Haddington Table Tennis Club / Table Tennis East Lothian

Health & Safety Policy

Our Health & Safety policy sets out how we take reasonable care to ensure the safety, security and well-being of our members and those attending our coaching sessions.

Our policy is to:

- Undertake regular, recorded risk assessments of the club premises and all activities undertaken by the club.
- Create a safe environment by putting health and safety measures in place as identified by the assessment.
- Ensure that all members are aware of, understand and follow this policy.
- Appoint a competent club member to be responsible for with health and safety and first aid.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities, telephone contact of a qualified first aider at all times. All coaches will undertake first aid training.
- Report any injuries or accidents sustained during any club activity or whilst on the club premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

AS A CLUB MEMBER / PARTICIPANT IN COACHING SESSIONS YOU HAVE A DUTY TO:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- Co-operate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety or welfare.
- Bring any potential risks to the attention of the person in charge of the session.

CLUB HEALTH AND SAFETY / FIRST AID OFFICER: Gordon Aien Contact: 07985 942502

FIRST AID: Location of first aid facilities:

QUALIFIED FIRST AIDERS: Gordon Aien Contact: 07985 942502
Mark Pilkington Contact: 07704 198095

Roger Thomas, Chairman December 2016