



HEALTH AND SAFETY AT WORK POLICY

Appendix E

INTRODUCTION

The Table Tennis Association of Wales Limited [TTAW] recognises its responsibilities in relation to the health, safety and welfare at work of all employees, whether on our premises or carrying out TTAW business elsewhere regardless of location. It recognises that a duty of care extends to other persons whilst they are involved in TTAW activities. This policy sets out TTAW's approach to performing its duty in relation to health and safety.

POLICY

The Chairman, supported and assisted by the Board of Directors, has the primary responsibility for the implementation of the health and safety policy. In addition, each manager is responsible for the health and safety at work both of employees and others involved in activities within their area of control. As an employee it is your duty to comply with TTAW's policy on Health and Safety and to take all necessary steps to ensure your own safety and that of others. Failure to comply with the provisions of this policy or obstructing its implementation may give rise to action under the disciplinary procedure up to and including summary dismissal.

ROLES AND RESPONSIBILITIES

1 Competent Person

The Competent Person appointed by TTAW, as required by the Management of Health and Safety at Work Regulations 1992, to assist in the implementation of health, safety and welfare statutory requirements is the Chairman.

2 Management

Implementation of health and safety arrangements is delegated to the Chief Executive Officer. The CEO will do all in their power to ensure so far as is reasonably practicable, compliance with the provisions of the Health and Safety at Work Act 1974 and subsequent related legislation, including:-

- Supporting and assisting the Chairman as the Competent Person in the discharge of their responsibilities to ensure adequate control of health and safety risks arising from work activities
- provide all required instruction, training, supervision and other relevant health and safety information to employees
- ensure that all employees are competent in the work activities they are engaged in
- continue to consult with and update employees on all Health and Safety issues
- provide, as a minimum, 'generic' risk assessments for all common tasks engaged in by employees where risk is involved and potential danger has been identified

- encourage all employees to take reasonable care for the health and safety of him/herself, fellow employees and all persons accordingly and to report any hazard which cannot be controlled personally to appropriate personnel.
- Carrying out periodic checks out to ensure compliance with statutory requirements, Codes of Practice and TTAW's standards relating to safety, health and welfare in the workplace, and taking any necessary steps to eliminate potential or actual hazards
- Investigating all accidents, incidents and near-misses thoroughly with a view to preventing recurrence.

3 Employees

All employees share the responsibility for ensuring a safe place of work and are expected to help and co-operate in achieving safe and hazard-free working. Specifically, employees must comply with the following:

- All precautions, protective clothing and equipment prescribed in an approved method of work must be applied as directed.
- Only personnel who are trained and authorised to use equipment, machinery or vehicles may do so, provided always that the item is in a safe and proper working condition, and that any guarding and other precautions are operating.
- All employees have a duty to bring to TTAW's attention via their Manager or Director any work situation which they consider represents an immediate danger to health and safety, or any item that the employee reasonably considers to be a shortcoming in health and safety precautions or arrangements.
- All equipment, work and storage areas should be maintained in a clean and tidy condition.
- All machinery, power supplies and materials must be left in a safe condition when unattended or when work ceases.
- Repairs and adjustments to equipment or machinery may only be carried out by those who are suitably qualified and authorised to do so.
- Any dangerous or injurious accident must be reported at the earliest opportunity to the Chief Executive Officer and appropriate details recorded in the Treatment and/or Accident Book as appropriate.
- Misuse or interference with any item provided in the interests of safe and healthy working conditions will be treated as serious misconduct.
- Practical joking, horseplay or reckless behaviour that might endanger others is forbidden.
- While working at external premises, employees must comply with all of the laid down safety policies, procedures and precautions operating at that site.

REGULATORY COMPLIANCE

1 Risk Assessments

TTAW has carried out assessments and taken appropriate steps in accordance with the various Health and Safety at Work Regulations 1992 (Management of Health and Safety at Work, Workplace Equipment Manual Handling & Workplace, Personal Protective Equipment and Display Screen Equipment).

2 Consultation

TTAW will consult with its employees as appropriate, and in accordance with the requirements of the Health and Safety (Consultation with Employees) Regulations 1996. In this the management

welcomes employees suggestions designed to eliminate potential hazards and to improve safety standards at work.

The Management Team and the Executive Board will give full backing to this policy and will support all those who endeavour to carry it out.

This Policy will be reviewed regularly in accordance with legislative requirements.