

WTTC HEALTH AND SAFETY POLICY

Worthing Table Tennis Club (CIC) recognises and accepts its responsibility as an employer for providing a safe, healthy workplace and working environment for all its employees and volunteers. WTTC also accepts its responsibility to conduct its undertaking in such a way so as to ensure, so far as is reasonably practicable, that persons not in its employment who may be affected such as members, volunteers, customers and suppliers, contractors or members of the public, are not thereby exposed to risks to their health and safety.

WTTC will take all reasonable and practicable steps to meet these responsibilities paying particular attention to the provision and maintenance of:

- Plant equipment and systems of work that are safe.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work.
- A safe place of work and safe access to it.
- A healthy working environment.
- Adequate facilities for welfare at work.
- Protective clothing and equipment (if necessary).

The allocation of duties for safety matters and the particular arrangements which are made to implement the policy are detailed below:

A copy of this statement will be issued to all employees and volunteers and is a key element in all induction processes. It will be reviewed periodically and kept up-to-date by WTTC, through the Board of Directors, who carry out the duties of WTTC as an employer imposed by the Health and Safety at Work Act 1974.

GENERAL

1. Management Responsibility

1.1 The Board of Directors

The Board of Directors maintain overall responsibility to ensure health, safety and welfare.

1.2 WTTC Staff

The Board of Directors will delegate responsibility for the implementation of the policy. WTTC staff are responsible for the production and review of detailed Health and Safety statements/arrangements covering safe systems of work, premises and equipment that shall be communicated effectively to all staff and volunteers. These statements includes:

- Health and Safety Policy.
- The person nominated to co-ordinate Health and Safety matters.
- Those responsible for the reporting of accidents/incidents.
- First Aid provision and arrangements.
- Safe working practices.

- Arrangements for Safety Training.
- Assessments of the risks to health and safety of both employees and non-employees.

WTTC will also be responsible for the provision of sufficient information, instruction, training and supervision, to enable all volunteers to contribute positively to their own health and safety in the workplace.

2. Volunteers' Responsibility

2.1 It is equally the duty of volunteers to exercise personal responsibility for health and safety, thereby preventing injury to themselves and others. People are expected to do everything they can do to prevent hazards and injury to themselves and others when on WTTC's club sessions and when engaged in WTTC activities. They must:

- Make themselves familiar with and conform to WTTC's Health & Safety Policy.
- Observe safety rules at all times.
- Wear appropriate clothing and use safety devices where provided.
- Report to the Leading Coach all accidents and injuries immediately or as soon as practicable.
- Report all unsafe conditions to the responsible person.
- Co-operate to enable WTTC to carry out the duties or requirements for health and safety matters.

PROCEDURES

All staff and volunteers are expected to adhere to the Health and Safety Procedures as outlined below.

3. Accidents & Incidents

3.1 All accidents should be reported to Lead Coach or Amanda Worne, WTTC's Lead Safeguarding Officer. Depending on the seriousness of the accident, also report it to Pedro Santos, WTTC's Director.

3.3 An accident may be defined as anything that draws blood, requires time off work and/or requires the use of first aid equipment (even where this is merely a plaster).

3.4 Under the Social Security (Claims & Payments) Regulations 1979 WTTC has a legal requirement to ensure that all accidents, injuries and illness in the workplace are recorded in the Accident Book, however trivial they might seem. This book must be accessible by all staff at all times. Anyone can fill in this book, although it is good practice for the casualty (if able) to read and sign the Accident Report. Record details of the accident as follows:

- Date, time, place of accident
- Name, address and job title of injured or ill person
- Name & address of employer
- Details of accident, injury or illness
- First aid treatment given

- Outcome for the casualty (sent home, returned to work etc)
- Name & address & signature of person providing treatment

4. Reporting of Injuries, Dangerous Diseases & Occurrences Regulations 1995

4.1 The Reporting of Injuries, Dangerous Diseases and Occurrences Regulations 1995 (RIDDOR) gives details of the type of accident, injuries and occupational illnesses and other illnesses at work which must be reported to the Health and Safety Executive. The regulation also gives details of how reports should be forwarded to the Health and Safety Executive.

4.2 It is therefore good practice that an Incident Book is available for recording incidents that could have resulted in injuries however trivial they might seem.

4.3 WTTC is required to report to the appropriate authority any serious accident in connection with the workplace (which includes any incident resulting in more than 3 days absence from work) and any dangerous occurrence that could have resulted in such an accident or a notifiable disease e.g. legionella, asbestosis, etc.

4.4 In the event of any incident that you feel needs to be reported to the H&S Executive, you MUST first advise Pedro Santos, the Director, who will investigate and if required, report to the H&SE.

5. Emergency First Aid Information & Procedures

5.1 The Health and Safety (First Aid) at Work Regulations 1981 require WTTC to provide suitable and sufficient First Aid provisions for all their employees whilst at work. The Revised Approved Code of Practice 1997 requires WTTC to carry out a risk assessment of their first aid needs.

5.2 The appointed person within WTTC is Pedro Santos or in their absence the Lead Coach for the session who has responsibility for First Aid provision. This person does not have to be trained in First Aid, but it is recommended.

5.3 The First Aid Box is kept at the storage container located outside Worthing High School or in the Medical Room – second door on the right-hand side in the hallway to the toilets. At Thomas A. Becket Junior School, the First Aid can be found in the Table Tennis storage box. When working offsite, the Lead Coach is responsible for finding out where the First Aid box is in advance of the session starting. If staff use something, then they should report this to Pedro Santos so the box can be restocked.

5.4 The First Aid box should be marked correctly with a white cross on a green background and white lettering on green. All First Aid boxes used by WTTC must contain the following as a minimum:

- guidance leaflet,
- adhesive dressings/plasters (sterile, individually wrapped and assorted sizes),
- sterile eye pads (at least 2), triangular bandages, safety-pins, unmedicated
- wound dressings (assorted sizes), disposable gloves.

5.5 Under no circumstances should a First Aid box contain any of the following items:

- needles/syringes, aerosol sprays, tourniquets/restrictive bandages, undiluted antiseptics, sharp pointed objects such as scissors/ tweezers, pain killers (analgesics) or any other drug.

5.6 The statutory first aider(s):

- Pedro Santos
- Matthew Porter

5.7 If staff or volunteers have an accident whilst doing outreach work they must record this in whatever way is practicable; e.g. within a school's accident book etc, and ensure that it is reported according to the above procedure by contacting Pedro Santos or Amanda Worne.

6. Procedure for Medical Emergencies

6.1 In the event of any but the most trivial illness or accident the statutory first-aider must be notified.

6.2 In the event of a serious illness/accident (i.e. the casualty is unable to move) an ambulance must be called. Always advise the casualty that an ambulance has been called. A first-aider must remain on stand-by until the ambulance arrives.

6.3 The casualty should not be moved unless he/she has the capacity to do so unaided.

6.4 An ambulance will always take the casualty to the Accident and Emergency Department where a formal assessment can be made.

6.5 No one should attempt to make a medical diagnosis of the casualty. A qualified first-aider must always be called to check and advise on the casualty's condition

6.6 If a first-aider is not available then the most senior member of staff available must be contacted.

6.7 In the event of an emergency where the staff first-aider is not available, (e.g. outside normal working hours) an ambulance must be called and full written details of the incident kept. If the incident could in any way have further repercussions for WTTC, the incident should be reported immediately and fully to the appointed Health and Safety Officer or the most senior staff members of WTTC.

6.8 WTTC will seek to ensure that all staff are adequately trained in First Aid.

6.9 The closest Accident and Emergency Department to the WTTC operating locations is:

Worthing Hospital

7. Reporting of Illness & Medical Conditions

7.1 There is no obligation on individual staff members or volunteers to report serious illnesses or medical conditions to line managers; however it may be of use to medical staff should an emergency arise. Should staff or volunteers decide to inform their line managers of such conditions, it will be recorded in their staff personnel file with their permission, and will be confidential information unless a medical need arises for such a disclosure. Examples of such conditions could include heart problems, diabetes, epilepsy, blood pressure disorders, vital drug regimes and drug allergies.

8. Fire Procedures

8.1 WTTC staff must be made aware of the different fire procedures depending on their operating. It is the responsibility of the Lead Coach to ensure that all staff are aware of the actions needed in the event of an emergency including:

- What to do in an event of a fire
- Where the alarms and extinguishers are situated
- How to get out of the building
- Where to assemble

8.2 WTTC staff are responsible for ensuring that all volunteers are aware of the appropriate guidelines.

9. Emergency Evacuation Procedures

9.1 In the event of discovering a fire:

- Trigger the fire alarm button
- Consider if it would be safe to extinguish the fire using the correct extinguisher.
- Do not put yourself or other members of staff, volunteers or visitors at risk
- If the fire cannot be controlled leave the building by the nearest safe route.
- Do not return to the building for belongings etc.

9.2 Upon hearing the alarm:

- Everyone must leave the building immediately by the nearest exit and meet at the assembly point in an orderly manner.
- Do not stop to collect personal belongings.
- Close all doors on leaving the facilities.
- Do not return to the building until advised to do so by the Brigade Senior, Fire Officer or senior staff member.
- The most senior member of staff will take responsibility for ensuring a roll call once outside.

All fires no matter how small should be reported to the Fire Brigade.

9.3 In the event of a bomb threat:

- Record details of the call as accurately as possible. In particular try to get specific information regarding the location of the device.
- Listen for background noise, caller's accent etc which may assist the police at a later stage.
- If possible have someone else call the emergency services from another line.

- Follow the advice of the emergency services to evacuate the building as above.

10. Manual lifting

10.1 All volunteers may have to carry heavy objects from time to time, including Table Tennis tables. This checklist may help in assessing the risks involved before any lifting or manual handling. No volunteer should lift objects if they have any physical weakness or previous injury.

10.2 WTTTC worries about the safety of its staff and volunteers, as such a minimum of 2 people are required to manoeuvre a Table Tennis half table. This will ensure that weight is fairly distributed and minimise the risk of injury.

Checklist:

- Is it possible to get a sound grip?
- Will the contents shift as you lift the package?
- Carry the load as close as possible to your body
- Might two people be required to carry the load?
- Is the route clear of potential hazards?
- Use a lift where possible.
- Do you know how to lift appropriately without back strain, avoiding stooping, twisting, bending and over reaching?
- If you are in any doubt ask for help.

11. Housekeeping

11.1 All staff and volunteers should follow the guidelines below in order to ensure that satisfactory standards of housekeeping are achieved:

- Always put articles away after use.
- Clear up any spillage or dropped material immediately.
- Do inform WTTTC's Lead Coach or Director of any obstructions/hazards.
- Do not allow waste materials to accumulate.
- Ensure the workplace is tidy, and articles are not stored anywhere other than in designated areas.
- Report problems relating to repairs, storage and the removal of articles to the appropriate person.
- Do not stand on chairs, boxes etc - use steps.
- Do not block access to doors and fire equipment with obstacles or boxes.

12. Smoking

12.1 WTTC operates within school's premises where no-smoking policy applies. If consuming tobacco or vaping, please do so outside school premises (main gates).

13 Security

13.1 Security is the responsibility of all staff.

13.2 At the end of the working day, make sure all doors are locked, windows closed, fire exits shut and lights switched off. Each school has its own locking-up procedure and staff will be made aware when going through the induction process. Only the Lead Coach will have access to keys and/or lanyards.

13.3 It is the responsibility of staff to ensure that their volunteers are fully aware of all security and locking-up procedures.

14. Insurance

14.1 WTTC has the following operative insurance policies in place:

- Public Liability Insurance

14.2 All staff should ensure that any events and special activities are covered by the organisations insurance policies.



Pedro Santos, Director at Worthing Table Tennis Club CIC

Date 10th March 2023