

**Carlow LTC Health & Safety Statement
(incorporating Duty of Care)**

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1. INTRODUCTION

This Safety Statement sets out Carlow Lawn Tennis Club's Health & Safety Programme. The Executive Committee of Carlow Lawn Tennis Club is fully committed to providing a safe environment for our members, officers and visitors.

2. OUTLINE

The manner by which the safety, health and welfare of all people at Carlow Lawn Tennis Club will be secured is by the provision of:

- a. SAFE PLACE
- b. SAFE PROCEDURES
- c. SAFE PEOPLE

Accidents are caused where there is a breakdown in the system of control of any of the above. The Club's approach to safety is based on a detailed analysis of the Place, Procedures and People in order to control the hazards of the workplace. It is the Club's intention to carry out annual risk assessments so that safety of members, employees and others will be protected. The following pages specify the manner in which Safety, Health and Welfare will be secured.

3. SAFE PLACE

At Carlow Lawn Tennis Club we will satisfy the appropriate requirements regarding:

- a. Solidity and Stability
- b. Ventilation / Extraction
- c. Temperature
- d. Lighting
- e. Floors, walls, ceilings and roofs
- f. Doors and Gates
- g. Circulation of pedestrians and vehicles
- h. Room dimensions and air space – freedom of movement
- i. Special provisions for outdoor places of work
- j. Sanitary facilities – Washing facilities, Showers where appropriate
- k. Toilets
- l. Access & Egress
- m. Working at Height
- n. Fire Detection & Fire Fighting
- o. Playing surfaces & facilities
- p. Taking account of members, employees and visitors including those with disabilities

4. NOISE

Noise levels will be measured as appropriate and will be acted on as necessary, both for our members and guests and especially for our neighbours.

5. CHEMICAL AGENTS

Chemicals will be stored according to the terms of applicable Legislation and Codes of Practice. For Carlow Lawn Tennis Club, chemicals are used in cleaning agents, which are stored in the kitchen and storeroom, and also for treating the courts and grounds; such chemicals being stored in the shed.

6. FIRE AND EMERGENCIES

Carlow Lawn Tennis Club undertakes to comply with all National Standards regarding fire, safety and emergency planning. All places of work are designed to comply with current fire legislation at the time of construction or refurbishment. Means of escape are provided from all areas. Adequate and suitable firefighting equipment is provided. Fire drills are carried out at regular intervals.

7. PURCHASING/LEASING

All equipment purchased or leased by the Club will meet the relevant requirements of the Work Equipment Regulations and will be CE marked. Personnel Protective Equipment purchased by the Club will comply with relevant Irish and / or International Standards.

8. MAINTENANCE

Places of work and sporting facilities, including access and egress, and all equipment used by Carlow Lawn Tennis Club will be maintained to ensure safety.

9. HOUSEKEEPING

Good housekeeping is essential to reduce the likelihood of accidents from any source.

Carlow Lawn Tennis Club will carry out audits and inspections to identify and address deficiencies and to help keep workplaces tidy and safe for everyone.

10. EMERGENCY EQUIPMENT

All fire extinguishers are maintained and tested regularly to ensure safety.

11. BULLYING BEHAVIOUR

Workplace bullying is repeated inappropriate behavior, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work/or in the course of employment, which could reasonably be regarded as undermining the individuals right to dignity at work. Carlow Lawn Tennis Club will not tolerate bullying behaviour. Any member who feels they have been bullied should contact a member of the Executive Committee for advice.

12. ACCIDENT / INCIDENT REPORTING PROCEDURES

(To include "near misses" and dangerous occurrences). Members must report every accident / incident to a member of the Executive Committee as soon as possible. All accidents/incidents should be recorded in the CLTC LOG BOOK in the clubhouse without delay. (This includes accidents/Incidents involving the public / visitors.)

13. NO SMOKING POLICY

Carlow Lawn Tennis Club is committed to providing a safe and comfortable working environment.

To this end tobacco smoking is prohibited in all buildings and work places.

14. FIRST AID

Carlow Lawn Tennis Club ensures that an appropriate number of persons are trained and qualified in first aid by an approved body. All qualified First Aiders will receive additional training for ongoing re- certification as necessary. First Aid Facilities are available in agreed areas. A Defibrillator is also available in the clubhouse.

15. TOILETS

Toilets are maintained in good order, cleaned and adequately equipped.

16. SANITARY FACILITIES

Hot and cold water, soap or approved cleaning agent, and adequate facilities for hand drying are provided for employees, members and visitors at convenient locations at all times. Shower facilities are also provided as required.

17. REVIEW

The Executive Committee undertakes to oversee the development and implementation of the safety programme. The Safety statement is reviewed annually and revised as necessary. It will also be revised on direction from a HSA Inspector.

18.SPECIFIC HAZARDS

- a. **HAZARD: Water Boilers** – Faulty wiring, Faulty temperature controls, Drain off tap left open, Standing directly over hot boiler when lid is lifted, Boiling water and escaping steam;

RISKS: Serious burns and scalding, Slips and falls, Electrical shock

CONTROLS: Kitchen staff must ensure:

1. the boiler is sufficiently filled with water
2. the correct temperature is set
3. the drain off tap is closed
4. the boiler is placed in a stable position
5. the power supply is isolated when cleaning

- b. **HAZARD: Ranges / Cookers** – Leakage of gas (pilot lights not functioning properly), Control knobs missing on cookers, Thermostat not working correctly, Naked flames – fire,

RISKS: Burns – scalding

CONTROLS:

1. Oven doors should not be slammed as it is liable to cause damage
2. Ensure equipment is properly earthed
3. Ensure pilot lights are switched on and working
4. When ranges / cookers are not in use, check all gas is switched off at mains
5. Staff should be made aware of gas shut off point in the event of a fire.
6. In case of extreme dirt or grease being baked on to the ranges / cooker, a caustic jelly may be used.
7. Plastic / rubber gloves and safety goggles must be used and thorough rinsing must take place afterwards.

- c. **HAZARD: Microwave Ovens:** Electrical shock, Microwave radiation if mesh shield not in place;

RISKS: Electrical injure, Exposure to microwave radiation, Burns / Scalds from contact with hot food or steam, Food poisoning as a result of failure to clean the microwave, not thoroughly de- frosting or re-heating, cooked food.

CONTROLS:

1. Ensure that the Microwave Oven is not switched on when empty
2. Ensure that the Microwave Oven is clean
3. Ensure no metal or tin foil is used in Microwave Oven when in operation
4. Ensure correct temperature controls are in place prior to de-frosting, reheating or cooking
5. If food is covered, be careful when removing covering, as steam burns can occur
6. Defects are reported

- d. **HAZARD: Knives** – Left with cutting edge exposed, Left in sinks, Carrying unsheathed knives, Cross contamination;

RISKS: Personal Injuries – Amputations and cuts, Cross contamination resulting in food poisoning,

CONTROLS:

1. Keep knives sharp and clean.
2. Always keep knives in guards when not in use.
3. Do not leave knives in sinks or where they cannot be seen easily.
4. Do not leave knives where they can be picked up by the blade.
5. Always use the right knife for the job.
6. Remember a sharp knife cuts easily with less pressure and is less likely to slip.

- e. **HAZARD: WORKING AT HEIGHTS** E.g. Window Cleaning, Scaffolding, Ladders and Mobile Elevated Work Platforms, Excavations;

RISK: Persons / Materials falling from height. Equipment toppling over

CONTROLS:

1. *Compliance with the Safety Health And Welfare at Work Regulations*
2. *Only trained personnel to carry out these tasks.*
3. *Correct procedures to be followed.*
4. *All equipment to be properly serviced and free from defects.*
5. *Equipment used to be suitable for the task.*
6. *Personal protective equipment to be worn as required.*
7. *Supervision to ensure safety.*

- f. **HAZARDS: Courts sweeping tractor & Grass Cutting Equipment;**

RISK: Entanglement, Rotating Blades and Moving Parts, Clearing Blockages, Maintaining Equipment.

CONTROLS:

1. Only trained staff authorised to operate courts sweeping/grass cutting equipment
2. Blades Adjusted by experienced operator / staff member only
3. Ensure area being cut is free from debris before commencing – Debris ejected can travel considerable distances
4. Maintenance or adjustment of cutters must not be carried out when drive is connected and the motor running.
5. Mowers must not be used if any guards have been removed or are damaged.
6. Blockages can only be cleared when the engine is switched off, the blades have stopped rotating and the ignition Key is removed.

7. Disengage all controls and remove the ignition Key before leaving the tractor / mower seat.
8. Exercise caution when working on steep ground particularly when turning.
9. Equipment is serviced regularly.
10. Maintenance work should not be carried out beneath the tractor/ mower unless it is supported with a purpose-made prop or stand.
11. When changing blades or carrying out adjustments extreme care should be taken. Wearing suitable protective gloves should be considered.

g. HAZARD: ELECTRICITY;

RISK: Risk of electrocution, Risk of fire, Risk of Static Shock

CONTROLS:

1. Safe Work Practices followed.
2. Personal protective equipment to be worn as required.
3. Only qualified electricians will attempt to install or repair any electrical equipment on the premises.
4. All equipment well maintained.
5. Flexible cables will also be adequately protected against external mechanical damage.
6. Flexible cables should not be run across floors.
7. Safety signs to be provided where necessary.
8. Low voltage hand tools (110v) and hand lamps (24v) used in damp or confined situations and in the open.
9. Adequate fusing or excess protection, e.g. circuit breakers, must be provided for all fixed and portable equipment and regularly maintained.
10. Isolation systems
11. Access to High Voltage Rooms, Distribution Management etc. restricted.
12. Portable 220 volt AC power tools and equipment (e.g. pressure washers, battery chargers, etc.). If used out of doors (preference is to be given to 110 volt AC equipment to avoid this), they must only be used in conjunction with a 30mA residual current device.
13. Where appropriate all equipment not in use to be switched off.
14. Inspection and Testing of Electrical Appliances
15. All electrical equipment will be inspected regularly for the following;
 - a. Cable insulation stripped back too far exposing bare conductors, which may come into contact.
 - b. Loose, protruding wire strands.
 - c. Incorrect connections.
 - d. Loose terminal screws or nuts.
 - e. Detached earth conductor, with possibility of coming into contact with phase conductor.
 - f. Incorrect fuse link fitted.
 - g. Broken moulding.
 - h. Signs of over heating.

19. HAZARD: MANUAL HANDLING HAZARDS;

RISK: Personal Injuries – Risk of musculoskeletal problems (Back strain, slipped disc, Hernias, Repetitive Strain Injury), Lacerations, crushing of hands or fingers, bruised or broken toes or feet, sprains, etc.

CONTROLS:

1. Materials required will be sourced in the smallest packs practicable
2. Manual Handling training provided for staff
3. Manual handling risk assessments carried out.
4. Mechanical aids provided and used.
5. Heavy items stored at a low level.
6. Personal protective equipment to be worn as required.

20. HAZARD: PLAYING / COURT SURFACE HAZARDS;

RISK: Personal Injuries – Risk of personal injury due to slipping, falling, tripping.

CONTROLS:

1. Check court surfaces prior to use
2. Report unplayable or dangerous court surfaces to relevant committee member
3. Competitions – Competition referee to check court surfaces prior to use
4. Competitions – Competition referee to close court if surface is not playable or dangerous
5. Notice to go on reception notice board if court is taken out of play

CLTC Executive Committee