

Hazelwood Lawn Tennis and Squash Club
CLUB POLICY DOCUMENT
Health & Safety

Summary:

Hazelwood Lawn Tennis and Squash Club are committed to providing a safe environment for workers, members and visitors. The safety procedures that support this policy have been developed to provide members and workers with appropriate information and guidance.

Introduction:

Hazelwood Lawn Tennis and Squash Club recognises that the effective control of Health and Safety is an integral and essential element of successful club management, and that teamwork, co-operation and the involvement of workers, members and visitors is vital.

Reason

A clear message from the management committee sets out exactly what is expected from all workers, members and visitors regarding health and Safety. It is therefore a sensible action, for Hazelwood Lawn Tennis and Squash Club to declare a policy and commitment to Health and Safety.

Amplification

Hazelwood Lawn Tennis and Squash Club are committed to providing a safe environment for workers, members and visitors. The safety procedures that support this policy have been developed to provide members and workers with appropriate information and guidance. Please ensure that you are familiar with the health and safety procedures and promote them to everybody for whom you are responsible.

Hazelwood Lawn Tennis and Squash Club actively encourages workers to work in a safe manner, looking after themselves and others who may be affected by their work activities.

The manager has a duty to ensure that the health and safety of those in their charge satisfies the legal requirements and they may be deemed personally, responsible for any failures to satisfy the legislation occurring in their area. The club's management committee has taken this responsibility seriously and has empowered the manager to take overall control of the implementation of the Health and Safety policy.

Hazelwood Lawn Tennis and Squash Club HEALTH AND SAFETY POLICY

It is the policy of Hazelwood Lawn Tennis and Squash Club to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, members having access to the Club and of other persons using or visiting the premises and facilities, within the framework of the Clubs revised statement on general health and safety

AIMS

Hazelwood Lawn Tennis and Squash Club aims to ensure, so far as is reasonably practicable that:

- equipment and systems of work are safe
- safe arrangements for the use, handling and storage of articles and substances are
- information, training and supervision for employees, members and visitors is
- premises are well maintained
- a safe working environment is encouraged.

RESPONSIBILITIES OF STAFF AND FACILITY USERS

- a) All employees, members and visitors to the Club are expected to take care of their own and safety whilst on the premises. It is the duty of staff and members to ensure that their visitors are made aware of the specific hazards they are likely to encounter and how to deal with them.
- b) Everyone in the Club is expected to co-operate in maintaining a safe and healthy environment for all. This includes obtaining adequate information and advice before using equipment and techniques.
- c) The Manager is responsible for monitoring day-to-day observance of the Clubs safety requirements.

MEMBERS SAFETY

- a) Members have a responsibility for their own safety and that of others, but the Club is bound to ensure that all reasonable precautions are taken.
- b) The attention of members should be drawn to their responsibilities regarding safety matters, and to any specific instructions, by induction courses, safety information leaflets and word of mouth.
Coaches will provide key safety information to members undertaking activities under their supervision.
- c) Those responsible for organising coaching should draw the attention of members to the situation regarding insurance against accident and illness i.e., the Club does not provide personal cover.
- d) External organisations using the Club facilities should ensure that their activities are carried out in a safe manner and that participants comply with any regulations imposed by the Club in relation to Health and Safety.

HAZELWOOD AND SAFETY COMMITTEE

The role of the Committee

The Club has a Committee to address Health and Safety, security and environmental matters. Safety Committee Meetings, organised by the Manager, will be held regularly, at least three times per year. Additional meetings may be called if necessary. The Safety Committee will consider any relevant safety matter brought to its attention from inside or outside the Club and make recommendations to the relevant staff or members. Minutes from the meetings shall be circulated to management committee members, staff and coaches. A copy shall also be posted on the Club notice board. Access to the Committee is the right of all staff and members within the Club. Safety matters or concerns should initially be discussed with the Club Manager

Terms of Reference

The purpose of the Safety Committee is:

- a) To stimulate the interest of all members of the Club in matters relating to the health and of all Club staff and members.
- b) To create an active safety culture and to encourage the participation of all persons working within the Club
- c) To formulate Club policy on health and safety matters.
- d) To investigate breaches of health and Safety guidelines.
- e) To plan for regular safety inspections and audits in the club.
- f) To investigate and review accidents/ incidents/near misses, review the risk assessment and recommend action for future avoidance.

Membership

The composition of the Club Safety Committee shall be:

- Club Manager (Chair)
- Chair Of Tennis
- Chair of Squash
- Chair of Gym
- Club Coach
- Bar Manager
- House and Grounds
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HAZELWOOD HEALTH AND SAFETY DOCUMENTATION

Safety Handbook

Hazelwood Lawn Tennis and Squash Club has a detailed Staff Safety Handbook which is distributed to each member of staff. The handbook provides information on:

- General Health and Safety Policy and Responsibilities
- Assessing Risks
- Emergency Fire Procedures and Prevention
- Injury or Ill Health
- Security
- Buildings and Maintenance
- Safe Working Practices