

# **Purley Bury Tennis Club Health and Safety Policy and Procedures**

## **Policy Statement**

The Board of Purley Bury Tennis Club are committed to take all reasonable steps to ensure the health and safety of members and everyone who visits the club and uses its facilities

## **Health and Safety Officer - John Davey [pbtsecretary@gmail.com](mailto:pbtsecretary@gmail.com)**

The Board will appoint a Health and Safety Officer who will be responsible for :

- Understanding and keeping up to date with legal requirements and the best advice available on Health and Safety and advising the Board of any necessary action
- Carrying out and updating the LTA risk assessment and the Fire Risk Assessment annually
- Checking the club's facilities with the Maintenance Manager and help prepare a Maintenance Plan annually
- Responding to health and safety issues raised by members and anyone who visits the club
- Responding to accident reports and maintaining a record
- Keeping notices up to date on the premises and on the website: accidents, first aid, court safety, supervision of children, electrical safety and reporting maintenance faults
- Inform the Board of any action required to ensure the health and safety of members and everyone who visits the Club

## **Board responsibility**

To take any necessary action to ensure the health and safety of members and everyone who visits the Club.

## **Maintenance Manager**

- Prepare the annual maintenance plan in consultation with the Health and Safety Officer
- Arrange for the annual check and maintenance of fire extinguishers
- Arrange the annual and 5 year PATs test for electrical equipment
- Ensure the cleaner is aware of the correct procedure for using and storing any hazardous cleaning products (CoSHH) and that the weekly cleaning schedule is carried out and recorded
- Arrange for any necessary maintenance for health and safety to be carried out in a timely fashion
- Maintain Asbestos Management Certification
- Ensure contractors and volunteers are aware of all the relevant health and safety requirements when working on site

## **Events Co-ordinator**

Ensure a risk assessment is carried out and filed for each event and that all necessary precautions are taken

Ensure the barbecue is operated by competent users and that the patio gas cylinders are stored and used correctly

## **Bar Manager**

Ensure all bar equipment is maintained in good order

Ensure bar serving area and equipment is cleaned to the required standard

Ensure relevant bar staff/volunteers know, understand and comply with hygiene requirements and if required know how to use the Sure mix 60 nitrogen carbon dioxide cylinders, and how they should be stored

Ensure a risk assessment is carried out on each occasion the bar is hired out and that the organiser is made aware of all the relevant health and safety arrangements when using the bar for a social event

## **Members Responsibilities**

All members must:

- Take reasonable care for their own health and safety and comply with all safety procedures advertised by the Club
- Ensure the courts are fit for play and free from debris before starting playing. Extra care should be taken when the courts are wet, and they should not be used if they are icy.
- 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 Club's premises are made aware of their responsibilities towards health and safety
- Exercise full control and supervision for any children. under the age of 16. The parent/carer must take responsibility for ensuring the courts are fit for play and the safety of the child whilst on Club premises outside of organised coaching sessions.
- 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 the Health and Safety Officer without delay
- Not undertake any activity for which authorisation has not been given
- Check electrical equipment is in good condition before using and report any faults

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