

Health & Safety Guidelines for:

**Wyre Forest Leisure Centre, Silverwoods Way,
Kidderminster, Worcestershire, DY11 7DT**

Completed by: Adam Hope, Operations Manager

Date: 14/05/26

First Aid & Medical Response: The Operations Manager ensures a First Aid at Work employee is present on-site. First aid stock is checked weekly, and the first aid room is checked twice daily for cleanliness and operational readiness. To request First Aid, please make your way to the Reception desk.

Fire: A Fire Risk Assessment is completed regularly and routinely reviewed. Service, inspections and tests are completed routinely in line with Risk Assessment specifications. In the rare event of the evacuation alarm being triggered, please make your way to the nearest Fire Exit and safely across the car park to the Fire Assembly Point, located on the edge of the car park in the direction of the pub.

Equipment Maintenance: Equipment must be visually checked during setup. Any defects are reported via a help desk system and the equipment is immediately removed from use.

Safe Handling & Storage: Staff must be trained in the "Safe System of Work" for setting up badminton nets and posts. To prevent injury, posts must be stored upright and never stacked on top of one another. Pickle ball posts must be stored with their bags. Two persons are required to carry the bowls mats or use a trolley provided.

Cleaning Routine: The floor is swept daily, cleaned by the cleaner and lifeguard team daily, and mechanically cleaned as required.

Trip Hazard Mitigation: Staff are trained to ensure floor plates are flush with the surface to prevent trips, a process overseen by the Duty Manager.

Lighting Safety: All light bulbs are protected by coverings to prevent breakage from impact. Bulbs are replaced as needed, utilizing a genie lift and qualified personnel when required.

Equipment Servicing: Specialist equipment undergoes annual servicing, including the Tramontat wall, harnesses, and curtains.

Inspections: Areas are checked prior to use and on a regular basis throughout the day to ensure safety.

Storage: Equipment must be stored according to the specific plans displayed in the sports hall stores.

Access Control: Storage areas are kept locked to prevent unauthorized access.

Hazard Prevention: Curtains are stored correctly to eliminate trip hazards.

Defect Reporting: Any identified defects are recorded on the electronic Help Desk system and the equipment or area is made safe accordingly.