



Ellerslie AFC

Health and Safety Policies and Procedures (Nov 2015)

Club Commitment and Health and Safety Policy

Purpose

It is up to all of us at Ellerslie AFC to create a safe and healthy club environment and workplace for our employees, club members and visitors. We need to work together and do all we can to prevent accidents and illness in our work and club environment. This policy provides a summary of information relevant to health and safety in our club and we ask that you familiarise yourself with it. We recognise that if we work together on all aspects of health and safety, we will get a better end result.

Objectives

The Ellerslie AFC's 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 and work environment;
- Identify and control or mitigate hazards and risks;
- Establish and maintain communication on 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.

Ellerslie AFC will;

- Regularly inspect the Club's environment to identify, manage and control/mitigate hazards and risks and establish safe club and work practices;
- Provide information 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 a "notifiable event";
- Ensure employees are properly trained to do their work in a healthy and safe manner; and
- Provide reasonable opportunities for you, as Club members or employees, to be involved in health and safety.

As Club members and Ellerslie AFC employees, we ask you to:

- 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, visitors and/or employees are reported to the Health and Safety Co-ordinator;
- Not undertake any activity which is unsafe;
- Look out for the safety of fellow Club members, visitors and/or employees;
- Observe all safety rules (including warning signs) and risk controls.

Induction

On joining Ellerslie AFC as a member or becoming an employee, please read this health and safety information.

Risks

We are all responsible for identifying potential risks in the Ellerslie AFC 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 he/she can add it to the risk register and take action to prevent harm.

Accidents/Emergency

When an accident or near miss occurs at Ellerslie AFC, please follow these steps:

Make sure the injured person receives the required medical treatment.

There is a first aid kit located on the turfside wall of Club Hub. Ice is in the freezer in Club Hub.

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.

If a defibrillator is needed, one is located in the reception area of the YMCA adjacent to Club Hub. A person qualified in the use of the defibrillator is always on duty at the YMCA.

If an ambulance is required to get close to the field (either at Michaels Ave, Simson Reserve or Liston Park) please call Ryan Shiffman 021 08288766 to access a key or Auckland Council on 3010101 and ask security to attend.

All accidents or near misses need to be notified to the Club's Health and Safety Co-ordinator. Please fill out the attached form and send it to the Club's Health and Safety Co-ordinator.

The Club's Health and Safety Co-ordinator will inform Worksafe New Zealand 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.

Clubhouse evacuation procedure

Please familiarise yourself with the evacuation procedure if you are in the Clubhouse and a fire or emergency occurs.

Fire Safety

How to be fire safe:

- Don't block fire exits
- Keep fire doors closed

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 concrete area outside Club Hub beside the turf.

Smoking

All areas on the artificial turf, in the Clubhouse and Club Hub are designated non-smoking. Smoking is permitted 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, desks or doorways.

After the earthquake, evacuate the building or turf and assemble on the concrete area outside Club Hub and beside the turf.

Check for injuries, hazards and fires.

Contractors on Site

The Club 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 have a safe environment to work and contractors and sub-contractors will:

- identify any hazards they will be bringing to the site and how those hazards will be mitigated;
- ensure their employees and/or sub-contractors have received safety training for the job;
- provide any emergency and personal protective equipment they may require; and
- report any accidents or near misses incurred by the contractors, employees of the contractors, sub-contractors or visitors to the Club's Health and Safety Co-ordinator.

Members' 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

(<http://www.nzfootball.co.nz/rules-and-regulations/>)

Additionally the Club has a Child Protection Policy

(www.ellersliefootball.org.nz/UFresource/Child_Protection_Policy_010813.pdf)

and an Anti-Harassment Policy

(www.ellersliefootball.org.nz/resources/2015/Policies_Anti_Harassment.pdf)

Important Ellerslie AFC Health and Safety Contacts and Information

What	Where/Who
Trained First Aider	Ryan Shiffman 021 08288766
First Aid Kit	Club Hub – hanging on the wall turf side, ice in freezer
Defibrillator	YMCA reception area
Risk Register	In the health and safety folder at Club Hub
Accident Register	In the health and safety folder at Club Hub
Fire Extinguishers	In the Club House kitchen Club Hub
Fire exits for Club House	Main entry and fire escape door (left middle corner if you are standing at the main entrance)
Assembly point in the event of an evacuation	Concrete area outside Club Hub beside the turf
Contact person for key to gates	Ryan Shiffman 021 08288766 Auckland Council 3010101 24hours, ask Council to send security
Health and Safety Co-ordinator	Ryan Shiffman 021 08288766 coaching@ellersliefootball.org.nz