairs and Maintenance

- 8.1 The Club's designated Manager shall be responsible for undertaking day to day decoration, repair and maintenance at the Club, where he / she has the

expertise, experience and, where relevant, the qualifications to do so. In all other circumstances the Manager will arrange for an external organisation to undertake the decoration, repair and / or maintenance work that is required.

- 8.2 No-one at the Club, or visiting the Club, should put themselves in a position where they are lifting or handling loads that are too heavy for them to cope with and/or might cause injury. The Club will provide, or arrange to provide, Manual Handling training, if that is required.

9 Accident and Incident Reporting

- 9.1 All accidents and health and safety incidents should be recorded in the Club's Accidents and Incidents book. The Club's designated Health and Safety Officer shall review this book on a regular basis and take any follow up action that is required to reduce the chance of the same accident / incident happening again (including considering whether the relevant Risk Assessment needs updating).
- 9.2 The Club, as an employer and as a body that is responsible for managing work premises, shall submit RIDDOR forms to the Health and Safety Executive, if required (see 3.1 (iv) above).

10 Hazardous Substances / COSHH

- 10.1 The Club's designated Health and Safety Officer shall be responsible for identifying all processes and substances that might be hazardous and /or dangerous to the health of persons at the Club.
- 10.2 Under the Control of Substances Hazardous to Health Regulations (COSHH) the Club is required to complete a COSHH Assessment for each process or substance that be hazardous or dangerous to health; taking account, if relevant, of up to date Data Sheets for a substance that is "dangerous to supply" (which the supplier is legally required to supply). The Club's designated Health and Safety Officer shall be responsible for producing the COSHH sheets that are required. The COSHH sheets shall detail the control measures that are to be put in place and followed; as well as any other actions that will reduce risks (including appropriate storage in a safe environment, the use of protective equipment and the wearing of appropriate protective clothing).
- 10.3 The Club will take all reasonable steps to reduce the use of hazardous or dangerous processes or substances and, before proceeding, will check to see if another safe process or substance could be used instead.

11 Fire Safety

- 11.1 The Club shall ensure that The Health and Safety Guide (see 5.1 above) provides details of Fire Alarm tests, the signal that indicates a Fire has occurred, the Fire Emergency procedures, the Emergency Exit points and the Fire Assembly Point.

11.2 The Club's designated Health and Safety Officer shall ensure that emergency fire exits are free to use (and are not blocked in any way) at all times.

11.3 The Club's designated Health and Safety Officer shall carry out practice Fire Drills as required.

12 Electrical Equipment

12.1 The Club shall abide by the Electricity at Work Regulations 1989 , which requires any electrical equipment that has the potential to cause injury to be maintained in a safe condition.

12.2 The Club's designated Health and Safety Officer shall keep an up to date list of all Club owned electrical equipment that requires "Portable Appliance Testing" ("PAT") and shall ensure that this equipment is tested as required..

13 Visual Display Equipment

13.1 The Club abides by the Health and Safety (Display Screen Equipment) Regulations 1992.

13.2 The Club's designated Health and Safety Officer will conduct a health and safety inspection of all computer workstations, on at least an annual basis, to ensure that they meet the standards set out in the regulations. Employees should take appropriate breaks from using the computer and avoid excessive use of a computer over a long period of time.

13.3 Appropriate seating shall be provided to employees, to avoid back and other injuries.

14 First Aid

14.1 At least one First Aid box, with appropriate signage, shall be provided within the main clubhouse and within each large structure at the Club.

14.2 The Club's designated Health and Safety Officer and as many other employees as possible will be First Aid trained; but the Club cannot guarantee that a First Aider will be on duty at the Club at all times.

14.3 The Club will provide one Defibulator and appropriate signage / information, in the main clubhouse building.

14.4 The Club's Welfare Policy contains important information about how injuries should be dealt with and should be referred to if a serious injury occurs .