

Mt Pleasant Tennis Club Health and Safety Document April 2018

1. Purpose and scope

- 1.1 This document is designed to assist the Club to ensure that wherever practicable a procedure will enable the protection of all persons present including club members, visitors and contractors on the Club premises against harm to their health and safety by eliminating or minimising risks.
- 1.2 The Club Committee is responsible for ensuring health and safety requirements are met and will appoint a Health and Safety Officer to assist with ensuring that documents are in place and carried out. That person will keep the Committee Informed on incidents of health and safety by notifying them when any significant incident occurs and table a report at Committee meetings.

2. Procedures to identify and control hazards and maintenance

- 2.1 The Club has a procedure in place to identify and control hazards around the property.
- 2.2 The Club Hazards Register has a list of identified hazards and the control means of reducing the risk of harm.
- 2.3 A review of the Club Hazard Register will be done at each committee meeting monthly by the Health and Safety Officer or in their absence other committee member.
- 2.4 When a new or potential hazard is identified, these are dealt with as follows:
 - If there is an immediate risk to persons there is a need to immediately control the risk. This can be by stopping the use of the machinery or task, isolating the area, guarding, wearing of Personal Protective Equipment (PPE), or some other means to control the risk.
 - If the risk is minimal the hazard shall be notified to the Health and Safety Officer and/or committee and a risk assessment carried out to identify if there is a risk of harm and any controls required.
 - Any hazards where control measures are required will be on the Hazard Register.

3. Specific Controls

- 3.1 Machinery/tools
 - Any power machinery/tools used on site must be in a safe condition and operated in a safe manner.
 - Any guarding on machines must be in place and not removed.
 - When power machinery/tools are being used on the property all care must be taken and all reasonable steps taken to ensure that the risk to other persons while using machinery is minimised.
 - Persons using machinery/tools shall have the required knowledge and skills to operate it/them in a manner that does not cause harm to themselves or others and wear appropriate PPE as recommended for persons using power tools and machinery.
- 3.2 Working from heights
 - If there is work around the Club which requires working from heights, then this must be done in a safe manner using correct equipment. This can be ladders or scaffolding.

- If using a ladder, it must be used in a safe manner and either tied to the building or are working on or being held by another person.
- Person using ladders should ensure they are in contact with the ladder by 3 points always and not over-reach.

3.3 Chemicals

- Only approved chemicals shall be kept on site.
- Chemicals shall be stored in a secure manner when not in use. They shall be in leak proof containers which are clearly identified.
- Persons using chemicals to wear appropriate clothing.
- Obsolete or waste chemicals to be disposed of in a manner which is not a risk to people or the environment.

4. **Club members and visitors**

4.1 When the Club is holding a Club day or tournament every reasonable effort shall be made to ensure the safety of all persons on site.

4.2 The Club shall notify new members and visitors of any hazards that have been identified that could be a risk to them.

5. **First aid kit and defibrillator**

5.1 The Club will maintain an appropriate first aid kit and ensure that it is checked regularly by the Health and Safety Officer or in their absence other committee member using a check list to ensure that all materials are there in adequate quantities.

5.2 The Club will ensure that while maintains a defibrillator, the defibrillator has a working battery and that a training session is arranged annually or alternatively a link to an instructional video sent to members annually.

6. **Contractors**

6.1 Contractors working on site are required to have a Health and Safety policy. These are to be sighted when a contract is arranged or the contract is to contain appropriate terms imposing the corresponding obligation on the contractor

Hazard Identification

Hazard	Practicable to identify	Action
Rock fall on Court 3	Yes.	Sweep before play
Retrieving balls off rock face behind Courts 3 and 4	Yes	
Climbing fence to retrieve balls on fence above volley board	Yes	
Risk to children of Inappropriate conduct	Yes	Police check on the appointment of a new coach for Junior Tennis and references checked

Review Record

First aid kit and hazards to be identified / checked, and signed off, each committee meeting.

Reviewed

Date	By	Comments
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