

# Health & Safety Policy – East Grinstead Tennis & Squash Club

<b>This is the statement of general policy and arrangement for:</b>		<b>East Grinstead Tennis &amp; Squash Club</b>
<b>Overall and final responsibility for health &amp; safety is that of:</b>		<b>Club Chairman</b>
<b>Day-to-day responsibility for ensuring this policy is put into practice is delegated to:</b>		<b>Club Custodian Members of the General Committee</b>
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements</b>
To prevent accidents and cases of work-related health and provide adequate control of health & safety risks arising from work and club activities	<b>Members of the General Committee</b>	Eliminate or ensure adequate communication to members, staff and visitors of risks associated with occupying the facilities or playing sports Budget for regular maintenance of club assets
To provide adequate training to ensure employees are competent to do their work	<b>Committee Member for House &amp; Grounds</b>	Ensure club staff receive briefing & training where necessary (Club Custodian and Bar Staff only)
To engage and consult with employees and members on day-to-day health & safety conditions	<b>Members of the General Committee when in attendance and through club website and newsletters</b>	Eliminate or ensure adequate communication to members, staff and visitors of risks associated with occupying the facilities or playing sports
To implement emergency procedures – evacuation in case of fire or other significant incident	<b>Club Custodian when on site</b>	Make everyone on site aware of fire exits and assembly points
To maintain safe and healthy working/playing conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	<b>Club Custodian</b>	Liaise with the Committee Member for House & Grounds on any maintenance issues that may impact on Health & Safety Follow guidelines issued for use and storage of equipment, chemicals etc.
Health & safety law poster is displayed	Ground Floor in Clubhouse	
First-aid box and accident book Accidents and ill health are reported under RIDDOR	Located in the kitchen	
Signed:	Name:	Date:
Subject to review, monitoring and revision by:	General Committee	Every: Annually