



## **SURBITON METHODIST CHURCH TENNIS CLUB**

# **HEALTH AND SAFETY POLICY AND RISK ASSESSMENT**

**April 2023**

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## **1. Security of Premises.**

The main entrance to the premises is via an electrically operated keypad activating a magnetic lock on the gate. The keypad is controlled by a time switch located in the outdoor toilet. A padlocked double gate provides access from the lane alongside the grounds. The external door to the pavilion is lockable and can be locked and unlocked manually with a key from both outside and inside. All windows can be internally locked with a key and the kitchen windows can be manually locked from the inside without a key. The outdoor toilet is secured by an externally operated key lock. The free standing steel storage container is secured with a padlock. The premises are kept locked when not in use. There is movement activated security lighting covering the entrance gate and car park. Within the premises doors are not locked other than WC doors which have safety locks that can be opened from the outside.

### Action

*Rapid attention to any problems which emerge with security measures.*

## **2. Fire Safety.**

See separate Fire Risk Assessment.

## **3. Injuries.**

Attention is given to minimising the risk of injury. Floor surfaces in the premises are kept in good condition. The wooden floor and the vinyl covering in the kitchen and toilets are regularly cleaned. Materials and equipment are stored tidily in the steel container. Courts, paths and lawns are maintained to a good standard. Damaged furniture is repaired, put out of use until repaired, or disposed of. Stackable furniture is monitored to ensure it is returned to safe positions. Clutter is dealt with on a regular basis and any rubbish is removed regularly. All members are expected to be aware of the safety of others and to play responsibly.

### Action

*Regular cleaning, particularly of floor surfaces, and removal of clutter.*

*Urgent attention to any trip hazards that emerge and repairs to or removal of damaged furniture.*

*Play is conducted in a safe and responsible manner.*

## **4. Personal Safety.**

Personal safety of people using the premises is facilitated by the security measures noted above, including advice to users. In particular, anyone working alone on the premises is recommended to keep the external gate locked, be careful when admitting strangers and keep a mobile phone to hand. Those undertaking manual jobs on the premises are advised to wear protective clothing and work safely.

### Action

*Periodic reiteration of advice.*

## **5. Safeguarding and Child Welfare.**

All Methodist churches should have a Safeguarding Officer (SO). The club is part of Surbiton Hill Methodist Church and its SO is the club's. The SO is responsible for ensuring that all Disclosure and Barring Certificates (formally known as Criminal Record Checks) have been obtained for those working with children, defined as anyone under 18, and details are properly kept in a safe place. Together with the Minister and the Circuit Safeguarding Officer, the SO must see that appropriate training is carried out and arrange and supervise any necessary courses. It follows that the SO must be aware and responsive to all relevant legislation.

The club operates under the Surbiton Hill Methodist Church Safeguarding Policy. Those supervising children must ensure their welfare at all times taking particular care in relation to play equipment and health.

### Action

*Periodic reiteration of advice above to those supervising children.*

*Annual inspection of play equipment.*

## **6. First Aid and Reporting.**

There is First Aid equipment in marked cupboards in the pavilion. This is checked, and replenished as necessary (at least annually) and is listed in the notes given to hirers.

A defibrillator is mounted on the wall next to the First Aid cupboard in the pavilion and is checked at least annually and consumables replaced as required.

An Accident Report Book is located in the First Aid Cupboard in the pavilion and users are also encouraged to report any significant incidents.

### Action

*Regular checks and replenishment of the First Aid kit.*

*Action as necessary to avoid repetition of accidents.*

*Replace the Accident Reporting Book and store in First Aid Cupboard.*

*Regular checks of the defibrillator and replacement of consumables – note the Paddles were replaced in December 2022 and have a shelf life of 2 years.*

*Advice to users as to the location of the First Aid Kit and Accident Report Book.*

## **7. Advice to Users.**

Hirers of the premises are advised of relevant health and safety issues and their attention is drawn to relevant matters .

### Action

*Information given to hirers to include key health and safety information and supplemented whenever necessary.*

## 8. Specific Issues.

a. **Asbestos.**

A small disused asbestos cement flue has been labelled.

b. **Working at heights / ladders.**

The club has a small step ladder which is kept in the pavilion. A combination step ladder is stored in the container. Those using these are advised not to do so unless a second person is present to hold the ladder as necessary and as back-up in case of an accident.

c. **Electrical systems and appliances.**

The club's electrical circuitry was fully tested every five years. Any additions to or revisions of the hard wiring are undertaken by a NICEIC certified electrician. All portable electrical appliances are tested periodically with the next test due in 2024.

d. **Kitchen.**

There are a number of safety risks in the kitchen including burns and scalds, cuts from knives and other sharp items and slips arising from spills on the floor. To minimise these oven gloves are provided, knives are kept in a drawer and cloths are readily available. The floor and work surfaces are regularly cleaned and rubbish removed frequently. Users are advised that small children should be kept out of the kitchen and older children should only be there with adult supervision.

There are also food hygiene issues so regular cleaning is important. A fridge is provided.

e. **Building works.**

Building and maintenance around the premises, whether undertaken in-house or by contractors, is controlled so as to minimise risks to users of the premises. Users are informed of imminent works, signs are posted and, where necessary, rooms are taken out of use. Contractors are alerted as to who may be on the premises whilst they are working and their attention is drawn to any features which might be a hazard while they are working. Attention is also drawn to the use of the lane alongside the site by those attending Christ Church School.

f. **Grounds.**

The grounds and car park are kept clear of rubbish and vegetation is controlled by both weed killing and pruning. Cut foliage is burnt on site. Refuse and recycling bins are emptied frequently. There is a rota of volunteers who each week carry out maintenance. Working parties operate in the Spring and Autumn to undertake larger maintenance work. Contractors are appointed for major and specialist projects.

g. **Coronavirus.**

Measures are taken to reduce the spread of coronavirus. These include a high standard of hygiene, records of attendance and asking members to comply with Government, Methodist Church and Lawn Tennis Association instructions and guidance.

Action

*Draw attention to asbestos whenever appropriate.*

*Periodically remind people not to work at heights unaccompanied.*

*Periodic testing of portable electrical appliances.*

*Remind people to minimise burn, cut and slip risks in the kitchen and of food hygiene issues.*

*Alert users and contractors to risks from building and maintenance work and put rooms out of use when necessary.*

*Frequent clearing of rubbish.*

*Implement measures to reduce the spread of coronavirus.*

## **9. Action Summary**

*Rapid attention to any problems which emerge with security measures.*

*Regular cleaning, particularly of floor surfaces, and removal of clutter.*

*Play to be conducted in a safe and responsible manner.*

*Urgent attention to any trip hazards and repairs to or removal of damaged furniture.*

*Periodic reiteration of safety advice to those working.*

*Regular checks and replenishment of the First Aid Kit.*

*Action as necessary to avoid repeat accidents.*

*Replace the Accident Reporting Book and store in First Aid Cupboard.*

*Regular checks of the defibrillator and replacement of consumables – note the Paddles were replaced in December 2022 and have a shelf life of 2 years.*

*Advice to users as to the location of the First Aid Kits and accident report forms.*

*Annual inspection of play equipment.*

*Draw attention to asbestos whenever appropriate.*

*Remind people not to work at heights unaccompanied.*

*Periodic testing of portable electrical appliances.*

*Remind people to minimise burn, cut and slip risks in the kitchen and of food hygiene issues.*

*Alert users and contractors to risks from building and maintenance work and put rooms out of use when necessary.*

*Frequent clearing of rubbish from around the grounds.*

***Update this Health and Safety Risk Assessment annually.***