

EAST CITY FUTSAL INDOOR SOCCER CLUB INC

HEALTH AND SAFETY POLICIES AND PROCEDURES

May 2018

Purpose

The purpose of this Policy is to create a safe and healthy club environment for our club members and visitors and do all we can to prevent accidents and illness in our club environment at the Barfoot and Thompson Stadium.

This Policy documents the Club's commitment to meeting its obligations under the Health and Safety at Work Act 2015 (HWSA).

Objectives

The East City Futsal Health and Safety programme aims to:

- Promote excellence in health and safety management;
- Continually improve current health and safety performance;
- Provide a safe and healthy club environment;
- Identify and control or mitigate hazards and risks;
- Establish and maintain communication on health and safety;
- Support 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.

East City Futsal will:

- Regularly inspect the Stadium to identify, manage and control/mitigate hazards and risks and establish safe club and work practices and report to the Stadium Manager;
- Provide information to foster awareness of health and safety;
- Make adequate preparations for emergencies via The Stadium;
- Record all reported accidents and "near misses" to the Stadium Manager
- The Stadium Manager will notify Worksafe New Zealand of a "notifiable event";
- Provide reasonable opportunities for Club members to be involved in health and safety.

Club members will:

- Contribute to the process of risk identification and, as required, assist in the analysis and control of hazards and risks;
- Ensure all known accidents or near misses involving Club members and/or visitors are reported to the Grade Co-Ordinator, who will inform the Chairperson, and if required report to Stadium Manager – The Chairperson will report via the HSE Connect
- Not undertake any activity which is unsafe;
- Look out for the safety of fellow Club members or visitors;
- Observe all safety rules (including warning signs) and risk controls.

Definitions

The terms 'workers', 'volunteers', 'volunteer workers', 'PCBU' and other terms used in this policy have particular meanings in the HWSA. For a list of definitions see Worksafe's [definitions](#).

Environment

The Club has different physical environments which pose different hazards, and which are used by people with varying obligations for the Club under the HWSA:

1. The Stadium and carpark is used by a wide range of people including workers, volunteers, volunteer workers, contractors, visitors and the Club's members.

A key principle of health and safety is that those who are best placed to manage hazards do so.

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 rest of this policy focuses on health and safety as it relates to the Stadium.

Risks

We are all responsible for identifying potential risks in the Stadium environment. A list of potential risks that have been identified can be found in the Risk and Hazards Register at the Stadium.

All users of the Stadium are responsible for:

- Taking care of their own health and safety.
- Complying with all health and safety instructions.

Accidents/Emergency

When an accident or near miss occurs at the Stadium, the below steps must be followed.

Firstly, ensure the injured person receives the required medical treatment.

There is a first aid kit located in a cupboard of East City Futsal and the Stadium kitchen, plus the Defibrillator is situated in the main entry foyer

If an accident or near miss involving serious harm occurs:

- Don't move the person
- Call 111 for an ambulance and seek the appropriate medical treatment.

All accidents or near misses need to be notified to the Committee via the Grade Co-ordinator.

The Committee will inform the Stadium if the incident is a "notifiable event" and otherwise review the accident or near miss and take steps to eliminate or minimise any risks to prevent a similar accident happening again.

Clubrooms evacuation procedure

The evacuation procedures for the Stadium are posted in the foyer, and exit doors have signs on them.

Fire Safety

Fire exit doors are identifiable via signage, and are kept clear of obstacles.

In the event of a fire:

- If possible, operate the nearest fire alarm
- Call 111
- Use a fire extinguisher if it is safe
- Immediately vacate the building via the closest exit
- Make sure any visitors leave the building with you
- Walk, don't run
- Don't return for personal belongings
- Report to the meeting point on the field.

Smoking

All areas in the Stadium and on school grounds are designated non-smoking. Smoking is NOT permitted inside and outside.

Earthquake safety

In the event of an earthquake, move away from windows and anything that could be dangerous if it falls. Find cover under tables or doorways.

After the earthquake, if it is safe to do so, evacuate the building and assemble on the field. Stay on the field.

Check for injuries, hazards and fires.

Important Health and Safety Contacts and Information

| What | Where/Who |
|---|---|
| First Aid Kit | In the kitchen cupboard next to office East City Club Cupboard |
| Risk Register | Stadium Office |
| Accident Register | In the Foyer next to office door |
| Fire Extinguishers in Stadium | Noted by Signs – plus Sprinkler System |
| Fire Exits | Noted by Signs |
| Assembly point in the event of the Stadium evacuation | The Field |
| Contact person for Stadium | The Manager |
| Health and Safety Co-ordinator | Club Chairperson |

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