



Eden Epsom Tennis & Squash Club

Health and Safety

Policies & Procedures

Address: 1 Penrhyn Rd Mt Eden, AUCKLAND

Date: November 2021

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Health and Safety Policy Statement

Health and safety is everyone's responsibility, and everyone is expected to share in our commitment to work together to keep each other safe against harm to our health, safety and welfare by eliminating or minimising risk. This includes players, coaches, referees, support staff and spectators.

The Club will provide fair and effective workplace representations, consultation and cooperation and resolution of issues regarding health and safety.

As we actively promote improvements through advice, information and education and training, we will all achieve higher standards of safety for our members and others in our shared space.

Note: Members includes: any employee, contractors, person gaining work experience and volunteers.

To achieve this we will:

- Comply with relevant Health & Safety legislation this includes government regulations or guidelines as it relates to Covid19 virus and vaccinations.
- Systematically identify new hazards, existing hazards and regularly monitor these hazards in our facilities
- Work together we will take reasonably practicable steps to ensure that any significant hazards to staff are minimized, and workers are to be protected, where elimination is impracticable
- Have systems in place to record all incidents, near misses or injury. We will ensure these are reported and investigated, updating our hazard observation form and complete our risk management process to eliminate.
- Provide relevant training to all staff and volunteers.
- Communicate actions to prevent harm to any other staff.
- Our Executive Board will have up-to-date knowledge of workplace health and safety. This will include understanding the operations of our organisation, and the hazards and risks associated with those operations.

Health and Safety Plan

PROCEDURES

All staff and others have a duty of care as follows:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- Comply so far as the staff are reasonably able to comply with the Health & Safety Act
- Cooperate with any reasonable policy or procedures relating to health and safety in the workplace, that has been notified to the staff

SUPERVISION

Supervision of children must be the responsibility of the parent and / or caregiver. Children must be supervised at all times while in attendance at our facilities.

HEALTH AND SAFETY OFFICER

At least one staff member of The Club is to be appointed as Health and Safety Officer.

This person shall be responsible for:

- Maintaining and updating the Risk Management Form.
- Addressing new hazards when and where they are identified from others.
- Completing and dealing with Accidents reports. This includes investigations into the incident and accidents and also advising WorkSafe NZ as required by legislation.
- Ensuring that the facilities meet Health and Safety requirements.

Risk Management

HAZARDS

Hazards are identified as anything that has the potential to cause harm.

Hazard Identification

There are five major areas hazards can be broken into. These are:

Physical	Chemical	Biological	Ergonomic	Organisation
Weights Falls Lighting Noise Ventilation Burns Vibration Electricity	Cleaners Solvents Fumes Vapours Lack of oxygen Acids Corrosives Sprays Dust Smoke Mist	Air conditioning systems Infection Legionnaires disease Needle stick injuries Allergies Insects	Work stations Work postures Overuse injuries Seating	Hours of work Work pressure

Causal Factors

There are three categories of hazard that can cause risk. These are:

- People
- Equipment
- Environment

Risks

When identifying risks (forms of loss) there are five main categories. These are:

- Damage to the environment / surrounds (S)
- Loss or damage to equipment (E)
- Injury / illness (I)
- Financial loss (F)
- Loss of credibility (C)

Risk Assessment

Having identified the risks involved in our programmes we need to assess them in terms of their likelihood to occur. Each identified risk must be rated to describe:

- the likelihood of the risk occurring (likelihood); and
- the loss or damage impact if the risk occurred (severity);
- the priority, or degree of urgency required to address the risk

COVID19 & VACCINATION

Eden Epsom Tennis & Squash Club (The Club) require all staff, members, suppliers or visitors who are or intend to be on our premise to be fully vaccinated against the Covid19 virus and maintain their vaccination status through booster shots as per the government guidelines.

The Club reserves the right to request any person to provide information so their vaccination status may be checked and any person found to be non-vaccinated will be refused service and requested to leave the premises.

The Club will provide any person with support and/or information as required to assist them in their decision to be vaccinated.

Any member denied access due to non-vaccination will have their membership fees suspended until they are fully vaccinated up to a period of 4 weeks to provide them time to be fully vaccinated. Should the member elect not to be vaccinated, any membership fees in credit, will be refunded.

The Club will recognize any person that has a New Zealand recognized medical exemption certificate, but reserves the right to place reasonable restrictions to protect vulnerable members and/or to request weekly Covid19 tests.

SITE SAFETY INSPECTIONS

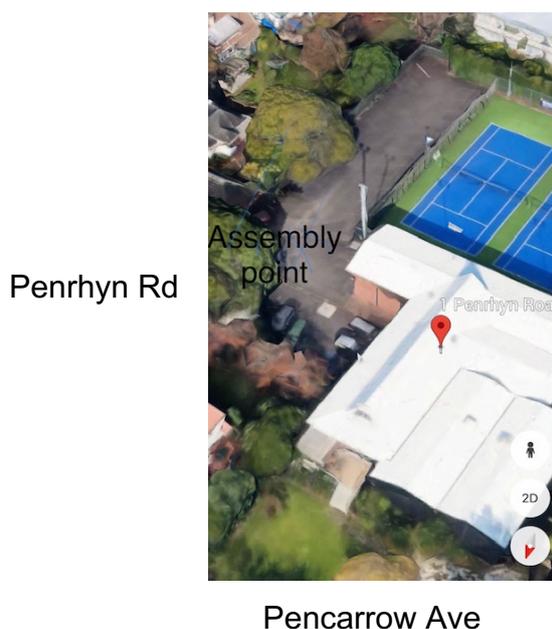
The Health and Safety Officer will complete a site safety inspection annually.

Emergency Procedure

EVACUATION PLAN

In the case of an emergency such as a fire, earthquake or other event requiring evacuation, all occupants of The Club shall cease activities and immediately move to the sign posted evacuation area via the safest route.

PLEASE MEET IN THE CARPARK BY THE ASSEMBLY POINT SIGN.



Member/Visitor will contact the emergency services.

A copy of the evacuation plan identifying this location will be displayed in a prominent place at all times.

FIRE

Fire extinguishers are located **[at the front door; Kitchen; hose at top of stairs]** and is readily accessible at all times. These extinguishers are not to be interfered with for any reason, other than practical use in a fire situation.

Accidents and Injuries

All accidents and incidents affecting staff or visitors are to be reported to the Health and Safety Officer and recorded in the Accidents Report Form.

**First aid kits are available in the Foyer and Upstairs
A defibrillator (AED) is found in the Foyer beside Squash Court 5**

For serious accidents or incidents, the following procedure shall take place:

1. Make sure the environment is safe for yourself, others and the injured person.
2. Assess the situation and check for a response. Is first aid required?
3. Get injured persons' name if possible.
4. Send for help. If the emergency requires serious medical assistance dial 111 and ask for Ambulance. If you are not sure whether Emergency Services are needed, call anyway; they can help you decide.
5. If you do not have a phone with you (or cannot get coverage) send someone else to the nearest dwelling, business etc.
6. The following information will be required by the ambulance controller:
 - The address of the incident, including suburb and city. This is especially important if you are calling from a mobile.
 - The telephone number you are calling from.
 - What has happened
 - The number of people who are ill or injured.
7. If the accident involves traffic, report to Police (111) after requesting Ambulance.
8. Provide first aid if required.

FIRST AID PROCEDURE

Preserve the life:

- Keep the airway clear
- Make sure the casualty is breathing and has a pulse
- Stop any bleeding
- Treat shock
- Treat other injuries in order of seriousness

Prevent worsening:

- Never move the casualty unless there is danger, and then move them in a way that will avoid further injury
- Comfort and reassure the casualty
- Give protection from weather, traffic, and the cause of the initial injury
- Place the casualty in the recovery position if appropriate

Promote recovery

- Ask someone to call an ambulance as soon as possible
- Stay with a sick or injured person until help arrives
- Alert next of kin and update club documents.

Notifiable Events

It will become a notifiable event in the case of:

Any death of a person OR

A notifiable injury or illness OR

A notifiable incident

A notifiable injury requiring any person to have immediate treatment as an inpatient or for any of the following reasons:

- Any amputation of any part of the body
- A serious head injury
- A serious eye injury
- A serious burn
- The separation of the skin from underlying tissue
- Spinal injury
- The loss of bodily function
- Serious laceration

A notifiable illness that affects people's health include:

- Chemicals or metal fumes generated by work processes can cause breathing difficulties such as asthma
- Solvents or glues used as work for painting, printing and building can cause skin allergies such as dermatitis and can affect your nervous system
- Repeated movements, constant muscle tension or lifting may cause an overuse disorder

A notifiable incident means:

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape or pressurised substance
- An uncontrolled escape of gas or steam
- Electric shock
- A fall or release from height of any plant, substance or thing
- The collapse, overturn, failure or malfunction of, or damage to, any plant that is required to be authorised by regulations
- The collapse or partial collapse of a structure

The Health and Safety Officer will advise WorkSafe NZ of any notifiable event. This will be reported within 7 days. Reports will be kept for a minimum of five years from the date of the event.

WORKSAFE NZ: 0800 030 040

