

## Health and Safety Policy Statement

The Lawn Tennis Association Limited (LTA) is committed to maintaining a safe and healthy working environment for all its staff and visitors. The LTA will comply with its legal duties for Health and Safety and maintain effective Health and Safety arrangements to identify risks and prevent injury and ill health, as far as is reasonably practicable, to colleagues, commercial partners, service users, volunteers, and other persons while on the LTA's premises or conducting the business of the LTA and its subsidiaries.

The LTA also recognises that health and safety is a business function that is as important as other management functions and must, therefore, continually be reviewed and adapt to changes in the business. The approach which the LTA takes to health and safety is based on the identification and control of risks.

The LTA and its Executive will ensure that appropriate levels of resources are allocated to maintain health and safety within the LTA and to create a safe and healthy working environment. A positive culture of awareness and engagement with health and safety issues will be encouraged within the LTA and all managers shall actively support and promote this Policy Statement.

The Board of the Tennis Foundation has adopted LTA policies and where applicable the words Lawn Tennis Association or LTA should be replaced by the Tennis Foundation or TF.

**The LTA's aims and objectives**, in order to ensure that this Policy Statement is achieved, are as follows:

### 1. Planning, training and communications

- To provide the resources so adequate arrangements put into place for the effective planning, development and review of this Policy Statement.
- To provide the resources so that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the LTA.
- To provide the necessary information, instruction and training to employees and others, including temporary colleagues, to ensure their competence with respect to health and safety.
- To develop procedures so that safe equipment and relevant training are provided for colleagues and others as required.
- To communicate emergency and evacuation procedures to all colleagues who will also be responsible for any visitors they have to the site.

### 2. Resource allocation and management

- The Chief Executive will facilitate the necessary resources in the form of finance, equipment, personnel and time are made available. The assistance of expert help will be sought where the necessary skills are not available within the LTA.
- The Executive will make available sufficient resources so that health and safety are given equal priority with all other business functions and will attach equal importance to achieving health and safety targets.
- The Executive will liaise and work with all necessary persons so that good health and safety practices are embedded and maintained within the organisation. They will also ensure that adequate arrangements are also in place for ensuring the health and safety of guests and visitors.
- Health and safety management will be an integral part of Managers' functions and managers will monitor their performance along with their other duties.

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- The Executive will make available sufficient resources so that health and safety are fully integrated into the management and decision-making processes within the LTA.

### 3. Standards of practice

- The LTA shall create an environment that is as healthy, safe and free from risk as far as possible for colleagues.
- The LTA believes in constantly improving health and safety standards and performance. It will, to this end, endeavour to ensure that all relevant statutes, Regulations and Codes of Practice are complied with.
- The minimum standards that will be adopted by the LTA are those required by law, although the LTA will always seek to exceed these where practical.

### 4. Promoting shared responsibility

- The LTA recognises that safety is the responsibility of everyone within the organisation and is not just a function of management. Managers will have specific duties and responsibilities to comply with LTA Policy Statement.
- Colleagues should take reasonable care of themselves and others who could be affected by their activities and co-operate with management in achieving the standards required. Colleagues are encouraged to contribute to the overall safe environment through the Work and Well-being Group or via their line managers.

### 5. Reporting and monitoring

- The LTA will establish a system to ensure that accidents and 'near-misses' are fully investigated and appropriate action taken to reduce the likelihood of their occurrence.


All colleagues, contractors and self-employed persons engaged by the LTA are to be educated and made aware (by the respective line managers / supervisors) of this Policy Statement as appropriate (or when any substantial or significant changes are made).

This Policy Statement shall be prominently displayed at all times to ensure that it is available so that users and visitors can be made aware of it.

This Policy Statement and the LTA's Health and Safety Policy are to be reviewed on an annual basis, taking into account any changes in legislation, good practice and LTA strategy.

Signed   
Chief Executive Officer (CEO)

Date 25/5/16

Signed   
Interim Finance Director

Date 24/5/16



## Health and Safety Maintenance Guidance



### Health and Safety/Maintenance Guidance

Proper management of health and safety issues starts with identifying potential hazards. This guidance note is designed as a checklist to assist in the identification of hazards but it cannot possibly be exhaustive.

If you have particular concerns about hazards which are not covered by this data sheet or if you require further information the first contact should be any appropriate supplier. At the end of this note there is also a useful contact list, where more detailed information on specific topics may be obtained.

Please see the key areas below and consider the points listed:

### Clubhouse Facilities

- Are toilet, changing and showering facilities adequate and private?
- Are cleaning and maintenance arrangements adequate for promoting hygienic facilities?
- Are broken tiles replaced and is other damage repaired promptly?
- Are harsh disinfectants and dangerous combinations of cleaning materials avoided?
- Are arrangements in place for removal of sanitary waste?
- Are they sufficiently secured, to prevent access by children as well as other intruders/trespassers?
- Are fragile roofs correctly signed and unauthorised access prevented?
- What arrangements exist for prompt repairs?

### Courts and external facilities

- Are vehicles and pedestrian accesses separated?
- Are vehicles safe from damage by flying balls etc?
- Is the surface free from potholes or trip hazards?
- Is all fencing secure?
- Where barbwire exists, is it properly signed and secured to prevent accidental injury?
- Does fencing meet Local Authority requirements?
- Are flood light posts designed to prevent climbing?
- Do safe arrangements exist for replacing bulbs and disposing of old bulbs?
- Are Floodlights checked for electrical safety on a regular basis?
- Do arrangements exist for fencing off damaged or unstable ground surfaces?
- Has any form of assessment been carried out regarding the safety of different playing and pedestrian surfaces during different weather conditions?
- Are suitable means in place to advise members and guests of any potential hazards?

### Fire safety

- Has a 'responsible person' been nominated?
- Has a fire risk assessment been carried out?
- Are fire alarms tested at weekly intervals?
- Is emergency lighting inspected and tested at regular intervals?
- Are all fire escape routes clear of obstructions, well signposted and easy to use?
- Are fire extinguishers and fire hoses checked by a 'competent' person on an annual basis?
- Are observations/checks recorded in a suitable register?

### Accidents

- Are there facilities for calling an ambulance?

- Is there an adequate first aid box and sufficient /suitably trained personnel?
- Is there a Data Protection Act compliance accident book and is it reviewed regularly?
- Do arrangements exist for reporting accidents to the appropriate authority?

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 requires an accident report to the enforcing authority, where a member of the public sustains an injury resulting from possible errors on behalf of the place to play, if this results in them attending hospital on the day of the incident. The report can be made via the Incident Contact Centre (ICC) or by other means.

### **General Housekeeping**

- Do adequate cleaning arrangements exist and are areas marked off when floors are wet?
- Hazardous substances - are hazardous cleaning materials securely stored and are cleaners properly trained in their use and the dangers of mixing certain cleaning materials?
- Hazardous substances may include: cleaning materials, paints, weed killers and fertilisers
- Are cleaning standards sufficient for the protection of health and safety?
- No slipping or tripping hazards
- Areas where food is prepared
- Are members advised about appropriate footwear for various playing surfaces?
- Are the dangers of hazardous substances properly understood?
- Are non-hazardous alternatives being used by the place to play wherever possible?
- Have assessments been carried out on any hazardous materials in use at the place to play and adequate control procedures put in place to prevent abuse, misuse and risk to health?
- Are written assessments available for such items?
- Are they kept secure to avoid unauthorised access?

### **Additional areas to consider**

As mentioned before, this guidance note is aimed to assist in the identification of hazards but it cannot possibly be exhaustive. Other issues may come up from time to time that may not necessarily be regular occurrences, still require careful consideration. Further advice is available on issues such as external contractors, hot work, site safety and waste disposal – see the contact details and useful numbers at the end of this document.

### **Practical application of risk assessments**

Risk assessments should be carried out before a new activity takes place or when an existing activity changes significantly. It is recommended that a group rather than an individual should review risks. It is advisable to select a member of the management committee/management team to lead on and be responsible for 'maintenance'. This simply means that there is a process in place for identifying, reporting and addressing any maintenance issues.

It is sensible to carry out a standard risk assessment of the facility in the first instance, with the aim of reviewing this at least annually. The risk assessment combined with a structured procedure for highlighting and reporting new potential hazards should ensure the facility remains a safe environment for members and users. To ensure the process is effective, members/users should be made aware of 'how' to report an issue – phone call, email, note in a suggestion box, maintenance log book etc.

Once any hazards are identified, it is good practise to determine priorities for action. The hazards' level of risk can be judged using the skills and knowledge of place to play members, but further research can be made if it is an area that requires specialist knowledge. Maintenance should be an item on the agenda for management committee/management meetings, with issues being raised and the appropriate action taken.

Areas to consider for a standard risk assessment are:

- Is the area and surroundings safe and free from obstacles?
- Is the area fit and appropriate for activity?
- Is the equipment fit and sound for activity and suitable for age group/ability?
- Is the performers register up to date with medical information and contact details?
- Are performers appropriately attired for the activity?
- Can emergency vehicles access facilities?
- Is there a working telephone available with access to emergency numbers?
- Are emergency access points checked and operational?
- Are evacuation procedures published and posted somewhere for all to see?

- Do volunteers, staff, coaches and members have access to information relating to health and safety?
- Are emergency procedures published and accessible to those with responsibility for sessions in the place to play?

There is a risk assessment template in the 'policies and procedures' resource section of the LTA website, which may help you form the basis of your facility specific document:

### **Useful contacts**

Accident reporting (RIDDOR 1995)

Incident Contact Center (ICC) 0845 300 9923 or <http://www.riddor.gov.uk/>

HS(G)Charity and Voluntary Workers – A Guide to Health & Safety at Work Code

HSE Books Telephone 01787 881165

English Sports Council

<http://www.sportengland.org/>

Safety – An Employers Guide

<http://www.archive.official-documents.co.uk/document/fire/index.htm>

Health & Safety Executive Book Finder catalogue

<http://www.hsebooks.com/Books/default.asp>

Health & Safety Executive Index of Downloadable Leaflets about the management & control various

<http://www.hse.gov.uk/pubns/index.htm>

Health & Safety Executive Small Business Start Up Guidance <http://www.hse.gov.uk/smallbusinesses/index.htm>

Sport Links & Resources web page

<http://www.uk sport.gov.uk/links.asp>

