



HEALTH & SAFETY POLICY

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work and social activities;
- to consult with our employee/s on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed
(Employer)

Club Chairman

Date

Review Date

Responsibilities

1. Overall and final responsibility for health and safety is that of:

Club Chairman

2. Day-to day responsibility for ensuring this policy is put into practice is delegated to:

Club Manager

To ensure health and safety standards are maintained/improved, the following people/organisations have been assigned to oversee the following areas:

AREA	RESPONSIBILITY	FREQUENCY
General cleaning	KCL	Daily
Bar & cellar	Bar Proprietor	Monthly
Kitchen	Bar Proprietor	Weekly
Kitchen deep clean & ovens	Bar Proprietor	Bi-annually
Tennis Courts	Head Tennis Coach	Monthly
Squash Courts	Head Squash Coach	Monthly
Fitness & Conditioning Suite	Gym Manager	Monthly
Indoor Tennis Centre	Head Tennis Coach	Monthly

Club house	Club Managers	Monthly
Club house Risk Assessment	Club Managers	Annually
Car park & grounds & external lighting	Groundsman	Monthly
Fire & intruder alarm testing	Club Managers/Town & Country	Weekly
Fire & intruder alarm servicing	Town & Country	Bi-annually
Fire Risk Assessment	Club Managers	Every 2 years
Fire extinguishers	Town & Country	Annually
First Aid & AED	Club Managers	Weekly
Sauna	Club Managers/Sven Saunas	Annually
Emergency lights testing	Club Managers	Monthly
Emergency lights servicing	Kingson Electrical	Annually
PAT testing	Kingson Electrical	Every 4 years
Fixed Wire testing	Kingson Electrical	Every 5 years
CCTV	Club Managers/Network Security	Monthly
Water systems	Waterspec	Monthly
Air conditioning	Watford Refrigeration	Every 4 months
Hot water and heating system	Acorn Plumbing	Annually
Groundsman equipment	Groundsman	Annually or sooner if required
Groundsman chemicals	Groundsman	Annually
Pest control	Dacorum Borough Council	Quarterly

The people named above are not personally liable for health and safety matters.

3. All employees/club members are required to:

- Co-operate with the Club Managers on health & safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to the Club Managers

Risk Assessments

- Risk assessments are undertaken by the Club Managers
- The Club Manager or Club Chairman will approve actions required to remove/control risk
- The Club Manager will be responsible for ensuring action required is implemented and will check that the risks have been reduced/removed
- Assessments will be reviewed annually or sooner if work activity changes

Equipment and Handling and Use of substances

- The Groundsman is responsible for identifying equipment needing maintenance and substances, which need a COSHH assessment (Bar Proprietor if related to the bar)
- The Club Managers will ensure that all identified maintenance is implemented and actions identified in any COSHH assessments are implemented (Bar Proprietor if related to the bar)
- Any problems should be reported to the Club Managers (Bar Proprietor if related to the bar)

Information

The Health and Safety Law poster is displayed in the kitchen and leaflets & information can be obtained from the Club Managers

First Aid

- First Aid boxes are located in the players bar by the main entrance, in the squash corridor and in the kitchen
- The accident book can be located on the wall inside the clubhouse by the main exit
- All our coaches and the Club Managers are First Aid trained

Emergency Procedures

- Escape routes are regularly checked as part of the Club's risk assessment
- Fire alarms are monitored and serviced by Town & County and tested weekly the Club Managers
- Emergency lighting is serviced by Kingson Electrical annually and tested weekly the Club Managers
- Fire Extinguishers/Fire Blankets are serviced by Town & County annually