



## NORTHUMBERLAND LAWN TENNIS ASSOCIATION

### Health and Safety Policy

#### 1 POLICY STATEMENT

- 1.1 Northumberland Lawn Tennis Association (NLTA) recognises that the health, safety and welfare at work of all employees is primarily the NLTA's responsibility and that a duty of care extends to other persons while they are on the NLTA's business premises.

The NLTA's responsibilities include:

- i) The provision and maintenance of equipment and systems of work that are, as far as is reasonably practical, safe and without risks to health.
- ii) Arrangements for ensuring, as far as is reasonably practical, safety and absence of risks to health in conjunction with the use, handling, storage and transport of articles and substances.
- iii) The provision of such information, instruction, training and supervision that is necessary to ensure, as far as is reasonably practical, the health and safety at work of employees.
- iv) The provision and maintenance, so far as is reasonably practical, of a safe place to work.
- v) The provision and maintenance of the working environment that in so far as is reasonably practical, is safe, without risks to health and adequate as far as facilities and arrangements for welfare at work.
- vi) The employment of persons who are competent in the work for which they are engaged, together with a competent person responsible for the co-ordination and implementation of health and safety within the NLTA.

- 1.2 The NLTA also recognises that all employees have a responsibility for their personal safety and a duty of care towards their fellow employees.

The employee's responsibilities include:

- i) The duty to comply with the safety instructions and directions laid down by the NLTA.
- ii) The duty to use properly the means and facilities provided for safety and health at work.



- iii) The duty to refrain from the wilful misuse or interference with anything provided in the interests of health, safety and welfare, and any action that might endanger themselves or others.

## 2 ORGANISATION

2.1 Effective implementation of the safety policy will require participation from the NLTA's Council members and all other employees. Such participation shall be in the following manner:

### 2.2 General duties: NLTA

- i) The NLTA shall be responsible for the effective implementation of the health and safety policy.
- ii) The NLTA shall be informed of any incidents or accidents occurring on the premises or to employees.
- iii) The NLTA shall keep under review the necessity for further safety measures, instruction and training to ensure the health, safety and welfare of all employees.
- iv) The NLTA shall satisfy itself that the established safety measures, inspection, training and instruction are maintained and continued.

### 2.3 General duties: employees

- i) Employees shall make themselves familiar with and conform to the safety policy.
- ii) Employees shall observe all the safety rules at all times.
- iii) Employees shall wear appropriate clothing and use appropriate safety devices as required.
- iv) Employees will conform with all instructions from time to time given in respect of safety.
- v) Employees will report to a member of the NLTA Council all accidents and damage, whether persons are injured or not.
- vi) Employees will report all hazards to a member of the NLTA Council.
- vii) Employees must not use dangerous equipment unless they have been trained in the use of the machine.

Chris Lott: Chairman

Date: 18 04 2021

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