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**Health and Safety Policy for Hampshire Badminton Association (Westgate Badminton Centre)**

Approved by: Trevor Darlington

Title: Chair of Hampshire Badminton Association (HBA)

Issue Date: 24th January 2025

Review Date: January 2026

We believe our players, coaches, staff, volunteers, parents have the right to be treated with care, respect and dignity. Hampshire Badminton Association will demonstrate its responsibility to take reasonable care for the well-being and health and safety of its people.

**HEALTH AND SAFETY POLICY STATEMENT**

Hampshire Badminton Association is strongly committed to encouraging our member to take part, but the health, well-being and safety of each individual is always out paramount concern. We recommend levels of training dependent on fitness and ability, and expect our players to participate within these boundaries.

**ABOUT THIS POLICY**

* This policy sets out our arrangements for ensuring we meet our health and safety obligations to

staff and anyone visiting our premises or affected by our work.

* **The Chair of the HBA** has overall responsibility for health and safety and the operation of this

policy.

* This policy does not form part of any employee’s contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

**YOUR RESPONSIBILITIES**

* All staff share responsibility for achieving safe working conditions. You must take care of your

own health and safety and that of others, observe applicable safety rules and follow instructions for

the safe use of equipment.

* You should report any health and safety concerns immediately to the Chair of HBA.
* You must co-operate with managers on health and safety matters, including the investigation of any incident.

* Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

**TRAINING**

* We will ensure that you are given adequate training and supervision to perform your work

competently and safely.

* Staff will be given a health and safety induction and provided with appropriate safety training, including manual handling, control of substances hazardous to health (COSHH), asbestos awareness, gas safety, electrical safety and the use of equipment.

**EQUIPMENT**

You must use equipment in accordance with any instructions given to you. Any equipment fault or

damage must immediately be reported to the Chair of HBA. Do not attempt to repair equipment unless

trained to do so.

To support Health and Safety Policy Statement, we are committed to the following duties:

* Undertake regular, recorded risk assessment 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 given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development
* Ensure that normal operating procedures and emergency operating procedures are in place and known by all members
* Provide access to access to adequate first aid facilities, telephone and qualified first aider at all times
* Report any injuries or accidents sustained during any club activity or whilst on the premises of Westgate Badminton Centre
* Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness

All players, spectators, visitors, and people working for Hampshire Badminton Association at the Westgate Badminton Centre are expected to:

1. Take reasonable care of their own safety and the safety of others;
2. Co-operate with the Westgate School, Badminton England, and each other to enable compliance with any imposed legal duty or requirement;
3. Not interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety;
4. Comply fully with the health and safety policy statement and health and safety procedures;
5. Any accidents or incidents must be reported to the Facility Manager at Westgate School and the Chair of Hampshire Badminton Association;
6. Report all hazards, near misses, accidents, incidents dangerous occurrences and damage to plant and equipment;
7. Use any necessary protective clothing and equipment as provided;
8. Observe and follow all safe systems of work.
9. No pets/animals are allowed into the Westgate Badminton Centre at anytime (The only exception is assistance dogs)

**FIRST AID AND ACCIDDENTS**

* Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.
* First Aid kit will be kept in the reception upstairs and each team will have first aid within their kit.
* All accidents and injuries at work, however minor, should be reported to the Chair of HBA and the Westgate School’s Site Manager and recoded in the Accident Book, which is kept upstairs in the Reception.
* Qualified first aiders: Each session must have a minimum of one first aider at each session.

**FIRE SAFETY**

* All staff should familiarise themselves with the fire safety instructions, which are displayed on

notice boards and near fire exits.

* If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the

fire assembly point shown on the fire safety notices.

**RISK ASSESSMENTS AND MEASURES TO CONTROL RISK**

We carry out general risk assessments periodically. The purpose is to assess the risks to health

and safety of employees, visitors and other third parties as a result of our activities, and to

identify any measures that need to be taken to control those risks.

**Responsible for Health and Safety:**

Trevor Darlington

Chair of HBA