

Section 3 – Policies & Procedures

3.10 - Health & Safety/Maintenance

Health and Safety/Maintenance Guidance

Proper management of health and safety issues starts with identifying potential hazards. This guidance note is designed as a checklist to assist in the identification of hazards but it cannot possibly be exhaustive.

If you have particular concerns about hazards which are not covered by this data sheet or if you require further information the first contact should be any appropriate supplier. At the end of this note there is also a useful contact list, where more detailed information on specific topics may be obtained.

Please see the key areas below and consider the points listed:

Clubhouse Facilities

- Are toilet, changing and showering facilities adequate and private?
- Are cleaning and maintenance arrangements adequate for promoting hygienic facilities?
- Are broken tiles replaced and is other damage repaired promptly?
- Are harsh disinfectants and dangerous combinations of cleaning materials avoided?
- Are arrangements in place for removal of sanitary waste?
- Are they sufficiently secured, to prevent access by children as well as other intruders/trespassers?
- Are fragile roofs correctly signed and unauthorised access prevented?
- What arrangements exist for prompt repairs?

Courts and external facilities

- Are vehicles and pedestrian accesses separated?
- Are vehicles safe from damage by flying balls etc?
- Is the surface free from potholes or trip hazards?
- Is all fencing secure?
- Where barbed wire exists, is it properly signed and secured to prevent accidental injury?
- Does fencing meet Local Authority requirements?
- Are flood light posts designed to prevent climbing?
- Do safe arrangements exist for replacing bulbs and disposing of old bulbs?
- Are Floodlights checked for electrical safety on a regular basis?
- Do arrangements exist for fencing off damaged or unstable ground surfaces?
- Has any form of assessment been carried out regarding the safety of different playing and pedestrian surfaces during different weather conditions?
- Are suitable means in place to advise members and guests of any potential hazards?

Fire safety

- Has a 'responsible person' been nominated?
- Has a fire risk assessment been carried out?
- Are fire alarms tested at weekly intervals?
- Is emergency lighting inspected and tested at regular intervals?
- Are all fire escape routes clear of obstructions, well signposted and easy to use?
- Are fire extinguishers and fire hoses checked by a 'competent' person on an annual basis?
- Are observations/checks recorded in a suitable register?

Accidents

- Are there facilities for calling an ambulance?
- Is there an adequate first aid box and sufficient /suitably trained personnel?
- Is there a Data Protection Act compliance accident book and is it reviewed regularly?
- Do arrangements exist for reporting accidents to the appropriate authority?

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 requires an accident report to the enforcing authority, where a member of the public sustains an injury resulting from possible errors on behalf of

the place to play, if this results in them attending hospital on the day of the incident. The report can be made via the Incident Contact Centre (ICC) or by other means.

General Housekeeping

- Do adequate cleaning arrangements exist and are areas marked off when floors are wet?
- Hazardous substances - are hazardous cleaning materials securely stored and are cleaners properly trained in their use and the dangers of mixing certain cleaning materials?
- Hazardous substances may include: cleaning materials, paints, weed killers and fertilisers
- Are cleaning standards sufficient for the protection of health and safety?
- No slipping or tripping hazards
- Areas where food is prepared
- Are members advised about appropriate footwear for various playing surfaces?
- Are the dangers of hazardous substances properly understood?
- Are non-hazardous alternatives being used by the place to play wherever possible?
- Have assessments been carried out on any hazardous materials in use at the place to play and adequate control procedures put in place to prevent abuse, misuse and risk to health?
- Are written assessments available for such items?
- Are they kept secure to avoid unauthorised access?

Additional areas to consider

As mentioned before, this guidance note is aimed to assist in the identification of hazards but it cannot possibly be exhaustive. Other issues may come up from time to time that may not necessarily be regular occurrences, still require careful consideration. Further advice is available on issues such as external contractors, hot work, site safety and waste disposal – see the contact details and useful numbers at the end of this document.

Practical application of risk assessments

Risk assessments should be carried out before a new activity takes place or when an existing activity changes significantly. It is recommended that a group rather than an individual should review risks. It is advisable to select a member of the management committee/management team to lead on and be responsible for 'maintenance'. This simply means that there is a process in place for identifying, reporting and addressing any maintenance issues.

It is sensible to carry out a standard risk assessment of the facility in the first instance, with the aim of reviewing this at least annually. The risk assessment combined with a structured procedure for highlighting and reporting new potential hazards should ensure the facility remains a safe environment for members and users. To ensure the process is effective, members/users should be made aware of 'how' to report an issue – phone call, email, note in a suggestion box, maintenance log book etc.

Once any hazards are identified, it is good practise to determine priorities for action. The hazards' level of risk can be judged using the skills and knowledge of place to play members, but further research can be made if it is an area that requires specialist knowledge. Maintenance should be an item on the agenda for management committee/management meetings, with issues being raised and the appropriate action taken.

Areas to consider for a standard risk assessment are:

- Is the area and surroundings safe and free from obstacles?
- Is the area fit and appropriate for activity?
- Is the equipment fit and sound for activity and suitable for age group/ability?
- Is the performers register up to date with medical information and contact details?
- Are performers appropriately attired for the activity?
- Can emergency vehicles access facilities?
- Is there a working telephone available with access to emergency numbers?
- Are emergency access points checked and operational?
- Are evacuation procedures published and posted somewhere for all to see?
- Do volunteers, staff, coaches and members have access to information relating to health and safety?
- Are emergency procedures published and accessible to those with responsibility for sessions in the place to play?

There is a risk assessment template in the 'policies and procedures' resource section of the LTA website, which may help you form the basis of your facility specific document:

Useful contacts

Accident reporting (RIDDOR 1995)

Incident Contact Center (ICC) 0845 300 9923 or <http://www.riddor.gov.uk/>

HS(G)Charity and Voluntary Workers – A Guide to Health & Safety at Work Code

HSE Books Telephone 01787 881165

English Sports Council

<http://www.sportengland.org/>

Safety – An Employers Guide

<http://www.archive.official-documents.co.uk/document/fire/index.htm>

Health & Safety Executive Book Finder catalogue

<http://www.hsebooks.com/Books/default.asp>

Health & Safety Executive Index of Downloadable Leaflets about the management & control various

<http://www.hse.gov.uk/pubns/index.htm>

Health & Safety Executive Small Business Start Up Guidance <http://www.hse.gov.uk/smallbusinesses/index.htm>

Sport Links & Resources web page

<http://www.uk sport.gov.uk/links.asp>

