

# Cashmere Technical Football Club

## Health and Safety Policy and Procedures (August 2022)

Review date August 2024

### Club Commitment and Health and Safety Policy



#### 1.0 Purpose

It is up to all of us at Cashmere Technical Football Club (CTFC) 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 incidents and accidents in our work and club environment; this policy applies to all Club employees, members, coaches, officials, referees, volunteers, and Board members. 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.

This policy applies to the CTFC community room and all CTFC operated grounds.

#### 2.0 Objectives

At CTFC we aim 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; and
- Demonstrate a commitment to the accurate reporting and recording of health and safety matters.

CTFC 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 review and investigate where necessary to ensure future accidents are avoided;
- Notify Worksafe New Zealand of a "notifiable event": ([Notifiable event | WorkSafe](#));
- Ensure employees are properly trained to do their work in a healthy and safe manner; and
- Provide reasonable opportunities for Club members and employees to be involved in health and safety.

As Club members and CTFC 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 General Manager;
- Not undertake any activity which is unsafe;
- Look out for your own safety and the safety of fellow Club members, visitors and employees; and
- Observe all safety rules (including warning signs) and risk controls.

### 3.0 Induction

On joining CTFC as a member or employee, please read this health and safety information.

### 4.0 Risks

We are all responsible for identifying potential risks in the CTFC environment. A list of potential risks that have been identified are attached to these policies and procedures.

Please let the Club's General Manager know if you see anything you consider hazardous so they can add it to the risk register and take action to prevent harm.

### 5.0 Accidents/Emergency

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

If an accident or near miss involving **serious harm** occurs:

- Don't move the person
- Call 111 – request appropriate service
- Identify yourself and location
- Identify number of people injured and type of injury
- Follow the instructions of the emergency personnel on the phone
- Stay with the injured person until ambulance arrives.

The First Aid kit is kept in the community room in the Kitchen. Ice is also available in the No 1 dressing room.

All CTFC coaches (10<sup>th</sup> Grade and above) carry a basic first aid kit in their coaches' bag. There is a First Aid kit at Centennial park.

Please complete an Accident/Incident Report Form (attached) for all accidents or near misses and send to the Club General Manager who will be responsible for informing Worksafe New Zealand if the incident is classified as a notifiable event. Otherwise, the

accident will be logged and reviewed and any steps required to be taken to eliminate or minimise any risks to prevent a similar reoccurrence of the accident in the future.

If a defibrillator is needed, one is located in the Community Room at Garrick Park.

## **6.0 Community room evacuation procedure**

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

- Immediately vacate the building via the closest exit and stay well clear of the structure;
- Make sure any visitors leave the building with you;
- Walk – do not run;  
Do not return for any personal belongings under any circumstance;
- Report to the meeting point on the pitch.
- Do not extinguish the fire unless there is no personal danger to you or anyone else;
- Call 111 and ask for Fire;
- Identify yourself and your location to the emergency personnel on the phone and follow any instructions they may give.

### **6.1 Fire Safety**

How to be fire safe:

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

## **7.0 Smoking**

All areas of the Club are designated non-smoking.

## **8.0 Grounds checklist**

All coaches and managers are to be provided with the Grounds Checklist and are required to complete this checklist prior to every match and hold onto it.

Reports of adverse ground conditions should be referred to the General Manager and/or logged with the Christchurch City Council.

## 9.0 Health and Safety Manual

All Club employees and members should be familiar with Mainland Football's Health and Safety Manual. [Microsoft Word - Mainland Football Health and Safety Manual.docx \(sporty.co.nz\)](#)

## 10.0 Concussion

CTFC will promote the NZF Concussion Policy and ensure that all coaches and managers have a copy of the policy and are required to follow the concussion management protocols. [VA060421\\_NZ Football Concussion Policy Document\\_v2 \(sporty.co.nz\)](#)

## 11.0 Earthquake safety

- Keep Calm;
- Move away from windows, equipment and any shelves that may fall;
- Find cover under tables, desks or doorways. **Drop, cover and hold;**
- Stay indoors until the shaking stops;
- Be prepared for aftershocks.

When the shaking stops:-

- Keep calm and help those who may need assistance;
- Ask someone to turn off all electrical sources;
- Check for small fires and call 111 if required to assist;
- Check for any hazards as you evacuate the building
- Keep together and meet at assembly point.
- Listen to your local radio station for Civil Defence instructions.
- If you are outside on the grounds, keep clear of any trees or lighting stands.

After the earthquake, evacuate the building or turf and assemble at the designated evacuation point.

Check for injuries, hazards and fires.

## 12.0 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 General Manager.

### **13.0 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 they are 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 ([NZ Football - Statutes & Regulations](#))

### **14.0 New Zealand Football Link and Key Documents:**

Please refer to the New Zealand Football Ethics Committee page for the following New Zealand Football policies : NZF Working with Children Policy, NZF Concussion Policy, NZF Code of Ethics and NZF Disciplinary Code: [NZ Football - NZF Ethics Committee](#)

### **15.0 Important CTFC Health and Safety Contacts and Information**

Trained First Aiders: Lisa Young, Garbhan Coughlan, Luke Tongue

First Aid Kit: Community Room Garrick Park

Defibrillator: Community Room Garrick Park

Risk Register: attached

Accident/Incident report form: attached

Grounds checklist: attached

Accident Register: Community Room Garrick Park

Fire Extinguishers: Community Room Garrick Park

Fire exits for community room: Both doors

Assembly point in the event of an evacuation: Pitch.

Health and Safety contact - Club General Manager  
Lisa Young: 021 228 8590

Alternative Contact  
Garbhan Coughlan (Director of Football): 0220805988

## **16.0 Appendices**

Accident/Incident Report Form

Grounds Checklist

CTFC Hazard-Risk Register



## HEALTH AND SAFETY POLICY ACCIDENT/INCIDENT REPORT

<b>Name of Person Reporting:</b>		<b>Title of Person Reporting:</b>	
<b>Name of Injured Person:</b>		<b>Residential Address:</b>	
<b>Sex (M/F):</b>		<b>Date of Birth:</b>	
<b>Details of injured person:</b>		<b>The injured person is</b>	
		a player	a coach
		other (specify)	
<b>Treatment of injury:</b>		<b>Time and date of accident/serious harm</b>	
<input type="checkbox"/> None <input type="checkbox"/> Doctor (no hospitalisation) <input type="checkbox"/> First aid <input type="checkbox"/> Hospitalisation			
<b>What caused the accident?</b>			
<input type="checkbox"/> fall, trip or slip <input type="checkbox"/> sound or pressure <input type="checkbox"/> body stress <input type="checkbox"/> biological factors <input type="checkbox"/> mental stress <input type="checkbox"/> other (please specify)		<input type="checkbox"/> hitting objects with part of the body <input type="checkbox"/> being hit by moving objects <input type="checkbox"/> being hit by another person	
<b>Which part of the body was affected?</b>			
<b>What was the nature of injury or disease?</b>			
<b>Where and how did the accident/serious harm happen?</b>			
<b>Has an investigation been carried out?</b>			
<input type="checkbox"/> yes		<input type="checkbox"/> No	
<b>Was a significant hazard involved?</b>			
<input type="checkbox"/> yes		<input type="checkbox"/> No	
Signed: _____			
Date: _____			



## HEALTH AND SAFETY POLICY GROUNDS CHECKLIST

Ground and game details			
Grade/team	Date	Time	
Name of ground			
Name of person completing form (and position)			
Field of play			
		Yes	No
• Are goals straight and securely anchored?			
• Is concrete (if present) below the surface?			
• Are goals free of metal net hooks and nails and any sharp protrusions?			
• Are fields and warm up areas free of debris, broken glass, surface damage?			
• Are sprinkler heads (if present) level or below the field surface?			
• Is the area 2m outside of each touch line free of hazards (e.g., chairs, bins)?			
• Are there any holes, ruts or trenches on the pitch?			
• Is the pitch correctly marked?			
Comments			

This checklist is aimed at identifying safety concerns and recording actions taken to minimise any hazards or risks identified.

**When to use this checklist:** This checklist should be completed at the start of every game

**Who should complete the checklist:** This checklist should be completed by the team coach or [manager](#)

**What to do if a hazard or risk is identified:** The hazard/risk should be listed on the checklist and any actions taken to remove/minimise or mitigate the hazard/risk should be noted.

**What to do if the hazard or risk still exists:** If a hazard or risk cannot be removed or minimised and safety concerns remain, then further action should be taken. This could include closing or roping off an area, removing the hazard or object, delaying or postponing the game.

**What to do with the completed checklist:** Please retain the completed checklist and keep it with the completed team sheet for future reference if required.



[INSERT HAZARD-RISK REGISTER]