



HEALTH AND SAFETY
POLICIES &
PROCEDURES MANUAL

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Objectives

The Tennis Club health and safety programme aims to:

- Provide a safe and healthy tennis environment.
- Identify and control actual and potential hazards.
- Establish and maintain communication on health and safety.
- Support members' participation in health and safety matters.
- Identify needs and provide training on health and safety.
- Demonstrate a commitment to the accurate reporting and recording of health and safety matters.
- Comply with legal and organisational obligations.

Objectives will be achieved through:

- Committee support and commitment to health and safety.
- Implementation of policies and procedures.
- Membership education and participation.
- Regular reviews and evaluations.
- Two-yearly health and safety manual review.

The Club has key responsibilities for developing, implementing and improving the health and safety policy. These include the following:

- Providing leadership and direction in matters of health and safety.
- Developing member commitment to achieving excellent health and safety standards.
- Establishing, monitoring and achieving overall health and safety goals and objectives.
- Conducting regular health and safety inspections.

References

- *The Health and Safety at Work Act 2015*
- *Other relevant regulations and codes of practice*

Hazard Management

Purpose

To further improve the method for systematically identifying, assessing and controlling hazards.

Scope

The procedures apply to all Thames Tennis Club activities.

Responsibilities

The Club is responsible for:

- Conducting regular health and safety inspections.
- Maintaining the hazard register (appendix 3) including identification and risk analysis.
- Ensuring the fire extinguisher is to an acceptable standard for use.
- Ensuring all H & S notices are up to date and in situ.
- Working with members to control identified hazards.
- Authorising specialist consultants to be contracted where necessary to identify, eliminate or minimise hazards.

The Club is responsible for ensuring:

- Courts, access ways and clubrooms are clear of obstructions and litter.
- There are no fire hazards.

The personnel in charge of maintenance are responsible for:

- Ensuring all court surfaces, nets, fences, gates and spectator seating are free of hazardous defects.

All members are responsible for:

- Taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled.
- Completing a hazard notification form (appendix 4) if a hazard is identified and providing this to the Club (who will undertake a full identification and risk analysis and enter details into the hazard register).
- Informing others (members, visitors and contractors) of any hazards to health and safety and the steps to be taken to control any such hazard.
- Ensuring unsafe acts and unsafe conditions are appropriately addressed.

Procedure

Hazard management steps include:

1. Identification – describe the hazard and state the location of the hazard.
2. Risk analysis – rate the risk.
3. Control – Recommend the control measure (eliminate, isolate or minimise).

Complete details on the hazard management register (appendix 3).

Hazard management needs to be completed:

- Systematically for all areas and processes at regular intervals.
- When an accident occurs; a check is needed to ensure hazards listed and their controls are adequate.
- When a new process or equipment is introduced.
- If a new hazard is observed or reported.

Step 1 – Identify hazards

Hazard Identification Process ²	
1.	Use inspection, audits, walk-through surveys checklists and hazard identification forms (App 4) to determine hazards.
2.	Analyse any incidents and accidents that may have been recorded in the incident and accident register.

Step 2 – Risk analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take.

The following considerations are made to establish risk using the likelihood and impact scales below.

<u>Score</u>	<u>Scale</u>	<u>Frequency of accident or illness</u>
1	Rare	May occur only in exceptional circumstances, e.g. less than 5% chance of occurring
2	Unlikely	Could occur at some time, e.g. 5-29% chance of occurring
3	Possible	Should occur at some time, e.g. 30-59% chance of occurring
4	Likely	Will probably occur in most circumstances, e.g. 60-79% chance of occurring
5	Almost certain	Will occur in most circumstances, e.g. 80%+ chance of occurring

Impact scale

<u>Score</u>	<u>Scale</u>	<u>Severity of accident or illness</u>
1	Minimal	Negligible injury or illness
2	Minor	Minor injury or illness requiring minor first aid and/or less than one weeks' recovery
3	Moderate	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1-6 week's recovery
4	Major	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than six weeks' recovery
5	Extreme	Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than six weeks

A risk assessment category (critical, high, moderate or low) for each hazard is compiled by using the chart below. Hazards with the highest rating are given priority.

Risk assessment chart

<u>Likelihood</u>	<u>Impact</u>				
	<u>Minimal</u>	<u>Minor</u>	<u>Moderate</u>	<u>Major</u>	<u>Extreme</u>
Almost certain	H	H	C	C	C
Likely	M	H	H	C	C
Possible	L	M	H	C	C
Unlikely	L	L	M	H	C
Rare	L	L	M	H	H

Legend:

C	Critical risk; immediate action required
H	High risk; senior management attention is needed
M	Moderate risk; management responsibility must be specified
L	Low risk; manage by routine procedures

The risk assessment category is entered into the Risk Score column beside the hazard on the Hazard Management form. 'Significant Hazards' are identified as either C, H, M or L according to the definition above.

Step 3 – Control

Where a significant hazard is to be controlled, this must, if practicable, be by elimination. Where elimination is not practicable then the hazard must be isolated. Only where both elimination and isolation are not practicable are other methods of minimisation to be applied.



Smoke-Free Environment Policy

Policy statement

The Thames Tennis Club recognises that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences. The Club supports a safe and healthy environment.

Scope

This policy applies to members of and visitors to the Club.

Purpose

This policy is based on the following principles:

1. Everyone is entitled to a smoke-free environment in all the areas normally used to play and watch tennis.
2. Everyone who does not smoke, or who does not wish to smoke must, as far as is reasonably practicable, be protected from tobacco smoke when playing or watching tennis.

Responsibilities

The Thames Tennis Club is responsible for:

- The maintenance of "No smoking" signage.

Procedure

Smoke-free buildings:

Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property.

Passive smoking:

Smoking is permitted in areas outside the court fencing, provided others are protected from smoke drift and passive smoking by the smoker keeping their distance from people, and open windows and doors within their close proximity.

Complaints:

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the Club.

References

Smoke-free Environments Act 1990

Smoke-free Amendment Act 2003

Incident Management

Policy statement

A safe and healthy environment is fostered through a partnership where all involved combine their efforts and share the responsibility for tennis-related personal injury prevention and management. Early reporting is essential to this process and the Thames Tennis Club has a specific accident reporting and investigation form that should be used in the event of an accident and incident.

Scope

This policy applies to members and visitors of the Thames Tennis Club.

Purpose

- To provide consistent procedures for recording and investigating tennis-related incidents and accidents.
- To help minimise tennis-related injury.

Procedures

Notification of accidents/incidents

Whenever there is an accident, incident or 'Serious Harm' injury the member should take the following steps:

- Inform the Club as soon as possible after the accident/incident occurs.
- Complete an accident/incident/serious harm form (App 2), and send a copy to the Club immediately.

Investigation

The Thames Tennis Club should:

- Initiate and carry out an investigation, ideally within 12 working hours of the event concerned.
- Ensure any hazard that is identified as the cause of the event is eliminated, isolated or minimised.
- Notify Worksafe NZ of any serious incident.

Strategies to minimise accidents/incidents

Emphasise the 'Sunsmart' message – promote the use of hats, sunglasses and sunscreen

- *provide free sunblock.*
- *Sun Protection poster in clubhouse.*

Promote injury prevention:

- *ACC poster in clubhouse.*
- *Poster showing warm-up and warm-down techniques for members.*
- *Check courts and fencing for damage and uneven surfaces.*
- *Review adequacy of toilets and hand-washing facilities against membership numbers.*

Emergency Management

Policy

The Thames Tennis Club recognises the need to be prepared for emergency situations that may be encountered while at tennis.

Scope

This policy applies to all The Thames Tennis Club members and visitors.

Procedures

1. When emergency services are required
 - For emergency services dial 111 and ask for the service you require:
 - FIRE.
 - AMBULANCE.
 - POLICE.
 - Stay calm, give your name, details of the emergency, and street address of the Club.
 - Visitors are the responsibility of the member they are with.

2. Fire

Ensure you are familiar with the building evacuation scheme or evacuation procedure.

If you discover a fire:

- Activate the alarm if the building is fitted with one and dial 111.
- Alert other people at the club.
- Do not extinguish the fire unless there is no personal danger to you or anyone else.
- If time permits and there is no danger, close all doors and windows.
- Evacuate the building through either of the doors and meet at the assembly points –

If the fire alarm sounds:

- Walk quickly to your nearest exit
 - Make sure any visitors leave the building with you
 - Do not stop to take personal items with you
 - Meet at the assembly areas
-

3. Earthquake

- Keep calm.
- Move away from windows, equipment and shelves that may fall.
- Take cover under solid furniture such as tables and desks.
- Do not try to evacuate until the shaking has stopped.
- Be prepared for aftershocks.

When the shaking stops:

- Keep calm and help those who need assistance.
- Check for hazards and extinguish any fires if safe to do so.
- Listen to the radio for civil defence instructions.

4. Flooding (in building, e.g. sprinklers)


- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Try to identify the source of the flooding if safe to do so.
- *Contact Kerry Smith 021715559 / 08 8689013 or Peter Hudson 078688058*
- Prepare to evacuate.

5. Flood (Natural Disaster)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Notify emergency services.
- Prepare to evacuate.

6. Unwanted visitor

If a person is displaying unusual behaviour:

- Keep calm, make no sudden movements.
 - Do what the offender asks.
 - Try to memorise as many details about the offender as possible.
 - Notify police as soon as it is safe to do so. Leave the phone line open until police arrive.
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Policy statement

The Thames Tennis Club has a responsibility to take 'all practicable steps' to ensure that participants, spectators, volunteers and the general public are protected from avoidable risk.

Purpose

To ensure a hazard and risk assessment is undertaken when planning events at the Tennis Club.

Scope

This policy applies to all the Thames Tennis Club's members and visitors.

Responsibilities

The Club is responsible for:

- ensuring a risk assessment is undertaken at committee meetings when an event is planned.

Procedures

Risk assessment should consider:

- Accident and first aid matters (participant competitors, officials, spectators, volunteers).
- Crowd control.
- Lost children.
- Traffic.
- An emergency such as fire, earthquake, evacuation.
- Security.
- Communication issues.
- Food handling.
- Event set up.
- Contractor management.
- Insurance cover.
- Manual handling.

First Aid

Policy statement

The Thames Tennis Club has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

Purpose

To ensure members know where to find assistance when first aid is required at the Tennis Club.

Scope

This policy applies to all the Club members.

Responsibilities

The Club is responsible for:

- Ensuring appropriate first aid supplies are provided and accessible at the clubhouse (see minimum list below).
- *To promote injury prevention.*
- Preparation of poster with details of nearest defibrillator, emergency doctor etc.

Addendum

The Club's first aid supplies-

Minimum contents for first aid kit:

- A manual giving general guidance on first aid.
- 20 individually wrapped sterile adhesive dressings (various sizes), appropriate to the type of work
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages.
- 6 safety pins.
- 6 medium-sized, individually wrapped sterile un-medicated wound dressings, about 12 cm x 12 cm.
- 2 large sterile individually wrapped un-medicated wound dressings, approximately 18 cm x 18 cm.
- 1 pair of disposable gloves.
- 1 resuscitation mask.

Note: Pain relief should not be included in first aid kits. Special provision for treating allergic reactions should be the responsibility of the person with the allergy.

Member Information and Training

Policy statement

The Club recognises its responsibility to promote a safe and healthy environment. Members need to actively participate in health and safety and require information to support safe practices.

Purpose

To ensure that members are provided with adequate information on health and safety matters.

Scope

This policy applies to all The Club's members.

Responsibilities

The Club is responsible for ensuring that all members receive:

- Opportunities to contribute to health and safety.
- An opportunity to attend relevant ongoing training in relation to health and safety, such as first aid.

All members are responsible for:

- reading H&S policies and procedures.
- reporting hazards.

Appendix 1: H & S Checklist

<u>Health & Safety System</u>	<u>Policy components</u>	<u>Review date</u>
The Club commitment to health and safety	<ul style="list-style-type: none"> Review of H & S Manual by committee 	<i>2 yearly in June</i>
Hazard identification and management	<ul style="list-style-type: none"> Review Hazards and update register Check for fire hazards Check fire extinguisher and signage Ensure supply of forms for hazard identification and analysis 	<ul style="list-style-type: none"> <i>6 monthly June & Dec</i> <i>Monthly</i> <i>6 Monthly</i> <i>Monthly</i>
Accident reporting and management	<ul style="list-style-type: none"> Ensure supply of forms for recording accidents and incidents. <i>Maintain sunblock supply</i> 	<ul style="list-style-type: none"> <i>Monthly</i> <i>Monthly</i>
Emergency planning and readiness	<ul style="list-style-type: none"> First Aid kit – ensure well-stocked 	<i>1st Thursday of month</i>
Employee information, training and supervision	<ul style="list-style-type: none"> <i>Ensure all members have up-to-date handbook</i> H & S email to members reminding them of procedures 	<ul style="list-style-type: none"> <i>Ongoing</i> <i>Annually October</i>
Event management	<ul style="list-style-type: none"> Checklists managing risk 	<i>Ad hoc – when organizing events.</i>

Appendix 2: Incident and accident reporting form/register

Record of Incident (near miss)/Accident / Serious Harm	
To be completed by injured person and sent to _____ within 48 hours	
Is it an <input type="radio"/> Incident/Near Miss <input type="radio"/> Accident <input type="radio"/> Serious Harm	
Surname: First name(s): Residential address: Phone: Gender: <input type="radio"/> M <input type="radio"/> F	Date of event:Time: am/pm Date reported: Location where event occurred: Nature of injury (if any): ----- --- ----- ---
THE INVESTIGATION: Describe what happened. ANALYSIS: What caused the event? Is this a serious hazard to others? <i>To be completed by</i> _____ : PREVENTION: What action has or will be taken to prevent a recurrence? By whom? By when?	

Appendix 4: Hazard notification form

Any member who identifies a hazard should complete this form.

Hazard Notification Form			
Your name:	Date:	Location:	Notification to:
	Date observed:		
Description of hazard including significance in your opinion:	Any immediate action taken to mitigate: (please describe)	Your recommendations to control or eliminate the hazard:	
Signature of person notifying this hazard:			
Club report including analysis and action taken:			
Date entered into the hazard register:			
Name _____		Signature _____	