



**BURTON**  
Tennis & Squash Club

# Health and Safety Policy

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## **1. General Statement**

The safety of all persons who enjoy access to these premises is a fundamental right which the Committee, on behalf of its membership, accepts and recognises as a moral and legal duty. The Committee also accepts its responsibility to protect its members, guests and visitors from any unnecessary suffering and misery which accompanies accidents etc. resulting from any activity under its control.

With the current government legislation and regulations in mind, the elected committee, on behalf of its members, declares due regard to the promotion of all Health and Safety measures as a mutual objective for the members, their families and their guests.

It is this club's policy to do all that is reasonably practicable to prevent personal injury and damage to property or belongings, and to protect everyone, including visiting non-members from foreseeable hazards, so far as they may come into contact with, while on the club's premises.

This committee has a responsibility to: -

- a) Provide and maintain healthy and safe premises.
- b) To provide information, training and instruction for members who are selected to conduct specified roles within the club's operation to enable those roles to be conducted safely.
- c) Provide all necessary safety equipment and safety devices.
- d) Provide and maintain safe premises, plant and equipment and access and egress from them
- e) Provide a safe system (s) of work for all members who are selected to conduct specified roles within the club's operation.
- f) Maintain a working environment that is safe, minimises risks to health and safety and provides adequate facilities and arrangements for the welfare of its members.

All club members have a responsibility to co-operate with the operation of the policy and have a duty of care to do everything they can to prevent injury to themselves and to others affected by their actions or omission whilst on these premises.

The Health and Safety Policy will be kept under review and will be modified and updated as circumstances dictate

## **2. Organisation & Responsibilities**

All members have a responsibility to conduct themselves in a suitable manner and promote a responsible attitude towards health and safety. However, by the nature which they have been elected, the committee members have additional responsibilities-

### **2.1 Committee Member Responsibilities include; -**

- a) Overall responsibility for implementing the policy for Health and Safety and establishing the necessary procedures and standards to ensure effective operation.
- b) Periodic appraisal of the effectiveness of the Policy and ensuring that, where necessary, changes are provided for.
- c) Ensuring adequate organisation and arrangements are provided and operated to carry the policy into effect
- d) Demonstrate personal involvement and support to ensure the Policy is effective and maintained.
- e) Makes adequate arrangements for the preparation and monitoring of risk assessments
- f) Investigate all incidents and accidents thoroughly with a view to prevention in the future.
- g) Ensure good housekeeping standards are applied.
- h) Inspect equipment such as lighting, passageways, fire escapes, fire extinguishers, first aid facilities and general practices on a regular basis to ensure their efficiency and maintenance.
- i) Provide safe arrangements for the handling, storage and movement of materials and substances.
- j) A Risk Assessment must be completed by an appropriate qualified person to identify fire exits/escape routes in case of a fire on the premises.

- k) Following a Risk Assessments of Fire exit/escape routes the provision of these must be proposed to the Committee and the installation of these be added to the Grounds and Premises Work Programme dependant on Risk Score.

## **2.2 Tennis/Squash Coaches Responsibilities** (further reference Code of Conduct for Employed/Retained staff – Volunteers and Coaches)

Coaches have a responsibility to ensure the safety of players under their tutorage either directly in one-to-one sessions or collectively in-group training sessions. They will ensure.

- a) All reasonable steps should be taken to establish a safe working environment and practices throughout the session.
- b) The activity being undertaken must be suitable for the age, experience and ability of the players.
- c) Any outdoor activity will only be undertaken if the weather conditions are suitable.
- d) All Coaches will be adequately protected with appropriate third-party insurance, which covers them if a player is injured whilst in their charge.
- e) Coaches will be suitably qualified in their given sport and trained to an appropriate level recognised by the appropriate governing body.

## **2.3. Member Responsibilities** (further reference Code of Conduct for Members)

Members have a responsibility to do all that they can to prevent accidents and further their own safety and that of others. They have a responsibility to: -

- a) Follow club rules and procedures for securing a safe place.
- b) Not to act in a way that endangers their own safety or that of anyone else.
- c) Not to interfere with or obstruct anything provided in the interests of health and safety welfare. (e.g. fire extinguishers, fire doors and other safety alarms or devices.)

- d) To notify the Committee or its representatives of any damage or defect to premises or equipment that could affect their, or others, health and safety. Where applicable this information will be transferred to the 'Premises Diary' located behind the bar for action.

### **3. Specific Safety Arrangements**

To achieve the above the following Health and Safety arrangements will be implemented: -

**3.1. Electrical Installations.** (All work is to be carried out by a member of the Electrical Contractors Association (ECA) or an approved contractor)

- a) All hardwire installations will be tested every 5 years in accordance with the Electricity at Work Regulations 1989
- b) All portable electrical appliances are to be electrically tested at least every 1 year (G&P Sec to arrange).

### **3.2 Gas Installations**

a) In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances and all associated installation pipe work will be tested every 12 months to ensure it is in a safe condition. All work shall only be undertaken by contractors who are competent and suitably qualified and Gas Safe registered (G&P Sec to arrange). All gas appliances will be subject to the following tests: -

- \* The effectiveness of the flue
- \* The supply of combustion air
- \* The appliance operating pressure and / or the heat output
- \* The appliance operation to ensure it is functioning safely.

All contractors will carry out a gas soundness test prior to the servicing works and provide Gas Safe Inspection certificates upon completion.

### **3.3 Emergency Fire Systems and equipment**

- a) The emergency lighting and fire alarms will be subject to annual service and testing by a suitably competent contractor.

- b) The fire alarm system will be tested on a weekly basis to ensure it is operational and Audible throughout the premises. Accurate records will be maintained. (G&P Sec to conduct).
- c) All fire extinguishers will receive an annual test to ensure they are in appropriate working order. Any used extinguishers will be replaced or recharged immediately.

### **3.4 Cellar and Bar Servery**

- a) Access to the bar and cellar is restricted to selected club and selected committee members all of whom have received instruction and training from the elected Bar Secretary on the associated hazards and potential risks to health they present.
- b) All persons involved in any activity or operation of the bar or cellar do so with the strict adherence to the established safe working practices, any injuries should be declared and Risk Assessed in particular: -
- c) The manual handling of barrels, kegs, cylinders, crates etc

Whilst it is the brewery draymen who carry out most of the manual handling operations from the dropping point to the cellar, all club members who have to move any of these items thereafter, conduct such operations in a manner to minimise any risk of injury.

- d) The Cellar hatch access

Access to the cellar from the bar via the hatchway is carefully controlled to prevent any risk to bar staff or any others. The protective hatch door should NOT be fixed back at any times this will interfere with the timer and could subsequently cause injury.

### **3.5 Kitchen**

- a) Burton Tennis and Squash Club does not operate the kitchen, or any part of it, as a commercial enterprise in the production of food for sale to its members or to the public.

It is a facility that is to be used solely by club members with the agreement of the appropriate committee member.

- b) The club has provided this facility which has been designed, constructed and maintained to achieve an appropriate standard of hygiene. Members who wish to use

the facility for the preparation or cooking of their own food are advised of the necessary safety precautions to be observed.

c) The food fridge is to be maintained in a clean condition and datalogger provided to monitor the temperatures within the fridge. Members will need to keep check on foods if left stored in the fridge and designated Committee members to monitor out of date products and discard as required. Items should be named and dated, this is indicated on a notice of the refrigerator door.

### **3.6 Cleaning Activities**

a) The use of hazardous cleaning materials and substances is restricted to trained / experienced and authorised persons only and stored in a suitable, locked facility. All authorised persons will have received instruction in the safe use of these materials and substances and the safety precautions to be observed.

b) **Control of substances hazardous to health – COSHH** - All chemical data sheets will be kept on site and the information made available for users and for inspection by statutory bodies.

c) **Wet floors – slips/trips** - Wet floor signs must be visible in areas of risks once cleaning has taken place.

### **3.7 First Aid**

a) A stocked first aid box is located in the kitchen and is available for use by all members, visitors or public whilst on the premises. The contents of the first aid box will be regularly checked to ensure it is maintained in accordance with current legislative requirements.

b) Information relating to the use of the first aid equipment is provided – there is a manual near the First Aid boxes in the kitchen. ‘What 3 Words’ notices for location of BTSC by emergency services are displayed across the club in case they are required.

c) All accidents will be recorded in the Accident Book and the details passed to the Committee who will investigate the incident to determine the cause in order to establish whether there are further actions necessary to prevent any recurrence.

d) A fully automatic emergency defibrillator is located within the Club Lounge for the purpose of providing first responder assistance in the event of cardiac arrest. This equipment is



designed to be used by anyone, and be maintained for those capable of delivering assistance with the use of this equipment. AED device will be checked for working order weekly and documented in G&P log.

### **3.8 Sauna Operation**

a) The instructions are made available for the operation of the saunas. Posters (both written and pictorial) are situated in the vicinity of the saunas. These describe safe use of the sauna and this must be adhered to by the club's members. Emergency signalling is installed. The saunas will be checked prior to the closure of the club daily by the bar person. Emergency signal is regular checked to be in working order (G&P to conduct).

### **3.9 No Smoking/Vaping Policy**

This is in place as per government directive 2007. Members must adhere to this policy. There is provision of a designated area for smoking/vaping external to the clubhouse near the top door entrance. Smoking is prohibited on the decking area due to flammable materials and signs in are place advising that. The club will adhere to legislation should it change or a significant event cause this to be reviewed. If members hire out the club, then it is their responsibility to inform their guests of the above.

### **3.10. The Supervision of Children**

(reference to Code of Conduct for Parents/Guardians and Juniors)

All members are made aware that children on club premises are the responsibility of their parent or guardian unless that responsibility has been formally handed over to club officials, licensed coaches or known member of the parent/guardian. Children under the age of 13 must be supervised if not by parent and guardian, a designated person by the parent or guardian, who accepts the responsibility.

### **3.11 Control of Legionella**

The BTSC Committee recognises its responsibilities to manage the risks to health associated with the potential presence of legionella bacteria in the hot/cold water systems and the risk of exposure to club members, visitors and guests.

As a result, reasonable precautions will be implemented and maintained in order to:

- Identify and assess the source of any risk
- Prevent or control these risks
- Manage any determined residual risk
- Make and maintain relevant records to demonstrate on-going compliance

As directed by the competent contractor the control methods used will incorporate best practice to reduce risk and will include.

- Ensure calorifiers store water at 60°C or above
- Ensure hot water is distributed at 50°C or higher (providing thermostatic mixer valves at outlets where there is a risk of scalding)
- Ensure cold water is stored and distributed at below 20°C
- Avoid stagnant water/dead end pipework
- Regularly clean and disinfect shower heads
- Treat water storage vessels to control the growth of legionella bacteria (and other microorganisms) or at least limit their ability to grow.
- The Club must have an identified 'Responsible Person' and this person must have completed the appropriate training, and certification of this will be displayed in the kitchen.
- All water safety checks must be logged in the G&P file.
- Risk Assessment by Provider will be completed and saved on file.

#### **4.0. Contractors working on the premises**

Approved contractors who are used for minor works shall be forwarded a copy of the Club's safety guide for work on the premises. As part of the terms and conditions of contract work, contractors will be required to follow the safety guide. Copies of the safety guide will be retained and updated periodically and any when any amendments occur, all approved contractors will be sent an amended copy.

## **Safety Guide for Contractors working on BTSC premises**

### **Introduction**

The Health and Safety at Work Act 1974, places a duty on employers to take all reasonable practical steps to ensure the safety of their employees and of persons not employed by them, but working in or visiting their premises. BTSC will only employ suitably qualified and competent contractors from the Approved Contractor list and will issue a safety Guide to any contractor who undertakes work on its behalf.

### **4.5 Use of Safety Guide**

The contractor must ensure that all employees and subcontractors are made aware of the safety guide, and of the hazards which may be found on the premises.

### **4.6 Contractors' Responsibilities**

All contractors must take reasonable care to ensure their employees and sub-contractors are competent, technically qualified for the work requirement, aware of their own contractors' obligation under the Health and Safety at Work Act, 1974 and all relevant legislation.

If the work poses any significant risk to members of BTSC or the general public, then the contractor must notify the committee of the systems used which will reduce the risk to an acceptable level. Work will only be permitted to go ahead on the agreement of the BTSC Committee and/or their representative once they are satisfied that the risks are adequately managed.

In addition, the contractor will ensure: -

- a) That adequate precaution is taken to protect members of the general public and members of BTSC.
- b) That all work equipment utilised in the site complies with the Provision and Use of Work Equipment at Work regulations 1992 and the Electricity at Work Regulations 1989.
- c) That adequate fire prevention and precautions are maintained at all times
- d) That no emissions will be made from the work or equipment utilised by the contractor which have any significant health and safety implications.

- e) That safe systems of work are utilised regarding scaffolding, means of access and working at height,
- f) If asbestos is encountered, it is essential that the work be stopped and expert advice sought. The relevant committee member should be contacted.
- g) Proper care must be taken of all flammable liquids and gas bottles.
- h) Where metal cutting torches and other welding, soldering or brazing work is to be carried out, the relevant Committee member must be consulted and sufficient and appropriate fire appliances provided.

The omission of any items from the above list does not take away from the contactors' statutory duty to comply with all relevant legislation.

#### **4.4. Accident Reporting**

For all accidents that occur on the premises, the committee expects the cooperation of the contractor, subcontractor etc. in investigating the causes.

All accidents of a serious nature on site must be reported to the relevant BTSC committee member immediately. ALL accidents should be recorded in the Accident Book kept in the kitchen. The Safeguarding Officer or designated committee member will follow up and make recommendations to the committee if required.

#### **Risk Assessments available on file**

- LTA Annual Risk Assessment on Venue Registration
- Water Management Plan Risk Assessment 2024-2025
- Lone Worker Risk Assessment

