



# FENCIBLES UNITED AFC

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## Health & Safety Policy

### 1. Purpose

The purpose of this policy is to create a safe and healthy club environment for our club members and visitors, and to do all we can to prevent accidents and illness in our club environment. This policy documents the Club's commitment to meeting its obligations under the Health and Safety at Work Act 2015.

### 2. Objectives

The Fencibles United Health and Safety Programme aims to:

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

### 3. Measuring our Performance

Fencibles United will:

- Regularly inspect the Clubrooms to identify, manage, and control/mitigate hazards and risks to establish safe club and work practices
- Provide information to members to foster awareness of health and safety.
- Make adequate preparations for emergencies.
- Record all reported accidents and "near misses" and investigate where necessary to ensure future accidents are avoided.
- Notify WorkSafe New Zealand of any "notifiable event".

#### **4. Club Members Responsibilities**

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 their Grade Convenor, Players Committee Representative or Fencibles Board member.
- 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.

#### **5. Definitions**

The terms 'workers', 'volunteers', 'volunteer workers', 'PCBU', and others used in this policy have particular meanings in the Health and Safety at Work Act 2015.

#### **6. Football Environment**

The Club has different physical environments which pose different hazards, and which are used by people with varying obligations for Fencibles United under the Health and Safety at Work Act 2015:

1. The Clubrooms (Riverhills & William Green): used by a wide range of people, included but not limited to workers, volunteers, volunteer workers, contractors, visitors, and Club members.
  2. Football Pitches and Facilities: including buildings and carparks.
- A key principle of health and safety is that those who are best placed to manage hazards do so. Fencibles United wishes to ensure that the welfare of all members is prioritised. This will involve a diverse range of actions (such as coaches/managers prioritising the welfare of an injured player, or members who respect decisions of match officials at games).
  - New Zealand Football and its Federations are accountable for providing a safe playing environment for our players at their grounds.
  - Any hazards or health and safety issues identified by Club members or supporters should be notified to the Fencibles Board and Northern Region Football.
  - A list of potential risks has been identified and can be found in the Hazard Register located at both Clubrooms (Riverhills & William Green Domain).
  - All users of the Clubrooms and Club facilities are responsible for taking care of their own health and safety, as well as complying with all health and safety instructions.

#### **7. Accidents/Emergency**

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

- Assess the nature of the injury and seek assistance from any medical professionals or qualified first aiders present.

- Call 111 for an ambulance if the injury appears serious and seek appropriate medical treatment.
- Do not move the injured person if there are concerns over the nature of the injuries, await professional medical advice.
- If the incident occurs in at Riverhills or William Green Domain Clubrooms there is a first aid kit and an AED on site at each location.
- All accidents or near misses must be reported to the Fencibles Board. The Board will then inform WorkSafe New Zealand if the incident is a 'Notifiable event,' and otherwise review the accident or near miss and take steps to mitigate any risks for future prevention purposes.

## **8. Clubroom Evacuation Procedure**

Evacuation procedures for the Clubrooms are posted on the wall at the Clubrooms entrance. Emergency exit doors have signs above them and are clearly marked.

## **9. 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/hose if safe to do so
- Immediately vacate the building via the closest exit
- Make sure any visitors leave the building with you
- Walk, do not run
- Do not return for personal belongings
- Report to the meeting point outside of the clubrooms

## **10. Smoking**

All areas in the Clubrooms are designated non-smoking. Smoking is discouraged anywhere on the premises, although is permitted outside.

## **11. 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 in the carpark area outside the Clubrooms. Check for injuries, hazards, and fires.

## **12. Contractors on Site**

The Club is firmly committed to the provision of a safe and healthy workplace or environment for staff members, contractors, subcontractors, and visitors. The Club will ensure contractors and subcontractors have a safe environment to work and the

contractors and subcontractors will:

- Identify any hazards they will bring on to the site, and how these will be mitigated.
- Ensure their employees and/or subcontractors have received appropriate safety training.
- Provide any emergency and personal protective equipment they may require.
- Report any accidents or near misses incurred to the Board Member.

### **13. Responsibility**

It is the responsibility of the Fencibles Board to manage the application of this Policy. Contact details are available on the Club website.

### **14. Review**

This policy was reviewed and approved by the Fencibles Board. It will be reviewed annually. The next review will be in September 2022

### **15. COVID**

Under the Health and Safety at Work Act 2015 (HSWA) clubs (as PCBUs) are required to take all reasonable steps to provide a safe working environment for club members. This includes:

- Eliminating and managing the risk of the spread of Covid-19 (and other infectious disease) so far as reasonably practicable.
- Managing other health and safety risks, including those linked to or amplified by the Covid-19 environment.
- Supporting the wellbeing of our Club's members through this period of uncertainty and change.
- Consulting and coordinating with other PCBUs as part of their response ie. Sport NZ, NZ Football and Northern Region Football.
- Engaging with stakeholders about health and safety issues and working to achieve a mutually acceptable outcome.

Stay Informed and Communicate Regularly

- Fencibles will visit official websites regularly to keep up to date with current information, guidance and public health requirements. These can change at short notice as the situation changes, or with new information or scientific knowledge about Covid-19.
- The Club will follow policy announcements from Sport NZ, NZ Football and Northern Region Football (NRF).
- The Club will ensure we keep club members informed by maintaining up to date information and guidance on our club website and through regular communications.

Prepare for change

- Fencibles United will remain prepared and have documented plans in place for different scenarios that may occur, particularly those that are likely to result in changes to NZ's alert

levels noting these could be applied at a town, city, territorial local authority, regional or national level.

- The Covid-19 Public Health Response Order 2021 sets the public health requirements for managing the risk of Covid-19 transmission. It identifies the controls needed to minimise the risk for club members.

Following the guidance from Government, Health Agencies, Sport NZ, NZ Football and Northern Region Football, Fencibles will adopt their recommendations. These could include;

- Regularly engaging with club members, contractors, suppliers and other relevant PCBUs via email, website posts or Facebook posts.
- Encouraging Contact Tracing via use QR scanning codes or contact tracing book. QR scanning code posters will be attached around our two clubrooms and grounds.
- Social distancing protocols will be managed through the transitions between alert levels.

Monitor, Check and Provide Assurance

- Fencibles will ensure they have processes in place to monitor and check controls during all alert levels.
- Fencibles will ensure all equipment used in training sessions is cleaned afterwards.
- Ensure hand sanitizer is available to all coaches to ensure all players can sanitize their hands after training.
- Roll taking of players attending training sessions or programmes.

## HEALTH AND SAFETY CONTACTS AND INFORMATION

Fencibles United Health & Safety Contacts	
Health & Safety Coordinator	Karen Berry secretary@fencibles.org.nz
Club Chairman	Aaron Carson chairman@fencibles.org.nz
Health & Safety Information	
Location of First Aid Kit	<b>William Green:</b> Located in the canteen below the clubrooms. <b>Riverhills:</b> Located in the upstairs bar area of the clubrooms.

<b>Location of AED</b>	<b>William Green:</b> Located behind the main wall of the changing rooms along the corridor to the toilets. <b>Riverhills:</b> Located in the Referees room number 7 at the back of the clubrooms.
<b>Scanning code posters</b>	
<b>Location of Risk Register</b>	
<b>Location of Fire Extinguisher/Hose</b>	
<b>Assembly Point</b>	Concrete carpark outside

**Chairman, Fencibles United**

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