



## **HEALTH AND SAFETY POLICY**

### **Health And Safety Policy Statement**

Grosvenor Lawn Tennis Club (GLTC) is committed to maintaining and improving where possible the health, welfare and safety of its members, coaches, visitors, guests and contractors and ensuring the safety of all other persons who may be affected by the Club's work activities.

Every member, coach, visitor, guest and contractor will be encouraged and expected to play a part in achieving this objective.

### **Routine Maintenance**

As a small, suburban tennis club most of the routine maintenance is of a domestic DIY nature and is carried out by Members on a voluntary basis. GLTC will ensure that all such volunteers are appropriately experienced at the tasks to be undertaken.

A risk assessment will be carried out on an informal basis ( i.e. not necessarily in written form ) by each volunteer prior to commencing their work.

### **Personal Protective Equipment (PPE)**

Appropriate PPE will be made available by GLTC. There will be provision for maintenance and storage of all PPE.

Workers must use their PPE correctly and ensure that it is maintained properly.

It is recommended that anyone carrying out routine or one-off maintenance work should wear a hi-viz waistcoat, where appropriate i.e. where the safety of others might be an issue.

## **Contracted Works**

Larger projects deemed to be beyond the remit of a DIY volunteer member will be contracted out to specialists.

All contractors working at the club will have proved their competence by either providing up-to-date information on their Health & Safety resources and procedures or having demonstrated their competence on previous projects carried out for GLTC.

## **Working in Occupied Premises**

Due to the nature of working in occupied premises the highest standards of Health and Safety are required.

Whenever possible significant works will be arranged to take place outside of normal Club playing times.

Workers will be made aware of the need to be always vigilant to ensure that their operations do not at any time endanger the health and safety of club members or visitors. Particular attention is to be given to hazardous materials, trailing cables and good housekeeping. Any spills of water, oil or other substances that could create slippery conditions must be cleared up immediately.

Appropriate safety signage will be put in place if deemed necessary.

## **Welfare**

Appropriate First Aid facilities will be provided by GLTC.

There is a first aid cabinet in the clubhouse and a foldup wheelchair in the Male Changing Room.

A defibrillator is located adjacent to the main entrance gate ( code: C159X ).

## **Portable Electrical Equipment**

All GLTC owned power tools and equipment will be examined by a competent person every year and the Club will maintain written records of these examinations. Wherever practicable cordless, rechargeable, battery-operated power tools will be used.

Power tools must be maintained in good condition and have a valid PAT test certificate. They must be suitable for both the task and the environment.

All portable electrical equipment and appliances must be properly maintained and tested at least every 12 months with appropriate records kept. Other electrical appliances should be inspected and maintained every two years.

Regular user checks shall be carried out to ensure that:

No bare wires are visible.

The cable covering is not damaged and is free from cuts and abrasions ( apart from light scuffing ).

The plug is in good condition.

There are no taped or other non-standard joints in the cable.

## **Fire Extinguishers**

Fire extinguishers and fire blankets will be inspected and serviced every 12 months by an approved specialist under an annual contract. With the Club. GLTC will ensure that a valid Certificate of Conformity is always held on file.

## **Flammable Materials**

Small quantities of petrol ( for use in the court maintenance machinery ) will be kept in sealed metal container in a locked storage garage, positioned away from naked lights and unprotected electrical equipment.

Transferring petrol from one container to another will be carried out in the open air.

Propane gas cannisters ( for the BBQ ) will be kept in a locked cage in the open air.

## **Hazardous Substances**

Cleaning materials will be kept in a locked cupboard when not being used.

Access to these materials and substances shall be restricted to those persons authorised to use them.

## **Food and Drink / Catering**

Appropriate protocols will be put in place for the preparation and serving of food and drinks.

## **Responsibilities**

Every individual is to be vigilant with regard to their own health and safety and diligent in preserving that of others.

Additionally, it is the responsibility of all Committee and Sub-Committee members when involved in various projects and / or events, to ensure that all relevant Health and Safety procedures are adhered to.

February 2024

( This policy is to be reviewed annually )