**NORTHUMBERLAND TENNIS ACADEMY**

**HEALTH AND SAFETY POLICY**

1. **POLICY STATEMENT**

1.1 The Northumberland Tennis Academy (NTA) recognises that the health, safety and welfare at work of all employees, coaches and volunteers is the NTA’s responsibility and that a duty of care extends to other persons while they are on the NTA’s premises.

The NTA’s responsibilities include:

1. The provision and maintenance of equipment and systems of work that are, as far as is reasonably practical, safe and without risks to health.
2. Arrangements for ensuring, as far as is reasonably practical, safety and absence of risks to health in conjunction with the use, handling, storage and transport of articles and substances.
3. The provision of such information, instruction, training and supervision that is necessary to ensure, as far as is reasonably practical, the health and safety at work of employees.
4. The provision and maintenance, so far as is reasonably practical, of a safe place to work.
5. The provision and maintenance of the working environment that in so far as is reasonably practical, is safe, without risks to health and adequate as far as facilities and arrangements for welfare at work.
6. The employment of persons who are competent in the work for which they are engaged, together with a competent person responsible for the co-ordination and implementation of health and safety within the NTA.

1.2 The NTA also recognises that all employees, coaches and volunteers have a responsibility for their personal safety and a duty of care towards their fellow employees, coaches and volunteers.

 These responsibilities include:

1. The duty to comply with the safety instructions and directions laid down by the NTA Management Board.
2. The duty to use properly the means and facilities provided for safety and health at work.
3. The duty to refrain from the wilful misuse or interference with anything provided in the interests of health, safety and welfare, and any action that might endanger themselves or others.
4. ORGANISATION

2.1 Effective implementation of the safety policy will require participation from the NTA’s Management Board and all other employees, coaches and volunteers. Such participation shall be in the following manner:

2.2 General duties: NTA

1. The NTA shall be responsible for the effective implementation of the health and safety policy.
2. The NTA shall be informed of any incidents or accidents occurring on the premises or to employees.
3. The NTA shall keep under review the necessity for further safety measures, instruction and training to ensure the health, safety and welfare of all employees.
4. The NTA shall satisfy itself that the established safety measures, inspection, training and instruction are maintained and continued.

2.3 General duties: employees, coaches and volunteers

1. Employees, coaches and volunteers shall make themselves familiar with and conform to the safety policy.
2. Employees, coaches and volunteers shall observe all the safety rules at all times.
3. Employees, coaches and volunteers shall wear appropriate clothing and use appropriate safety devices as required.
4. Employees, coaches and volunteers will conform with all instructions from time to time given in respect of safety.
5. Employees, coaches and volunteers will report to a member of the NTA Management Board all accidents and damage, whether persons are injured or not.
6. Employees, coaches and volunteers will report all hazards to a member of the NTA Management Board.
7. Employees, coaches and volunteers must not use dangerous equipment unless they have been trained in the use of the machine.

Tom Kinloch

Chairman

Northumberland Tennis Academy Management Board

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