



# Health & Safety Policy

## OVERVIEW

Tauranga City AFC (TCAFC) is committed to providing a safe and healthy environment for everyone on its premises. People should be protected against harm as far as possible, and health and safety hazards should be identified and addressed quickly and thoroughly.

TCAFC believes maintaining a safe and healthy environment is everyone's responsibility, though it acknowledges everyone will have different roles and responsibilities.

- Support an environment at TCAFC that is safe and healthy
- Provide a process for proactively identifying, reducing and eliminating hazards and risks to health and safety at TCAFC.

This policy applies to anyone involved in TCAFC. This includes volunteers, participants, supporters, club members, employees, service providers, and families/whānau of participants.

## Appointment of Health & Safety Officer

At least one member of TCAFC is to be appointed as a Health and Safety Officer. The Health and Safety Officer is responsible for:

- updating and maintaining the Hazard Identification Register
- maintaining the Visitor Register
- completing Incident Reporting Forms
- undertaking a dedicated three-monthly hazard identification process, including:
  - physical inspections of the premises, equipment, and practices
  - analysis of tasks and how they are carried out by employees/volunteers
  - analysis of processes carried out on the premises
  - analysis of previous 'near miss' incidents.
- reporting to the Committee/Board on identified hazards, incidents and near misses
- overseeing the implementation and management of this Health and Safety Policy.

## Health and safety responsibilities

### EVERYONE

Everyone will:

- take reasonable care of their own health and safety
- take reasonable care to ensure their actions or inactions do not affect the health and safety of others
- share the responsibility equally, by identifying and reporting hazards, near misses and incidents using the Hazard Identification Register and Incident Reporting Form to the Health and Safety Officer
- join in relevant health and safety training as required



# Health & Safety Policy

- follow this Health and Safety Policy.

## EXECUTIVE COMMITTEE

The Executive Committee will:

- provide and maintain a safe and healthy environment at TCAFC, including making sure TCAFC's premises, equipment and activities meet appropriate health and safety standards
- appoint at least one Health and Safety Officer
- make health and safety a permanent agenda item at all meetings
- ensure employees, volunteers and contractors use safe ways of working
- provide all information, training and supervision required to minimise health and safety risks
- address identified hazards and actions required from reported incidents/near misses
- provide specific opportunities for employees/ volunteers to raise health and safety issues and suggest areas for improving TCAFC's health and safety process

## STAFF/VOLUNTEERS

Staff/volunteers will:

- prioritise health and safety in everything they do
- supervise the children/young people in their care
- make sure they understand what good health and safety practices look like in the context of the activity/sport.

## CONTRACTORS

Contractors will:

- comply with all regulations, and codes of practice applying to their trade or profession
- advise the Health and Safety Officer of all hazardous equipment, machinery, or substances that are bought onto TCAFC's premises
- record any incident or near miss on the Incident Reporting Form and provide it to the Health and Safety Officer
- use all safety clothing/equipment required to minimise the risk of injury to themselves or others.

## VISITORS

Visitors will:

- fill in the Visitor Register when entering **TCAFC's** premises
- supervise all children, as and when required



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## EMERGENCY PROCEDURES

### Earthquake

- Keep calm
- Drop, cover and hold
- Do not run outside, stay indoors where practical
- Keep away from windows and heavy furniture
- If necessary, evacuate using a previously identified route. Take bags, phones, wallets and emergency supplies

### Tsunami

- Go to high ground immediately - know in advance your route to a safe location
- Go at least one kilometre inland or 35 metres above sea level. Make sure to leave room for the people behind arriving behind you
- Don't be tempted to go "sightseeing"
- Listen to the radio for information and follow Civil Defence instructions

### Fire

- Raise the alarm
- Evacuate
- If safe to do so, activate any emergency shut down systems
- Call 111 and your manager
- If it's a small fire and it's safe to do so, use your fire extinguisher – if it's a large fire, don't try to extinguish it – retreat to a safe distance and call 111
- Don't use water on petroleum or electrical fires
- Do not endanger yourself
- Make sure you have an escape route

Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy or report it to [hello@tcafc.co.nz](mailto:hello@tcafc.co.nz) who will pass this onto the TCAFC Health and Safety Officer.