**Health and Safety Policy 2020/21**

This is the statement of general policy and arrangements for Leamington Lawn Tennis and Croquet Club Ltd

Janette George, Chair, has overall and final responsibility for health and safety.

Cheryl Doshi, Club Manager, has day-to-day responsibility for ensuring this policy is put into practice.

We will:

* Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
* Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
* Engage and consult with employees on day-to-day health and safety conditions
* Implement emergency procedures – evacuation in case of fire or other significant incident
* Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
* Carry out regular risk assessments and act on the information gathered

The Health and safety law poster is displayed in the dry storeroom behind the bar.

The first-aid box and the accident book are located behind the bar

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Janette George (Chair)

Date …………………………