

BURNLEY TENNIS CLUB

Health & Safety Policy



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Next Review February 2020

Signed: Club Secretary

STEVEN PALMER

Signed: Club Chairperson

DONNA LIVESEY

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Health and Safety Policy Statement

Burnley Tennis Club is committed to providing a safe and Secure environment for all its members, guests and visitors.

Burnley Tennis Club will take all reasonably practicable Steps to ensure the health, safety and welfare of all members, and others who may be affected by its operation.

The committee fully support this policy and will make available resources In pursuance of a safe environment.

The committee gives an undertaking for an annual review of the health And safety policy to be undertaken, together with interim reviews Following any changes within the club that affect the policy.

Although the majority of our operations are considered to be relatively Low risk, accidents and injuries can still occur in any environment.

It is our objective to reduce these incidents to an absolute minimum.

Club Details

Address

30 Lower Ridge Close
Burnley
Lancashire
BB10 4BW

Email

info@burnleytennisclub.co.uk

Accreditations

Clubmark, Tennismark

Website

www.burnleytennisclub.co.uk

Facilities

6 all weather Astroturf courts (3 floodlit), Clubhouse & Car Park

Control of Substances Hazardous to Health (COSHH)

The club recognise that some substances have the potential to cause ill health. The club undertake to introduce measures to identify what substances are contained in the products used (as far as is reasonably practical) and also to inform and advise the people who use those products, on the precautions and safety measures they should take to protect themselves.

Wherever possible the club will discontinue the use of products, which contain harmful substances. However, there are some products, e.g. paints, bleach and cleaning fluids which contain hazardous substances and, in those circumstances, the club will ensure that:

- The hazardous substances or product are used only by persons authorised and competent to do so.
- The persons using the substance or products are provided with proper information and advice as regards best usage methods.
- Wear appropriate Personal Protective Equipment at all times when using the hazardous substance or product
- Provide a storage area where all hazardous substances and products are to be kept when not in use
- Take all necessary measures to ensure that no hazardous product or substance can be used or accessed by children

The club will review their control measures at least once a year or when new substances or products are used to ensure that they are appropriate and effective.

Information, instruction and training will be provided for all users, as appropriate, who may be exposed to hazardous substances or who handle or use hazardous substances.

See attached appendix for list of hazardous products (copy in cleaning materials cupboard).

Electrical Policy

In accordance with the Electricity at Work Regulations 1989 a periodical fixed electrical wiring inspection is undertaken.

Portable appliance testing is undertaken on an annual basis.

Portable appliances include:

- Television in Bar room
- Kettle, Toaster & Microwave in Kitchen
- Refrigerators in Kitchen and behind Bar
- Hot Water Boiler in Men's Changing rooms
- Drinks & Food Vending Machines

Additional Items to be listed below

Emergency Policy

In the event of an accident or emergency the emergency services should be contacted giving the following location address:

Burnley Tennis Club
30 Lower Ridge Close
Off Belvedere Road
Burnley
Lancashire
BB10 4BW
Nearest Public Telephone Box – Belvedere Road (Just down from club).

Evacuation Policy

In the event of the need for evacuation (e.g. Fire) all members and guests are to leave the clubhouse, Courts and grounds. On no account are the premises to be re-entered without the permission of the emergency services.

Assembly Area: Car Park Entrance (outside to the right on the pavement)

First Aid

Fully stocked first aid kits are located within the main Clubhouse room, Bar room and kitchen area in the clubhouse.

First aid is only to be administered by qualified first aiders or senior members. **All accidents and injuries are to be recorded in the accident book or on a Club Accident form; both are located within the main clubhouse room**

Once the form has been completed is to be given to a committee member or posted inside the post box that is on the wall inside the clubhouse bar room.

The committee member is to forward the form to the membership secretary. In accordance with data protection criteria these forms are to be stored with the Secretary and an annual review undertaken to consider any trends or patterns where risk improvement may be necessary.

The first aid box will be checked on a monthly basis by the a committee member to ensure that it remains fully stocked

Qualified First Aider:

Personal Safety

All facilities are used at own risk and all members are to wear appropriate clothing and non-marking footwear whilst using the courts. All kit bags and drinks taken on courts are to be placed at the side of the net posts.

No chewing gum is allowed on court

No smoking is allowed on court

No littering is allowed on court

All junior members are to secure the master gate when there are no senior members present.

Risk Assessments

Regular Risk Assessments will be carried out on all club facilities, the completed Risk Assessments will then be handed to a committee member or posted inside the internal post box inside the clubhouse, all completed Risk Assessment forms will be kept on club file for a 12 month period

Smoking Policy

Smoking is not allowed within the clubhouse or within the Courts area, the designated smoking area is at the front of the clubhouse to the left of the grassed area

Appropriate signs and smoke bin have been installed.

Visitors

All visitors, guests and contractors are to sign the visitor's book confirming that they have read and understood the club rules and had access to the written Health & Safety Policy.

Visitors are to note, in particular:

- Emergency Policy
- Evacuation Policy
- First Aid
- Personal Safety Policy
- No Smoking Policy