

## ROYAL PARK TENNIS CLUB (Inc)

### HEALTH AND SAFETY POLICY

1. This policy sets out how the Royal Park Tennis Club will manage its health and safety responsibilities.
  
2. We will manage health and safety by:
  - 2.1 Controlling the health and safety risks at work.
  - 2.2 Involving employees on health and safety issues that affect them.
  - 2.3 Making sure that where employees work, and any equipment they use, is safe.
  - 2.4 Making sure that dangerous substances are stored and used safely.
  - 2.5 Making sure employees, especially new employees, have relevant information and training on health and safety.
  - 2.6 Making sure employees can do their jobs, and are properly trained.
  - 2.7 Trying to prevent accidents and work-related health problems.
  - 2.8 Regularly checking that working conditions and the environment are safe and healthy.
  - 2.9 Regularly reviewing this policy and making changes if necessary.

Signed (On behalf of the Royal Park Tennis Club):

President

Date

## Responsibility for Health and Safety

3. Overall responsibility for health and safety belongs to the Royal Park Tennis Club Management Committee.
4. Daily responsibility for managing this policy is given to the Club Manager of the Royal Park Tennis Club.
5. The following people have responsibilities for health and safety:

| NAME:                       | RESPONSIBILITY:   |
|-----------------------------|---|
| Club Staff present          | <b>Emergency Evacuation:</b><br>In case of fire or other emergency, the premises will be evacuated. A fire risk assessment will be undertaken and emergency procedures will be implemented. |
| Management Committee Member | <b>H &amp; S Induction:</b><br>All new staff will receive training and information about applying this policy.  |
| Management Committee Member | <b>H &amp; S Risk assessment:</b><br>Risk assessments will be recorded and whoever undertakes them will be trained.   |
| Club Manager                | <b>First Aid:</b><br>As a minimum, the Club will have a suitably stocked first-aid box and provide information for staff about the first-aid arrangements.                                  |
| Club Manager                | <b>Accident recording - investigating and reporting:</b><br>The Club will keep a record book of any accident and injury that occurs at the facilities, when, who, and treatment.            |

6. Employees are responsible for:
  - 6.1 Co-operating with people who are responsible for health and safety.
  - 6.2 Using safety equipment when it is necessary.
  - 6.3 Taking care of their own health and safety.
  - 6.4 Reporting health and safety concerns to the right person as written in this policy.
7. **Controlling the health and safety risks at work**  
A Member of the Management Committee will conduct regular health and safety risk assessments.
8. The results of the risk assessment will be given to the Management Committee and will be included with this policy.
9. The Management Committee should agree any action needed to manage the risks that have been found.
10. The Management Committee will carry out the agreed action points.
11. The Management Committee will check that the actions taken have reduced the risks.
12. Assessments will be carried out every 12 months or when there is a change to the way we work.

## **Risk Assessment**

A risk assessment is: "*a careful examination of what, in your work, could cause harm to people ... the aim is to make sure that no one gets hurt or becomes ill*".

### **Step One - Identify the hazards**

First walk around the workplace identifying anything that could be potentially hazardous - **write everything down** - make a list. Include *everything* you can think of: not just things that are currently obviously dangerous, but anything with a *potential risk*. Where possible two people should undertake the risk assessment separately and then compare lists afterwards, in case either has missed anything.

**Consider invisible hazards** - Invisible hazards often include fumes - for example photocopiers and laser printers emit ozone when in use.

Finally consider whether things that might not normally be hazardous might be in relation to specific people - eg. disabled people.

### **Step Two - Identify who is at risk**

Once you have identified and listed all the hazards, you need to:

- (i) identify what the specific risk is, and
- (ii) who is particularly at risk.

Some people will be more at risk from particular **hazards** than others - for eg. a cleaner might have specific risks related to the chemical cleaning agents being used. And there will be those particularly at risk in some **circumstances** for eg. because they may be working alone. **List those potentially at risk.**

### **Step Three - Evaluate the risks and decide on precautions**

Think about what you can do to remove the risk. Compare what you currently do with what is accepted as good practice. (It may be necessary to seek advice from experts). The main purpose of doing a risk assessment is to be aware of the risks, so that you can take action to eliminate or at least reduce the risks. Eg. if an electrical wire is exposed, you could replace it, or cover it with insulating tape. **Write down the actions currently taken and those actions you propose to be taken, and write down who will take the action, by when.**

### **Step Four - Record your Findings**

Record the findings and ensure the written record is made available to staff, and that they co-operate with the carrying out of the recommendations made as a result of the assessment. This might involve a change in training.

### **Step Five**

Review the assessment. Few workplaces remain the same. Review our assessment when there are major changes in the workplace, such as the introduction of new machinery or new ways of working - but we must carry out regular reviews anyway - annually.

**Risk Assessment Form (To be completed) is attached.**

### **Involving Employees**

13. They will be involved in health and safety through training and meetings.
14. Any decision made at the Management Committee meetings concerning health and safety will always be recorded and made available to staff.

### **Making sure that the workplace and equipment are safe**

15. The Management Committee will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.

16. The Caretaker will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance.
17. The Club Manager will be responsible for making sure that all the necessary maintenance is done.
18. Any problems with work equipment or the workplace should be reported to the Club Manager.
19. Before buying any equipment or changing where people work, the Club Manager, will check that health and safety standards are met.

#### **Using and storing dangerous substances**

20. The Caretaker will check if any substances being used at work need Control of Substances Hazardous to Health (COSHH) assessment.
21. The Caretaker will do the COSHH assessments and provide reports to Club Manager.
22. The Caretaker will make sure that any action points from the COSHH assessments are implemented.
23. The Club Manager will make sure all employees are told about the COSHH assessments.
24. The Caretaker will check how to use new substances safely before they are bought.
25. COSHH assessments will be reviewed every 12 months or when there is a change to the way we work.

#### **Health and safety information and support**

26. The current Insurance Liability certificate is displayed in the office by the Club's Secretary.
27. Health and safety advice is available from the Club President.
28. People using any equipment for the first time will be supervised.

#### **Training and Induction**

29. General health and safety induction training will be provided for all employees by the Management Committee.
30. Training and induction records are kept by the Club Manager.
31. Any training that is needed will be arranged by the Club Manager.

#### **Accidents and work related health problems**

32. The first aid box is kept in the Office.
33. The appointed person/first aider is the Club Manager.
34. All accidents and work-related health problems should be recorded on a Safety Incident and Hazard Report form and noted in the accident book by a member of staff or the Management Committee and report to the Management Committee.

#### **Checking work conditions are safe and healthy**

35. To make sure that we are working safely and that this health and safety policy is being followed we will carry out inspections, investigate accidents and near misses, collect reports, meet with staff.

36. The Management Committee is responsible for investigating accidents at work.
37. The Management Committee is responsible for acting on the results of the investigation to stop the same problem happening again.

### **Fire and evacuation**

38. The Management Committee is responsible for making sure that the fire risk assessment is done and any action points are carried out.
39. Escape routes are checked by the City of Melbourne every 12 months.
40. Fire extinguishers are maintained and checked by the City of Melbourne on a regular basis.
41. Alarms are tested by the Club Manager once a month.
42. The Evacuation procedure is:  
If an evacuation is required:
  - Evacuate the building immediately by the nearest exit.
  - Ensure any visitor leave the building
  - Do not put yourself at risk
  - Assemble at the front gates to the property
  - Do not re-enter the building for any reason until the Fire Brigade confirms that it is safe to do so.If you discover a fire
  - Evacuate the building immediately as above
  - Phone 000 and report the fire.

### **Working Alone**

43. When staff are working alone and they feel any threat they should:
  - If they are unable to leave the building safely, but can get to the alarm, then press it. Then lock themselves in the office.
  - They should immediately ring 000 and then the Club President.

### **Food Hygiene**

44. Anyone working in the canteen and or bar and providing food/drink/alcohol must at all times comply with the food hygiene standards displayed in the kitchen.
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