

# **HEALTH AND SAFETY 2023**

## **POLICY STATEMENT**

Guernsey Tennis Centre Limited recognises that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice. Guernsey Tennis Centre Limited will, so far as is reasonably practicable, pay particular attention to:

- a) the provision and maintenance of fixtures and fittings and equipment that are safe and healthy.
- b) the provision of such information, instruction, training and supervision to ensure the health and safety at work of employees and others.
- c) the control of the place of work maintaining it in a safe condition.
- d) the provision of a safe means of access to and exit from the place of work.
- e) the maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.

## **ORGANISATION AND RESPONSIBILITIES**

### **MANAGEMENT**

The Management is responsible for safety at Guernsey Tennis Centre and will monitor the safety policy on a regular basis. Information and training for employees will be provided in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency.

Overall responsibility will be with The Board of Directors of Guernsey Tennis Centre, with the day to day responsibility for ensuring this policy is put into practice is the Centre Manager.

### **PROCEDURES**

- a) Ensure that each new employee is given induction training, including the precautions procedures appropriate to their specific jobs. (All new members of staff will be shown the location of first aid boxes, fire exits and fire-fighting equipment).
- b) Ensure that all staff are made aware of any procedures in place if they face any serious or imminent danger, and the name of the competent person(s) designated to implement those procedures.
- c) Ensure all staff for whom they are responsible are aware of the health and safety policy.
- d) Ensure that any temporary employee and contractor, before commencement of duties, shall be supplied with information about any special occupational qualifications or skills required in order that the work can be carried out safely.
- e) Keep up-to-date with health and safety matters applicable to the operation of the Centre.
- f) Investigate all accidents with a view to prevention.
- g) Ensure good housekeeping standards are applied.
- h) Review periodically all new and existing equipment with reference to mechanical and requirements of the workplace and the use of work equipment regulations.
- i) Carry out regular safety checks and audits.

### **EMPLOYEES**

All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work. They are expected to follow procedures and in particular, to report any incidents which have or may have led to injury or damage.

All employees should ensure that they use any equipment provided in accordance with the training that they have received, inform the Centre Manager or Senior Receptionist about any serious or imminent danger, and also report any shortcomings that they see in the protection arrangements. Any employee who is faced with a conflict between the demands of safety and their job should raise the matter as soon as possible with the Centre Manager after the danger has ceased or has been dealt with.

## ACCIDENTS

If you are involved in any accident during working hours at the Tennis Centre details must be entered in the Accident Book, within 2 working days, whether or not it results in injury or absence from work.

## FIRE PRECAUTIONS

To comply with fire regulations, a fire notice is posted on the wall in the main reception area.

The Centre Manager is the Fire Safety Manager

Each member of staff has access to a copy of the procedures to be followed in the event of a fire.

It is the duty of the Senior Receptionist to ensure that temporary staff are aware of the health and safety procedures, including the location of fire extinguishers and fire exits.

All staff must acquaint themselves with the location of:-

- a) Fire extinguishers (Main Reception area)

### **Procedure in the Event of a Fire**

- i) If you discover a fire in the building you must:
  - a) Sound the alarm and shout fire on exiting the building.
  - b) When safe outside call the Fire Brigade.
  - c) Without personal risk, attempt to contain the fire by using the fire extinguishers, which are clearly labelled as to which type of fire they will extinguish. ***On no account are the red extinguishers to be used for electrical fires.***
- ii) If the fire is beyond containment you (and the person(s) discovering the fire) must leave the building.
- iii) When there is an incident all meet at the assembly point in the car park.

## FIRST AIDERS

The first aider is the Centre Manager, there is one First Aid Box which is located in the desk at Reception. In the event of the sudden illness of a colleague, you should contact the nearest First Aider. If you are unable to do so, you should contact the emergency services.

## **REPORTING OF HAZARDS**

Employees are responsible for reporting hazards of which they are aware in order that any corrective action may be taken. Such hazards should be notified to the Centre Manager or Senior Receptionist both orally and in writing.

## **SMOKING AT WORK**

A no-smoking policy operates throughout the Centre.

Smoking is not permitted in any part of the building - before, during or after working hours.

Any employee who ignores the smoking ban may be subject to dismissal.

SIGNED

DATE