

## **Horsmonden Lawn Tennis Club Health & Safety Audit**

Completed: Friday 29<sup>th</sup> January 2021



### **Description of Premises**

Horsmonden tennis club is a members only tennis club run by a committee of volunteers. The premises is not staffed, therefore it relies upon the coaches and members to abide by the rules set by the committee and report any issues directly to them

The club consists of a clubhouse, car park and 5 tennis courts; of which, two courts are currently being refurbished and made into clay surface courts.

The courts are bookable by members for casual use, the club organise tournaments and events as well as there being a coaching programme based out of the club (HOTSHOTS tennis coaching)

	<b>Observations</b>	<b>Recommendations</b>
<b>General Health and Safety</b>	It is a requirement under the Health and Safety at Work Act 1974 for an organisation to have a Health & Safety Policy where they have 5 or more employees. Currently the club does not have a health and safety policy in place. As the club has more than 5 volunteer committee members fulfilling this function it is recommended that a policy is documented.	It is recommended that the club devise a Health & Safety Policy, which demonstrates the clubs commitment to health and safety. The policy should also detail the responsibilities for managing health and safety and the arrangements that are in place
	The Health and Safety Information for Employees Regulations 1989 specifies that organisations are required to display the HSE's Health & Safety Poster. As the club has volunteers fulfilling the function of employees it is recommended that the club purchase, complete and display the poster.	As the club has volunteers serving as employees it is recommended that the club display the HSE's health and safety poster within the clubhouse

<b>Insurance</b>	<p>It is believed that as a registered club, both Employee and Public Liability are covered by the LTA's insurance policy held by Hiscox insurance. Volunteers serving the club would appear to be covered by the LTA's employers liability policy.</p> <p>The club have their own property insurance cover in place via Hiscox insurance for the building and equipment within it</p>	<p>The club should ensure that the cover purchased is sufficient to cover the clubhouse and any equipment owned on site (including replacement of floodlights)</p>
<b>Risk Assessments</b>	<p>It is a requirement under the Management of Health and Safety at Work Regulations 1999 for organisations to complete risk assessments for foreseeable hazards with notable risks. Where an organisation has 5 or more employees these must be documented (this would be represented by the club committee)</p> <p>Generally risk assessments can be categorised into distinct sub-categories;</p> <ul style="list-style-type: none"> <li>• Area/Physical</li> <li>• Activity</li> <li>• Task</li> <li>• Specific hazards (e.g. fire)</li> </ul> <p>Currently the only risk assessment in place and implemented is the COVID-19 Secure risk assessment.</p> <p>It is understood that there is no asbestos found within the construction of the clubhouse, therefore no assessment will be required. Should asbestos be suspected, then the club should ensure that the affected area is not disturbed and seek guidance and the completion of an asbestos assessment from an asbestos specialist</p> <p>It is understood that grounds maintenance tasks associated with the premises are contracted out to parties outside of the club, therefore it would be their responsibility to assess the associated</p>	<p>It is recommended that the club devise and implement a suite of risk assessments in order to demonstrate that foreseeable hazards have been identified and that reasonable control measures have been implemented.</p> <p>It is recommended that initially the following risk assessments are completed, however further assessments may be required where additional hazards are identified</p> <p><u>Area/Physical</u></p> <ul style="list-style-type: none"> <li>- Car Park &amp; Surrounds</li> <li>- Courts and run off areas</li> <li>- Club house</li> </ul> <p><u>Activity</u></p> <ul style="list-style-type: none"> <li>- Tournaments &amp; Events</li> </ul> <p><u>Task</u></p> <ul style="list-style-type: none"> <li>- Lone working</li> </ul> <p><u>Specific Hazards</u></p> <ul style="list-style-type: none"> <li>- Fire</li> <li>- COVID-19 (review required)</li> </ul>

	hazards and put in place their own control measures as is reasonably practicable	
<b>Fire</b>	<p><b>Ignition sources</b> – There are no significant ignition sources identified within the premises or surrounding areas.</p> <p>The centre has a limited kitchen, with no deep fat fryer or gas supply.</p> <p>Portable appliance testing (PAT) was evidenced as being in date and maintained</p> <p>There was no evidence on site to illustrate that the buildings fixed electrical testing was in date.</p> <p>Although no paperwork was observed it is understood that the floodlights located above the courts have been newly refurbished, therefore would not yet be due testing</p>	It is recommended that the club establish the date that the last fixed electrical inspection was undertaken and establish whether further routine testing is maintained
	<b>Fuel sources</b> – There were no significant fuel sources identified on site that would be deemed high risk or subject to arson	N/A
	<b>Fire doors</b> – There were no fire doors or compartmentalisation observed throughout the building. However due to the size of the premises and the apparent low risk nature of its operation arrangements would appear to be appropriate	N/A
	<b>Fire routes</b> – Fire routes within the clubhouse appear to be suitably set out as well as adequately labelled	N/A
	<p><b>Fire detection</b> - The clubhouse has a fire alarm panel linked to a fire detector located within the kitchen area, with a further 2 fire call points located next to each of the entrance/exit doors.</p> <p>There are no internal records evident to illustrate the regular testing of the fire alarm or fire call points</p>	It is recommended that the club purchase a test key for the fire call points and create a weekly test log to illustrate the fire call points/system is being tested on a weekly basis. It is recommended that alternate call points are tested each week

	<p>The club had a fire log book on premises, however was difficult to identify whether the fire alarm had been adequately serviced or inspected by the responsible contractor due to the absence of job sheets</p>	<p>It is recommended that the club establish the date and the extent that the fire alarm was last serviced and ensure that records are maintained moving forwards to illustrate that the system is being serviced annually thereafter.</p>
	<p><b>Fire Fighting Equipment</b> – A combination of Water and CO2 fire extinguishers are found within the club house across 4 locations. The fire extinguishers were last serviced in February 2018, and are therefore overdue their annual service. No paperwork was available on site to establish whether the last service was the standard annual service or the 5 yearly full discharge</p>	<p>It is strongly advised that the extinguishers are serviced at the earliest opportunity and annual servicing is maintained thereafter.</p> <p>Currently some of the fire extinguishers are located on the floor, opposed to either being wall mounted or stored in a purpose designed stand. It is recommended that this is reviewed</p> <p>Each extinguisher should have the relevant fire extinguisher sign located next to it to explain it's type and designed use</p>
	<p><b>Emergency procedures</b> - The club do not currently have any documented emergency procedures in place. As the premises is not staffed there would not be anybody onsite to co-ordinate any evacuation or emergency response, therefore a means of educating members and coaches should be considered.</p>	<p>An emergency action plan should be devised in consultation with coaching organisation operating out of the premises, in order to safeguard the children and other participants</p> <p>The club should consider whether they can circulate a basic procedure to members informing them of basic emergency actions required in the event of an emergency in the absence of a staff presence on site</p>
	<p><b>Assembly Point</b> - The club do not currently have a defined assembly point for if the clubhouse or courts need to be evacuated</p>	<p>The club should consider clearly defining an assembly point should there be an emergency such as fire on the premises. Especially due to children's tennis lessons and tournaments forming a large percentage of the clubs programme. Consideration should be given to the location of the assembly point or define a primary and secondary location. Or example if there was a fire in the clubhouse the road side of the car park may suffice. However if there was a fire on court (such as initiating from a floodlight) the neighbouring sports premises should be considered as a secondary option</p>

	<p><b>Emergency Lighting</b> – There are two emergency lights located within the clubhouse of the club.</p> <p>The emergency light located above the double doors leading to the front patio area is non operational and appears to has been marked as such since 2014</p> <p>There is no evidence of an internal regime for checking the operation of the emergency lighting system</p> <p>There are no records evident on site to illustrate that the emergency lighting system is subject to a regular system of inspection or service by a specialist contractor</p>	<p>It is recommended that the emergency lighting is serviced by a specialist contractor on a routine basis to ensure that the battery has sufficient charge to meet the necessary requirements as well as identify any further maintenance requirements</p> <p>It is recommended that the emergency light found to be defective should be re-instated at the earliest opportunity</p> <p>It is recommended that the club include regular emergency lighting checks as part of their ongoing building checks. Due to the design of the emergency lighting is appears there is not a specific testing function; therefore the mechanism to test would be via tripping the main fuse board.</p>
<b>Routine Maintenance and inspection</b>	<p><b>Tennis courts &amp; Lighting</b> – There is currently not a system in place to document the regular inspection of the court surfaces and equipment on them (e.g. nets/lighting)</p> <p>The courts are jet washed and de-mossed on an annual basis by an external contractor</p> <p>It was noted that the club were in the process of resurfacing two courts to provide members with a clay court option. It is appreciated that clay courts will require alternative ongoing maintenance and inspection regimes and additionally place responsibilities on members to undertake basic maintenance either before or after play</p> <p>Courts appeared to be generally in good condition with no obvious defects or issues.</p> <p>The perimeter fencing on the court nearest the club house appeared to be lifting slighting. This should be monitored and repaired as appropriate.</p>	<p>It is recommended that the club implement and record a regular system for inspecting the court and nets to protect themselves and serve as evidence should a personal injury claim arise</p> <p>Any maintenance completed to the courts should be documented so that if required it could be evidenced at a later date</p> <p>The club should devise a system to educate their members in regards to completing drag brushing and line rolling of the clay court in order to maintaining a level paying surface, including the use of the equipment. This may include signage within the court, a mail out list to members or other effective measures. Additional checks should also be arranged by the club.</p> <p>It is advised that members are also advised in regards to any additional safety concerns relating to a clay court, as members are unlikely to have played on such a surface previously</p>

		<p>The fencing on the court nearest the clubhouse should be reviewed and monitored. Repairs should be completed where it is beginning to lift before it becomes a notable hazard</p>
	<p><b>Legionella</b> – It is understood that the water system is mains fed with no water storage tanks within the clubhouse. The absence of a water storage tank therefore reduces the risks associated with Legionella.</p> <p>There did not appear to be any signs of scale forming on either shower heads or taps within the premises</p> <p>There are currently no documented systems in place such as temperature checks, regular descaling or flushing through of outlets</p> <p>It is understood that showers are rarely used</p>	<p>It is recommended that the club put in place a recorded system for regularly flushing through little used outlets and descaling shower heads and taps</p> <ul style="list-style-type: none"> <li>- Little used outlets should be flushed through on a weekly basis for a minimum of 5 minutes</li> <li>- Shower head and taps should be descaled every 3 months</li> <li>- Cold water should run at a maximum of 20c</li> <li>- Hot water outlets should reach a minimum temperature of 50c within one minute of running the outlet</li> </ul>
	<p><b>Car Park and court surrounds (including trees and “cliff face”)</b> –</p> <p>The club has a small car park for member use, which appears to have lighting throughout. Although it could not be viewed at the time of the visit it was advised that adequate lighting is in place for members using the club in the evening</p> <p>The road surface was generally in good condition, however there was a change in level noted immediately upon entry to the car park</p> <p>Pedestrian routes around the court and club appeared to be well maintained and cater for wheelchair use</p> <p>It was advised that the trees surrounding the club are regularly maintained</p>	<p>It is recommended that the club install a speed restriction sign upon entry into the clubs car park e.g. 5/10 mph</p> <p>The car park surface is generally in a good state of repair, with the only exception being a small area immediately after entering the car park where there is a step in the road surface. It is however noted that this area does not make up part of the main pedestrian routes and would generally only be driven across. It is recommended that a repair is undertaken if possible to prevent any trip risk, especially in the evening where there is limited lighting.</p> <p>It is recommended that there is a regular system of documenting the condition of these areas to note any deterioration and assist with any future insurance matters should they arise, including significant erosion of soil rocks falling from the “cliff face”.</p>

	<p>Alongside the court nearest the clubhouse there is what was described as a cliff face where there has been previous evidence of soil erosion that could cause falling objects in the future. It was also noted that animals had been digging which may further weaken the area</p> <p><b>General Building</b> – The club house appeared to be in good condition. There appeared to be evidence on the ceiling or a previous leak, believed to have arisen due to an issue with the felt roof. It is understood that this has been resolved, however further monitoring should be completed in case of a re-occurrence</p>	
<b>Accident/Incident management</b>	<p><b>First Aid provision</b> – A first aid box is available from the clubhouse as well as an AED on the outside wall.</p> <p>There is currently no documented system in place to illustrate that first aid supplies are regularly checked</p> <p>The club has a first aid book located at the entrance to the clubhouse for members or the committee to self record incidents/accidents as they arise</p> <p>There is no requirement for a dedicated first aider during standard member use due to the absence of a staff presence. Currently no additional thought has been given to first aid during organised events such as tournaments and open days</p>	<p>Although there is no legal requirement to provide first aid members of the public it is recommended that improved signage is located to indicate the location of first aid supplies within the premises. It is however noted that this is listed on the clubs website.</p> <p>It is recommended that regular checks are completed and documented on the first aid supplies, to ensure adequate stock is available</p> <p>It is recommended that the existing system for recording accidents/incidents is reviewed to ensure there are no issues relating to the protection of personal data. The incidents/accidents reported should be regularly reviewed for trends and patterns. The club may want to consider self document incidents/accidents in view of potential personal injury claims</p> <p>It is recommended that the club risk assess the need for qualified first aiders for any tournament or open days that are organised at the club. The LTA may offer specific guidance within this area.</p>

		Although the majority of injuries occurring at the club will arise out of the nature of the sport, the committee should familiarise themselves with the requirements of RIDDOR should such an incident occur that requires reporting as part of the regulation (Reporting of Incidents, Disease and Dangerous Occurrences Regulation 2013)
<b>Security</b>	<b>Intruder Alarm</b> – The club has an intruder alarm installed, however this is not linked to a monitoring centre	Consideration should be given to investigating whether the alarm system should be linked to a monitoring centre and an emergency call out list maintained
	<b>Access to the clubhouse</b> – Access to the clubhouse is available via key code lock. The key code is issued to all club house members as access is required to the floodlight switches. It was advised that the code is changed on annual basis in line with membership renewals. A log is maintained for who has been issued with the code  A separate key code is then required to access from the foyer that the floodlights switches are located into the main club house.	It is recommended that the club monitor any misuse of the premises, especially the main clubhouse. It should be considered whether general access to the main clubhouse is required to members or whether this should be restricted to times where committee members or coaches are present  If there is no history of misuse and nothing of value is stored within the premises the club may determine than no additional measures are required
	<b>Access to courts</b> – Members are able to access the courts via padlocked gates. Each member is issued a key upon joining. It is understood that there is not currently a system in place for changing the padlocks on a regular basis or recording the return of keys from members who have lapsed their membership	It is recommended that a system be devised for either regularly changing the padlocks on the gates or recalling keys from lapsed memberships in order to protect income. Supplementary spot checks of booking sheets should also be completed. It is understood that it is cost prohibitive to install key code locks that could have their codes regularly changed.

<b>Use of facilities</b>	<b>Hirers (e.g. clubs, schools and instructors)</b> – Currently only Hot Shots tennis coaching operate out of and hire the courts. In order to use the facility they agree to terms and conditions and make a regular payment upon being invoiced	Due to the lack of a staff presence at the club during operational hours it is recommended that as part of the terms and conditions of hire the club state that the hirer has a duty to check the area and any equipment being used prior to starting the activity. This will assist in providing an additional layer of protection should any civil claim be received and the potential to redirect the claim to the hirer rather than the club
	<b>Adverse weather</b> – As the premises is un-staffed members and coaches are required to self assess the conditions and determine whether the courts are safe to use	It is recommended that the club include a statement within the joining process or membership renewal process to inform members that the courts are unstaffed and that they are therefore accountable for determining whether the court is safe for play prior to beginning their activities. Examples such as icy conditions or glass on the courts can be referenced. No liability will be accepted by the club if a member sustains any injury due to a failure to appropriately assess the playing conditions. Supplementary information can be displayed as signage or on the clubs website
	<b>Age restrictions</b> - It is understood that under 13's must be supervised whilst using the premises. This is communicated to members as part of the club rules issues and published in the handbook and website	N/A
<b>Members</b>	<b>New members/paperwork</b> – New members are required to either join online or complete a paper form. Within the paperwork it reference compliance with club rules	It is recommended that the club rules are issued to members upon joining. This could either be via email and recorded, being forced to navigate to the rules section of the website prior to joining or sent to them directly. It is noted that they are displayed within the club house and information booklet
	<b>Methods of communication</b> - It is understood that members contact details are readily available should key information need to be sent to them.	It is recommended that regular mail lists (email) are established to inform members of changes or key information e.g. rules relating to the new clay courts or COVID-19 information

	<p>The committee members contact details are available to members should they require assistance or need to report any issues</p>	
<b>COVID-19 Secure</b>	<p>The club is currently closed in line with the governments current restrictions</p> <p>The club has a COVID-19 risk assessment in place pending re-opening</p> <p>The club do not currently have a COVID-19 Secure Policy in place</p> <p>The club does not currently display a staying COVID-19 secure poster on the premises</p> <p>It was advised that access to the clubhouse has been restricted in light of COVID-19, so that only access to the foyer where the controls to the floodlights are permitted.</p> <p>It was advised that the club are able to fulfil the requirements of track and trace by members being required to book courts before use via the clubs website. For specific sessions the club takes specific registers.</p> <p>The organisation delivering lessons and instruction out of the club (Hot Shots) are obliged to put in place and implement their own systems in order to be COVID-19 secure</p> <p>Means of cleaning and sanitisation are available from the member entrance to the clubhouse</p> <p>Due to the club being unstaffed it is the responsibility of members to abide by the restrictions placed upon them by the government/LTA and club in regards to methods of play.</p>	<p>It is recommended that the clubs existing COVID-19 secure risk assessment is reviewed. Further reviews should be undertaken in line with any government and LTA guidance when issued</p> <p>It is recommended that the club devise a COVID-19 secure policy to demonstrate their commitment in making the club COIVD-19 secure</p> <p>As the club has volunteers and a committee serving as employees as well as a coaching entity teaching from its premises it is recommended that a staying COVID-19 secure poster is displayed upon entry to the club house</p> <p>It is agreed that due to COVID-19 access to the clubhouse should be restricted to prevent opportunities for close contact and spread of the virus</p> <p>It is recommended that the club issue hot shots (and any other organisation hiring the premises) a COVID-19 – Use of the premises form for them to agree and sign to confirm that the club expect them to complete their own COVID-19 risk assessment, abide by any social distancing requirements and government/sporting body guidance</p> <p>It is recommended that members are emailed and/or the website is updated whenever the government/LTA announces changes to the methods of participation. Supplementary signage should be located prior to entering the courts</p>

	No equipment will be available to borrow/hire from the club for the foreseeable future	
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	<b>Additional comments and recommendations</b>
<b>Record keeping</b>	It is recommended that the club create a weekly operation pack/folder where all regular inspection and test records can be held in case they need to be referenced at a later point

<b>Additional sources of information for future reference that were discussed as being of use</b>	
<a href="https://www.hse.gov.uk/simple-health-safety/risk/index.htm">https://www.hse.gov.uk/simple-health-safety/risk/index.htm</a>	
<a href="https://www.hse.gov.uk/simple-health-safety/policy/index.htm">https://www.hse.gov.uk/simple-health-safety/policy/index.htm</a>	
<a href="https://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm">https://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm</a>	
<a href="https://www.hse.gov.uk/riddor/">https://www.hse.gov.uk/riddor/</a>	
<a href="https://www.hse.gov.uk/riddor/examples-reportable-incidents.htm">https://www.hse.gov.uk/riddor/examples-reportable-incidents.htm</a>	
<a href="https://www.hse.gov.uk/legionnaires/">https://www.hse.gov.uk/legionnaires/</a>	



# **HEALTH AND SAFETY POLICY STATEMENT AND SAFETY ARRANGEMENTS**

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## 1.0 Changes from Last Issue

None – 1<sup>st</sup> Issue

## 2.0 Foreword by Club Chairman

Horsmonden Tennis Club take health and safety very seriously.

We all have responsibility for the health and safety of ourselves, other members of the committee, coaches, volunteers and club members. This policy document endeavours to set out those responsibilities of the Club's Committee, volunteers, coaches and club members in ensuring the safety for all those using the facilities.

This document will be updated from time to time as necessary, please read it carefully and keep it safe for regular reference. If you believe there are omissions then you must bring these to the attention of the committee.

Together we can prevent accidents and promote a safe environment for all to enjoy our club.

**Mimi Hoffman**  
Chairman, Horsmonden Tennis Club

## 3.0 The Health and Safety at Work Act 1974 – POLICY STATEMENT

The Horsmonden Tennis Club Committee has produced the following statement of policy in respect of health and safety:

It is the policy of Horsmonden Tennis Club to comply with the terms of the Health and Safety at Work Act 1974 and to provide and maintain a safe environment for our members.

Horsmonden Tennis Club's health and safety objective is to minimise the number of instances of accidents occurring within the clubs demise

- 3.1 Horsmonden Tennis Club recognises and accepts its responsibility to provide a safe environment for all of its members and members of the public who may be affected by its activities
- 3.2 Horsmonden Tennis Club understands its legal duties under the Management of Health and Safety at Work Regulations and shall ensure that a suitable and sufficient assessment of the risks to which its members are exposed whilst using the premises, and of any members of the public, contractors and visitors who may be affected by the way in which Horsmonden Tennis Club conducts its operation.
- 3.3 It is the aim of the committee, so far as reasonably practicable, to ensure that the club meets its responsibility, paying particular attention to the provision and maintenance of:
  - Sufficient information and instruction to members
  - A safe place to exercise and socialise with safe access and egress to and from it
  - Adequate welfare facilities

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- 3.4 Although the committee will do all that is reasonably practicable to provide a safe environment for its members, members are reminded that they should take responsibility for their own welfare and not expose themselves to the risk of unnecessary harm due to their own actions:
- Members should take reasonable care for their own safety at that of those who may be affected by their actions or neglect
  - Members are required to co-operate with the club to ensure that any duty or requirement for health and safety is complied with
  - Members should not intentionally, or recklessly, interfere with or misuse, anything provided in the interests of health and safety or welfare
  - Members are requested to inform the club committee of any situation that they consider represents a danger to health and safety
  - Members are required to use equipment and the clubhouse in accordance with the rules and conditions provided by the club
- 3.5 This policy is to be read in conjunction with the clubs operational arrangements, which can be found on the clubs website and within the clubs handbook. This information forms part of the clubs arrangements and must be adhered to at all times
- 3.6 Horsmonden Tennis Club's Health and Safety Policy will be continually monitored and regularly reviewed and updated, particularly when changes in the nature and scale of our operations occur.

Signed ..... (Chairman, Horsmonden Tennis Club)

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#### 4.0 Horsmonden Health and Safety Responsibilities

##### 4.1 Club Chairman

The Chairman is responsible, so far as is reasonably practicable, for ensuring that the necessary resources are in place to enable the committee to fulfil the requirements of the Health and Safety at Work Act 1974, and other relevant health and safety legislation, and to enable them to deliver and implement the requirements of the Horsmonden Tennis Club Health and Safety Policy and the clubs other safety procedures.

##### 4.2 The Club Committee

- 4.2.1 The committee retains the overall responsibility for the health and safety of those affected by the operations of the club.
- 4.2.2 Awareness of, compliance with, and dissemination of all new and / or amended legislation pertaining to the safe operation of the premises
- 4.2.3 Ensuring that the health and safety implications of all tasks and activities undertaken are considered at an early stage through appropriate Risk Assessments, and that work is proactively planned to achieve safety and minimise risk. This includes works being undertaken by contractors
- 4.2.4 Discuss and seek solutions to health and safety problems referred to them
- 4.2.5 Taking action to remove or reduce potential hazards
- 4.2.6 Ensuring that all areas of the premises are subject to a regular health and safety visual walk, and to ensure that each walk's findings are documented and actioned
- 4.2.7 Ensuring that the circumstances of accidents are appropriately examined, and that all reasonable steps are taken to prevent or reduce likelihood of any re-occurrence
- 4.2.8 Ensuring that all members, contractors and visitors are made aware of any significant hazards pertaining to their visit to the premises
- 4.2.9 The provision of suitable and sufficient information and instruction to members where required
- 4.2.10 Ensuring the distribution of appropriate and current health and safety information throughout the Club
- 4.2.11 The club committee is responsible for ensuring the premises is suitably maintained, including, but are not exclusively limited to:

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- Legionella prevention and control
- Electrical equipment
- Fire detection and fire protection equipment
- Emergency lighting equipment
- Alarm systems
- Chemical and substance use and control
- Structural integrity of premises and fixed features contained within premises
- Heating and ventilation systems
- Control and management of contractors
- General work equipment

#### **4.3 All club volunteers are responsible for the following**

All volunteers have a duty to take reasonable care of the safety, health and welfare of themselves and others who may be affected by their acts or omissions, and to co-operate with club in implementing it's Health and Safety Policy, and associated safety procedures. In particular, all volunteers should: -

- Make themselves familiar with the clubs Health and Safety Policy
- Ensure that any task undertaken can be done so safely, using where appropriate Personal Protective Equipment (PPE)
- Bring any actual or potential hazards or defects to the attention of the committee
- Protect and promote the safety of themselves, members and other volunteers
- Use equipment only within it's design capabilities, and ensuring that it is stored and maintained properly
- Report all Accidents, Incidents, Near Misses, Diseases and Dangerous Occurrences to the committee
- Do not interfere with or misuse anything provided in the interests of health, safety or welfare
- Ensure that they have read and fully understood instructions in the event of fire or other serious or imminent danger

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## 5.0 Arrangements

### 5.1 First Aid Arrangements

- 5.1.1 The committee will determine whether specific events or tournaments require first aiders, as part of the planning process
- 5.1.2 First aid equipment is provided within the clubhouse, with the committee being responsible for ensuring that equipment meets the minimum requirements. The location of equipment is communicated to members. Frequent checks of equipment should take place to ensure adequate stock is available and in fit for purpose order.

### 5.2 Accident / Incident Reporting Arrangements

- 5.2.1 Members of the committee, coaches and playing members are required to report any accidents, injuries and potentially dangerous incidents (near misses) to club committee directly or via the accident book.
- 5.2.2 Following any accident or near miss, the committee will ascertain whether any remedial action is required to prevent a reoccurrence
- 5.2.3 Under RIDDOR (Reporting of Injuries Diseases Dangerous Occurrences Regulations) relevant notifiable accidents, infectious diseases, and dangerous occurrences will be reported to the HSE (GB) or HSENI (Northern Ireland) by the club chairman

### 5.3 Emergency Evacuation Arrangements

The club committee will ensure:

- (i) means of escape are available at all times
- (ii) that premises specific Fire Risk Assessments are in place and are regularly reviewed
- (iii) that arrangements are clear to club members
- (iv) that fire instructions are displayed in a prominent position within the club house
- (v) that the fire alarm system is clearly audible and distinguishable throughout the premises, and tested weekly
- (vi) that fire escape routes are clear at all times, that fire appliances are ready for use at all times, and that fire doors function correctly
- (vii) that records of all alarm testing, evacuation drills and inspections are maintained
- (viii) that fire equipment inspections take place at the intervals laid down by the manufacturer / wholesaler