



# Health & Safety Policy

Tauranga Blue Rovers Football Club

## Background

The Tauranga Blue Rovers Football Club (TBRFC or The Club) are committed to providing a healthy and safe environment for players, officials, spectators, volunteers and any other visitors such as contractors and their employees.

In fulfilling this commitment, TBRFC will comply with all relevant legislation and continually strive to provide a safe environment. This Policy applies to the Clubrooms, use of any Council land used to facilitate the sport of soccer, equipment within the home grounds used by TBRFC and the activities that take part within such grounds.

This policy provides a summary of information relevant to health and safety in our club and we ask that you familiarise yourself with this. We recognise that if we work together as a Club and Community on all aspects of health and safety, we will all benefit by way of a better outcome moving forward.

## Our Commitment and Duties

To support a Health and Safety policy statement, TBRFC are committed to the following:

- Provide a safe and healthy club and environment by Identifying and controlling any hazards and risks;
- Establish and maintain communication on health and safety including providing information to foster awareness of health and safety;
- Support employees and club members participation in health and safety matters;
- Identify needs and provide training on health and safety;
- Demonstrate a commitment to the accurate reporting and recording of health and safety matters.
- Report any injuries or accidents sustained during any activity undertaken in areas under the control of TBRFC;
- Notify Worksafe New Zealand of a 'notifiable event'; (<https://worksafe.govt.nz/notifications/notifiable-event/what-is-a-notifiable-event>)
- Review all safety incidents and implement any changes required to prevent any reoccurrence;
- Maintain a register of approved contractors who would be required to follow safe work practices at all times, to be accountable for their actions and to be aware of their responsibilities;
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

As Club members of TBRFC and users of our facilities, you have a duty to:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do;
- Cooperate with the Club on health and safety issues including reporting of known accidents or near misses involving Club members or visitors;
- Observe all safety rules (including warning signs) and risk control;
- Correctly use all equipment provide by the Club;
- Not interfere with or misuse anything provided for your health, safety or welfare;
- Ensure that alcohol is consumed only in the designated areas, that is the clubrooms and surrounding deck areas by persons who are of legal drinking age within New Zealand;
- Be aware of the location of the First Aid Kit and emergency equipment.

## Induction

All committee members and volunteers of TBRFC are requested to read this health and safety documentation and to familiarise themselves with the information contained within.

## Risks

As members, we are all responsible for identifying potential risks in the TBRFC environment. A list of potential risks that have been identified are attached to these policies and procedures. Please let the Club's Health and Safety Co-ordinator know if you see anything you consider hazardous so that they can add it to the risk register and take any appropriate action required to prevent any harm.

## Accident/Emergency

If an accident or near miss involving **serious harm** occurs:

1. Don't move the person
2. Call 111 – request appropriate service
3. Identify yourself and location
4. Identify number of people injured and type of injury
5. Follow the instructions of the emergency personnel on the phone
6. Stay with the injured person until ambulance arrives.

The First Aid kit is kept in the kitchen at Meredith Hall – cupboard containing kit is clearly marked. Ice is also available in the fridge upstairs. All coaches for Blue Rovers carry a basic first aid kit in their coaches' bag together with ice packs.

All accidents or near misses need to be notified to the Club's Health and Safety Co-ordinator. Please fill out the Incident form and send to the H & S Co-ordinator who will be responsible for informing Worksafe New Zealand if the incident is classified as a notifiable event. Otherwise the accident will be reviewed, and any steps required to be taken to eliminate or minimise any risks to prevent a similar reoccurrence of the accident in the future.

## **Clubroom evacuation procedure in the event of a Fire**

In the event of a fire at the Clubrooms:

1. Immediately vacate the building via the closest exit and stay well clear of the structure;
2. Make sure any visitors leave the building with you;
3. Walk – do not run;
4. Do not return for any personal belongings under any circumstance;
5. Do not extinguish the fire unless there is no personal danger to you or anyone else
6. Call 111 and ask for Fire;
7. Identify yourself and your location to the emergency personnel on the phone and follow any instructions they may give.

## **Earthquake safety**

In the event you are in the Clubrooms during an earthquake:

1. Keep calm;
2. Move away from windows, equipment and any shelves that may fall.
3. Drop, cover and hold;
4. Stay indoors until the shaking stops;
5. Be prepared for aftershocks.

When the shaking stops:

1. Keep calm and help those who may need assistance;
2. Ask someone to turn off all electrical sources;
3. Check for small fires and call 111 if required to assist;
4. Check for any hazards as you evacuate the building
5. Keep together and meet at assembly point.
6. Listen to your local radio station for Civil Defence instructions.

If you are outside on the grounds during an earthquake:

1. Keep calm;
2. Keep clear of any trees or lighting stands;
3. Drop, cover and hold;
4. Be prepared for aftershocks.
5. Keep together and meet at assembly point.

## **Contractors Onsite**

TBRFC is firmly committed to the provision of a safe and healthy workplace or environment for Contractors, Sub-Contractors and visitors. The Club will ensure Contractors and Sub-Contractors will:

- Identify any hazards they will be bringing to site and how those hazards will be mitigated;
- Ensure their employees and/or Sub-Contractors have received appropriate safety training for the job;
- Ensure that any safety or personal protective gear required to do the job for which they are engaged is available and being used on site;
- Report any accidents or near misses incurred by the Contractors, employees of the contractors, Sub-Contractors or visitors to the Club's Health & Safety Co-ordinator.

## Smoking (includes the use of vaporisers)

All areas in the Clubrooms, and immediately next to the Clubrooms, are designated non-smoking. Smoking is permitted in outside areas away from the Clubrooms provided others are protected from smoke drift and passive smoking by the smoker keeping their distance from people, and any open windows and doors within their close proximity.

## Member's Welfare

The Club wants to ensure that the welfare of all members is looked after. This will involve a diverse range of actions ranging from coaches and managers prioritising the welfare of a player when he/she is carrying an injury to members who are supporters respecting the decisions of referees officiating at games.

The Club, all members, players, coaches, managers, referees, parents and guardians are required to abide by the New Zealand Football Code of Conduct and Blue Rovers Codes of Conduct. Members should also make themselves familiar with the following key documents.

- Child and Vulnerable People Policy
- NZ Football Guidelines for Working with Children and Vulnerable Adults 2023
- Risk and Hazard Identification
- Incident Report Form

## Contacts and Information

What	Where / Who
Trained First Aider	TBA
First Aid Kit - Clubrooms	In the cupboard in kitchen at Meredith Hall, and in the shelves in the storage area at Meredith Hall.
First Aid Kits – for games and training	All Coaches carry basic first aid kits including ice packs
Hazard Register	In the Health & Safety folder located upstairs in Clubroom
Accident Register	In the Health & Safety folder located upstairs in Clubroom
Fire Extinguishers	1 x located in upstairs kitchen. 1 x located downstairs in basement.
Fire Exits for Meredith Hall	Main entry and as marked by exit signs
Assembly Point in event of evacuation	Rear of building on lower field behind houses
Contact person for keys	Club Grounds Officer
Health & Safety Coordinator	Catherine Hubert