

**Ashtead Squash and Tennis Club
39 Skinners Lane, Ashtead, Surrey, KT21 2NN**



**HEALTH, SAFETY &
ENVIRONMENTAL POLICY
Including CLUB RISK
ASSESSMENTS**

**Carried out by Steve Kearney CMIOSH
Retained H&S Consultant**

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Section 1. Policy Statement

- 1.1 The Ashtead Squash & Tennis Club Safety Policy Statement places responsibility for safety on all members of staff and club members and makes specific commitments to working safely, the safety of those who may be affected by the work activity, care of the environment and the meeting of all of the relevant legal requirements.
- 1.2 Ashtead Squash & Tennis Club considers that these issues are the responsibility of the Club's management and rank equally with that of finance, marketing, human resources and commercial issues. This policy and the supporting documentation will be implemented, and its effectiveness monitored by the club management committee.
- 1.3 Every employee's acceptance of their responsibilities for the health, safety and the environment in their workplace, will ensure the success of this policy. Specific responsibility for the management of health and safety is placed with certain individuals, as indicated within this policy. These responsibilities are designed to dovetail in with their operational duties and enable individuals to develop and implement suitable standards, systems and procedures to enable the Club to measure and manage its health and safety performance.
- 1.4 These Club procedures and working practices shall include the following:
 - Compliance with all legal requirements under 'The Health and Safety at Work etc. Act 1974' and all subsequent health and safety legislation. Where legislation does not exist, the Club will set its own standards that meet workplace best practice.
 - Assess, document and regularly review the all the significant risks arising from the Club's activities and implement control measures to either eliminate or reduce the risks to the lowest possible levels.
 - Investigate and report accidents and incidents and the implement corrective action to prevent recurrence.
 - Maintain and regularly review the Club's health, safety and environmental policies.

- Establish an annual internal auditing program to ensure that the management systems in place are effective.
- Pro-actively encourage the participation and commitment of all staff with regards to health and safety compliance and awareness also provide training, information, instruction and supervision when required.
- Encourage visiting contractors and volunteers to achieve acceptable standards of health and safety.
- Establish objectives and targets to reduce work related ill health, accidents and the environmental impact of the work activity.
- Ensure that the health, safety and environmental implications of all Club business decisions are considered carefully.

1.5 This policy will be reviewed continuously and will be specifically examined annually.

Signed:



Date: **2nd May 2019**

Michael Standring

Chairman
Ashtead Squash & Tennis Club Ltd

Section 2. Organisation and Responsibilities

Club Committee Members

2.1 The Chairman and Committee Members of Ashtead Squash and Tennis Club consider the health, safety and welfare of all its full-time Employees, part-time staff, coaches and contractors to be of great importance. Through management at all levels they have a responsibility to ensure, the health, safety and welfare of all their Employees whilst at work and members, visitors of the Club and contractors whilst working on the Club's premises and wherever else the work activity is taking place. In accepting this responsibility, they will, so far as reasonably practicable:

- Comply with all local byelaws, regulations and any other statues or instruments relating to the health and safety of Employees, clients and contractors.
- Ensure that everything practicable is done to provide a safe and healthy environment for all Employees, members, visitors and contractors.
- Establish and adhere to operating procedures that protect Employees and promote safe working and efficiency.
- Develop in the Club's staff a conviction that accident prevention is an essential element of good working practice and that its pursuit benefits the efficiency of the Club's operation, its public profile and the welfare of its Employees.
- Ensure, so far as reasonably practicable that Employees or individuals engaged to complete work or provide services to the Club fulfil their own legal obligations under all the relevant health and safety legislation and their own safety policies / procedures. Also, that they have regard to the provisions and requirements detailed in this document to safeguard the welfare of Club Employees.

2.2 The foregoing is based on the belief that:

- The overall responsibility of the Club Chairman cannot be delegated in respect of health, safety and welfare to others.
- All AS&TC staff have a personal responsibility for the pursuit and implementation of safety management systems.
- Essentially all hazardous events are preventable.
- Every employee must act responsibly in preventing injury to themselves or others and loss or damage to the Club's property, by following the correct safety rules for the tasks that they are performing.
- Health, safety and welfare standards on the Club premises and facilities must be effectively controlled.

2.3 Michael Standring, Club Chairman, is responsible for the overall implementation of the health & safety policy and shall arrange for funds and appropriate facilities to be available to meet the requirements of this policy and health & safety procedures.

2.4 Michael Standring, Club Chairman, is responsible for the allocation of resources for health and safety purposes. Specifically, the Committee member responsible for Finance will ensure that:

- Adequate insurances are in place for Public Liability, Employers Liability and any special insurance's that may be required from time to time for specific projects or events.
- Resources are made available for health and safety related training and expert health and safety advice.
- Resources are made available for the provision of personal protective equipment to staff when through risk assessment it is deemed necessary.

- 2.5 The Club Manager, has the day-to-day duty of ensuring compliance of this policy and health & safety procedures. He is supported in this role by the elected Club Committee
- 2.6 Audits of health & safety procedures and inspections of the workplaces will be carried out at least annually by a competent member of the elected Committee. Any health and safety items logged during the course of audit inspections will be referred to the Club Chairman for allocating action.
- 2.7 Staff views and questions relating to health and safety matters are actively encouraged and should be raised with the Club Chairman and any person listed on the Club Committee.

Staff and Coaches

- 2.12 Apart from any specific responsibilities that may be given to them all staff must:
- Make themselves familiar with and comply with the Club's H&S Policy at all times.
 - Be aware of the significant hazards that they could be exposed to whilst undertaking their activities on the Club's premises and of the control measures that the Club has implemented to reduce the risks, to the lowest level reasonably practicable.
 - Ensure that they have read, understood all task specific Risk Assessments
 - Observe safety regulations and instructions at all times.
 - Be aware of the emergency procedures that are in place when they are on the Club's premises.
 - Wear the appropriate personal safety equipment and use any safety devices provided as and when required to do so.

- Report all accidents, near misses and dangerous occurrences to the Club Chairman or a member of the elected Club Committee.
- Take reasonable care of the health and safety of him/herself and of any others that may be affected by his/her acts or omissions.
- Co-operate with any duty or requirement imposed by the Club when acting under the requirements of health and safety legislation.
- Not intentionally or recklessly interfere with or misuse anything that may be provided in the interests of health and safety.
- Immediately report any serious issues that may affect the health and safety of themselves or others to the Club Chairman or a member of the elected Club Committee.

Retained Health & Safety Consultant

2.13 Apart from specific responsibilities already apportioned, the Health & Safety Consultant is to:

- Monitor the Club's compliance with current health, safety and environmental legislation.
- Assist the Club Chairman in all matters pertaining to and in connection with health and safety and their responsibilities.
- Assist or undertake accident and near miss investigations as and when required.
- Act as the point of contact for the HSE and the Local Licensing Authorities and any other enforcement officers whenever necessary.
- Keep the Chairman and Committee Members of the Club up to date with any changes, developments or additions to health and safety legislation
- Identify and facilitate any health and safety training required by the Club's Employees

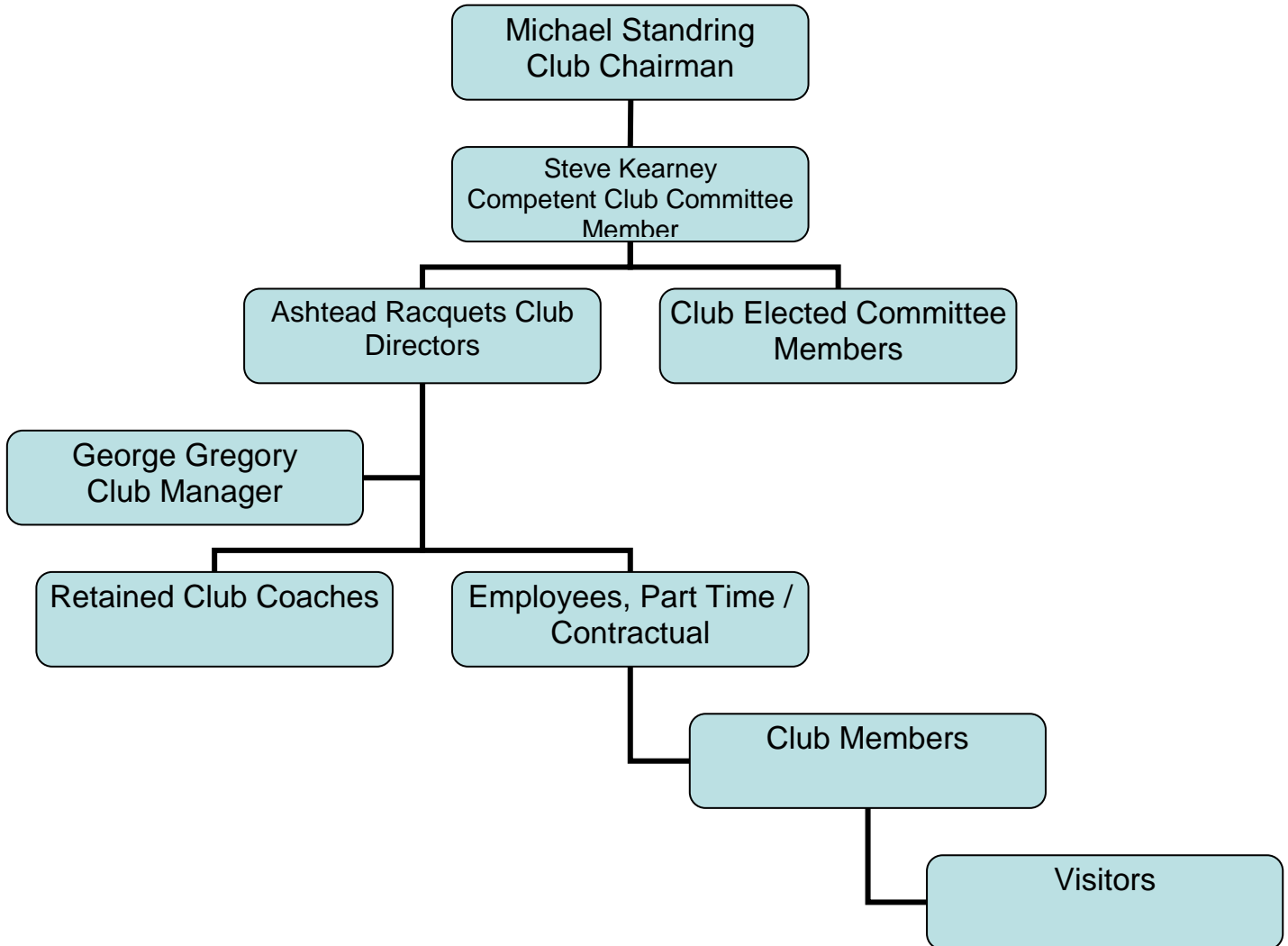
Other Persons working on the Club Premises

2.14 Persons working on the Club's premises, but not employed by the Club have a duty to:

- Ensure that the health and safety of themselves and others is not put at risk by their work-related activities.
- Carry out a specific risk assessment for their activities to be carried out on Club premises, or to have read and understood an Ashtead Squash & Tennis Club risk assessment relating to their specific tasks if under Ashtead Squash & Tennis Club supervision.
- Make themselves familiar with the Club's emergency evacuation procedures and first aid provisions.
- Maintain a high standard of housekeeping to reduce the risk of trip/slip hazards and fire risks.
- Immediately comply with any instruction given to them regarding their safety or that of others.
- Ensure that fire exits are never obstructed or blocked with items under their control.

Hierarchy of Club Health and Safety Responsibility

2.15 Club H&S Organigram



Section 3. Arrangements

Management

- 3.1 Ashtead Squash & Tennis Club attaches great importance to the protection of its Employees and others from accidents, fire and exposure to any condition or substance that might constitute a hazard to health. This protection must be led by pro-active health, safety and environmental management systems and relies upon training, expert advice, regular audits, incident/near miss reports and recommendations from the Club competent person and the Committee to implement changes in working practices when required.
- 3.2 The Club where reasonably practicable and appropriate will:
- Make use of advances in technology and technical progress.
 - Adapt work to the individual rather than vice versa.
 - Create a culture within the Club that is committed to healthy and safe working practices and is always mindful of the environment.
- 3.3 After the setting of standards the Club's performance will be measured by the audit process, the aim being to identify areas for improvement
- 3.4 Health surveillance will be included in the audit. This audit will be undertaken by the Club competent person as required. Where appropriate Employees and Members will be informed of the audit's findings.
- 3.5 The Club's health, safety and environmental policy is the first step in the planning of preventative and protective measures. These measures are necessary if the Club is to obtain the high standards of health and safety required.
- 3.6 Standards will be set that are specific, measurable, achievable, realistic and timely. Hazards and risks will be identified, assessed and controlled through elimination, substitution, reduction and or training and supervision.

General statement of risk

3.7 The effective assessment and control of risks is central to the management of safety. Suitable and sufficient risk assessments are essential to all areas of the Club involving significant foreseeable risk. The Committee will ensure that there is input from its Employees and Members. With co-operation and co-ordination, the recorded assessments will include, but will not be restricted to the following significant risks:

- (a) Manual handling related injuries
- (b) Fire
- (c) Electrical injuries
- (d) Sport related injuries
- (e) Slips, trips and falls

3.8 To control these hazards and reduce the inherent risk to the lowest reasonably practicable level, the Club undertakes the following, with the aim of continually reviewing and when necessary modifying and improving its procedures:

On the Club's premises

- (a) All Employees of the Club will receive appropriate manual handling training as part of the induction process after appointment.
- (b) Both active and passive fire prevention measures including fire detection and extinguishing devices are in place at the Club's premises. A competent person regularly checks these devices.
- (c) Only competent electricians are authorised to disconnect or make connections to the Club's electrical supply. Where appropriate portable appliances will be inspected and tested in accordance with the Electrical Engineers Code of Practice.

- (d) Visitors to the Club premises shall be made aware of the specific risks associated within each individual area. Visitors shall not enter any part of the building unless supervised by a relevant Ashtead Squash & Tennis Club Member or the Club Manager

All visitors or Juniors under the age of 16 years shall not gain access to Ashtead Squash & Tennis Club without prior notification. Should access be required by a Junior (under 16 years) be granted then it will only be under supervision by a relevant Ashtead Squash & Tennis Club Member or the Club Manager.

Communication

3.11 The procedure for Members encountering any health, safety, welfare or environmental issues is as follows:

- The Member resolve the issue and informs the Club Manager of the action taken.
- If not within the Member's capability, refer the issue to the Committee.
- The Committee resolves the problem and the Chairman is informed as necessary.
- The Chairman informs the Directors.

Occupational Health

3.12 With regard to occupational health, the Club will take all reasonable practicable steps to help Employees and Members maintain good health and will provide assistance to those Employees and Members who may be experiencing health problems or work-related stress.

3.13 In certain circumstances the Committee may insist on a Member receiving a medical examination, but it is important that all Members understand that this is for their own benefit.

First Aid

- 3.24 The Club will ensure that adequate provision is made for first aid for Employees, Members and Visitors.
- 3.25 Training to the one day 'Appointed Person' level is to be given to the relevant persons and any other person who the Committee deem appropriate. This will enable these individuals to take charge of a medical emergency and summon professional medical help.
- 3.26 It is the duty of the Club Manager to ensure there is suitable and sufficient first aid provisions. Due to Ashtead Squash & Tennis Club' commitment to health and safety it will re-enforce these requirements and contribute to these responsibilities by ensuring that all Members know the location of First Aid provision, including a defibrillator. If a first aid kit is used the Club Manager will ensure its replenishment is completed.

Accident Reporting

- 3.27 The Ashtead Squash & Tennis Club London Club Accident Book is located behind the bar with the Club Manager. Any Employee, Member who suffers an accident whilst involved in a sports activity must ensure that the accident/incident is reported as soon as possible to the Club Manager who will record the accident/incident in the Accident Book.
- 3.28 All accidents to Visitors must be reported in the first instance to the Club Manager, it is necessary to record the accident in the Club accident report book

Competent Advice

3.30 To assist Ashtead Squash & Tennis Club in undertaking the measures needed to comply with the statutory requirements and prohibitions imposed upon the Club by Health and Safety Law and subsequent regulations, the Club will seek from time to time the assistance of an external Consultant, when the appropriate competence is not available from within the Club.

3.31 The Consultant who has agreed to provide regular health and safety advice is:

Steve Kearney
Chartered Safety Practitioner
47 Leatherhead Road
Ashtead
Surrey KT21 2TP

Review

3.32 The Health, Safety & Environmental Policy of Ashtead Squash & Tennis Club will be reviewed regularly to ensure that any changes in the activities of the Club, changes and or additions to the statutory regulations are reflected in the arrangements that the Club has in place.

Section 4. Environmental Policy

- 4.1 Respect for the environment is fundamental to assuring a sustainable future.
- 4.2 Ashtead Squash & Tennis Club recognises that our day-to-day activities impact on the environment in both positive and negative ways. We aim to minimise harmful effects whenever we can and will work to secure business benefit from environmental protection through a continuous improvement programme.
- 4.3 Ashtead Squash & Tennis Club has embarked on a Club-wide programme to improve our environmental performance, to set policies and targets and implement management systems to monitor and measure our performance. Our first step has been to agree an overarching Environmental Policy. This policy sets out our approach to environmental management. Effective implementation of this policy represents an opportunity to improve Ashtead Squash & Tennis Club's performance by reducing environmental risks and impacts and increasing the efficiency of our operation
- 4.4 Ashtead Squash & Tennis Club is committed to the prevention of pollution and will work to minimise the impact of its operations through a continuous improvement programme.
- 4.5 In particular, we will:
- Comply with all relevant existing environmental legislation and other requirements
 - Reduce harmful emissions wherever possible
 - Seek to reduce consumption of materials in our Club bar and Kitchen and promote recycling and the use of recycled materials

- Manage energy and water usage wisely in all our operations
- Incorporate environmental considerations into the procurement of goods and services

4.6 To achieve these we will:

- Allocate sufficient voluntary resources to ensure effective implementation of the environmental policy
- Motivate and educate our Members to conduct their activities in an environmentally responsible manner
- Measure, monitor and report on key indicators of our environmental performance on an annual basis
- Review our policy on a regular basis to take account of new developments in environmental management and legislation, and Members expectations
- Perform periodic audits of our activities to ensure compliance with Club requirements, legislation and policy requirements.

4.7 Ashtead Squash & Tennis Club recognises that the effective implementation of the policy represents an opportunity to improve the performance of the Club by reducing environmental risks and impacts and increasing the efficiency of our Club.

Section 5. Risk Assessments

Date of Assessment: 25/09/2018
Assessed by: Steve Kearney
Location: Ashtead Squash and Tennis Club

Severity

5	5	10	15	20	25	
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
	1	2	3	4	5	Likelihood

Likelihood

- 1 Extremely Unlikely
- 2 Possible but unlikely
- 3 Conceivable
- 4 Probably would happen at some time
- 5 Almost certain to happen

Severity

- No or minimum injury - No equipment or property damage
- First aid treatment on site - Minimum equipment or property damage
- First aid treatment off site - Equipment and property damage
- Major injury or hospitalisation - Localised equipment or property damage
- Fatality - Extensive property or equipment damage

S = Severity L = Likelihood R = Risk Rating

- 1 – 6 Low Risk: *Action is not required to lower the risk. Time effort and money is proportionate to the risk*
- 7 – 15 Medium Risk: *Action may be required to control the risk. Immediate short term measures may be required.*
- 16 – 25 High Risk: *Action is required urgently to control the risk. Further resources are almost inevitable.*

No	What has the potential to cause harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
1	Courts playing Surface	Players	Slips, falls, injury to person	3	3	9	Ensure that the court floor is clean and dry (Floors should be dust mopped before play if needed and any wet patches dried off before play) Do not play if court floor appears to be unsafe Report damaged floor boards and walls to Club Manager or a Committee Member Ensure correct footwear is used by all players, no black soled shoes to be worn	3	2	6
2	Collision with other players	Players	Slips, falls, injury to person	3	3	9	Check to ensure the court surface is not slippery and is dust free. Ensure laces remain tightened Ensure unused equipment is not on the court Ensure appropriate squash shoes or trainers are worn Correct eye wear to be worn if required	3	2	6
3	Impact with other Players, racquets, balls or wall	Players	Injury to person	3	3	9	Safe play must be observed on court – if a shot is at risk of injury to opponent(s) with ball or racket, the shot shall not be played. Calling a 'Let' is in the rules of the game to prevent likelihood of impact and should be called by any player if any doubt arises or an impact is perceived Protective goggles must be worn by players under 18; provided at every junior coaching session.	3	2	6

No	What has the potential to cause harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
4	Court facilities being compromised	Players. Players who wish to access Court	Injury to person	3	3	9	<p>Players on Court shall check to ensure door is firmly closed and latch applied, Door latches shall be checked that they are in working order and are not damaged •</p> <p>Prior to starting a game, Players shall:</p> <ul style="list-style-type: none"> • Check all lighting is working. • Ensure door closes flush to back wall • Ensure the walls and tin are not damaged (where injury could occur) • Check floor boards are not damaged • Ensure heating unit is not compromised or there is not an obvious burning smell <p>Players shall report any faults/defect to committee / Club Manager</p>	3	2	6
5	Access to the Court	Players. Players who wish to access Court	Injury to person	3	3	9	<p>Players wishing to enter Court shall not open door from outside whilst play is in progress – use eye glass in door. Players shall then knock and wait for Court players to open door, or verbally be invited onto Court. There is a bell located to the left of the changing room door that once pushed alerts the players that another player(s) wishes to enter the Court</p>	3	2	6
6	Young Persons coming into contact with Adults	Young Persons. Adult Players Other Members Visitors	Welfare concerns Young person feeling vulnerable Injury to persons	3	3	9	<p>Young person's only have playing rights at the Club during off peak hours and weekends. Young persons must be supervised at all times, either by appointed Coaches (CRB checked) or Parent / Guardian. Young persons may not purchase drinks at the bar A Welfare Officer has been appointed at the Club and is contactable via Club Manager, Committee or directly. Young persons must wear eye protection at all times when on Court. AS&T Club adhere to England Squash Safeguarding and protecting young people in squash policy, procedures & guidelines.</p>	3	2	6

No	What has the potential to cause harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
7	Objects or persons falling from viewing Gallery	Persons on the Gallery Players on Court	Falls from Height Objects falling from height	3	3	9	All Players to be aware of objects on balcony walls and stop play if hazard is noticed until it is removed. It is prohibited to sit or place anything on walls of the balcony. Tiered viewing benches will provide un-obstructed viewing of Courts. No juniors allowed on balcony unless supervised by an adult. Lighting must be used when the viewing gallery is in use	3	2	6
8	Poor Housekeeping inside Club	All persons	Slips /trips / falls	3	3	9	Members and visitors are encouraged not to leave bags on floor in the Club, they should remain in the changing rooms, or taken outside until member or visitor is leaving the premises. Daily cleaning programme carried out. Club Manager to inspect Club prior to bar opening for hazards or signs of wear and tear / damage.	3	2	6
9	Fire	All persons	Death, serious injury, minor injury. Damage to property Damage to building / infrastructure	5	3	15	No smoking allowed inside the Club No naked flames allowed inside the Club. PAT testing of electrical equipment on routine maintenance contract Club Manager to ensure all electrical equipment is isolated or turned off each evening Waste bins emptied regularly Fire alarms and smoke alarms tested periodically Fire extinguishers checked every year by competent persons Fire blanket supplied in kitchen Fire Risk Assessment carried out and recorded by Club Competent person.	5	2	10

No	What has the potential to cause harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
10	Changing rooms and toilets	Players, Members and Visitors	Welfare failure Spread of germs / diseases	3	3	9	Scheduled cleaning programme in operation including cleaning shower heads and floors / walls Club Manager to carry daily inspections to ensure no obstructions prevent access to changing rooms and toilet Anti-slip floor tiles fitted Recently refurbished changing rooms	3	2	6
11	Club bar area	Players, Members and Visitors	Alcohol misuse Food preparation and service Glass / bottles smashing	3	3	9	Members, invited Guests and Visitors, who have signed in may only purchase alcohol from the bar. A challenge 25 policy is in operation at ASTC The Club Manager is the Designated Premises Supervisor (DPS) and can appoint another member of Staff to act as DPS in his absence. Bar opening hours are displayed and off sales are not permitted Private parties are subject to a specific Risk Assessment The Kitchen is utilised by a Contracted outsourced individual and specific Risk Assessment for Catering activities should be carried out. Food is only served by prior arrangement and care is taken to ensure there are no other activities taking place in the Club during food service.	3	2	6
12	Tennis playing surface becoming unsafe (wear / damage)	Players / Coaches	Injury to people on court	3	3	9	Regular visual inspections take place by Senior Tennis Members and any damage / wear reported to Tennis Reps on Committee. All Tennis players are advised to wear correct footwear on Court. Regular Tennis Court maintenance takes place Tennis Courts are re-surfaced regularly and are installed by competent professional contractors to comply with LTA guidelines. Tennis playing times are restricted (light, noise, conditions etc)	3	2	6

No	What has the potential to cause harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
13	Tennis playing surface becoming unsafe (inclement weather)	Players / Coaches	Injury to people on court	3	3	9	Tennis Courts are outdoor and so susceptible to inclement weather. Players are discouraged from playing in the rain or high winds. Tennis Courts are not open when snow / ice are covering the surfaces Correct footwear shall be worn by all players and persons without correct footwear should be discouraged from entering the playing surface	3	2	6
14	Bad light on Tennis Courts	Players	Injury to people on court Nuisance to residents	3	4	12	Tennis may be played at all times that there is suitable light and the playing surface isn't compromised. One of the Tennis Courts has external floodlighting and it is possible to play on this court during the hours of darkness / bad light. There is a time restriction for flood lighting on the playing surface and this time shall be observed. Only members and guests of members may play during the hours of darkness	3	2	6
15	Emergency vehicles access	All persons	Inability for emergency vehicles and personnel to access the club area and buildings	5	3	10	There is sufficient width on the Club driveway from Skinners Lane for emergency vehicle access into the Club car park. There is a primary access / egress doorway into and out of the Club, width is in excess of 1.5 metres There are 2 further emergency egress routes from the building, one within the Gents changing rooms and the Dance studio (on 1 st floor) Both emergency doors are accessible and can be broken down by Fire Crews if required.	5	1	5

No	What has the potential to cause harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
16	Dance studio usage	Parents / Carers Children. Members and Visitors to the Club	Crushing on the stairs Excessive noise Exposure to adults within the bar area	4	3	12	Dance studio is operated by a 3 rd party occupier who pays the Club for its use. 3 rd party is responsible (by contract) for the safety and wellbeing of children when attending the dance studios. Access stairway to dance studio (located on the first floor) is a single access traverse (less than 1.0m wide) so a specific Risk Assessment is required to be carried out to prevent persons crossing on the stairway	4	3	8

Steve Kearney – September 2018

S. Kearney