



ATLANTIC RACQUET CENTRE (ARC) HEALTH & SAFETY POLICY

This document is the Health & Safety policy of Atlantic Racquet Centre.

STATEMENT OF INTENT

This policy has been created with the intention of:

- Preventing accidents and cases of work-related ill-health
- Managing health & safety risks at the centre for staff, volunteers, members & users
- Providing clear instructions & information and adequate training to ensure employees and volunteers are competent to carry out their work safely and that members and users can safely use the centre's facilities
- Providing personal protective equipment where required
- Consulting with our staff, volunteers, members & users on matters affecting their health & safety
- Providing and maintaining safe plant & equipment
- Maintaining safe and healthy conditions for our staff, volunteers, members & users
- Implementing emergency procedures including evacuation in case of fire or other significant incident

This document will be reviewed and revised regularly.

RESPONSIBILITIES FOR HEALTH & SAFETY

Overall and final responsibility for health and safety sits with:
Anoushka Lynd (Chair of ARC Directors)

Day-to-day responsibility for ensuring this policy is put into practice sits with:

Tom Vinall (Centre Manager)

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Tom Vinall – Risk Assessments, Accident Reporting, First Aid & Work Related Ill Health, Emergency Procedures, Fire and Evacuation, Training & Supervision

All employees & volunteers should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

ARRANGEMENTS FOR HEALTH & SAFETY

Risk Assessment

- We will complete relevant risk assessments and take action
- We will review risk assessments regularly and/or when working habits/ environments/ equipment change.

Training

- We will give staff & volunteers a health & safety induction and provide appropriate training (Including working at height, manual handling, harmful substances, first aid and Covid Awareness where appropriate for their individual role)
- We will provide personal protective equipment where appropriate for their individual role
- We will make sure suitable arrangements are in place for employees who work remotely

Consultation

- We will consult staff routinely on health & safety matters as they arise and formally when we review health & safety

Evacuation

- We will make sure escape routes are well signed and kept clear at all times
- Evacuation plans are tested from time to time and tested if necessary

This Policy is recommended for approval by:

Signed:



ARC Chair: Anoushka Lynd

Date: 12/04/2024

Signed:



Club Welfare Officer: Tish Shere

Date: 12/04/2024