



CLEVEDON FOOTBALL CLUB

Health and Safety Policy

1 Purpose

This Policy confirms the commitment of Clevedon Football Club to providing a safe and healthy environment for staff, contractors, consultants and other persons.

The aims of the Policy are to:

- Ensure that the management of health and safety is consistent with the Club's legislative obligations, and good employer practice;
- Provide a statement of responsibilities for health and safety; and
- Outline the Club's approach to managing risks in relation to health and safety.

2 Organisational Scope

This Policy applies to all Staff Members (which, for the purposes of this Policy, includes contractors and consultants) and visitors to the Club and to all work or other activity carried out for, or on behalf of, the Club, both within and without the Club's Premises.

3 Definitions

For purposes of this Policy, unless otherwise stated, the following definitions shall apply:

Hazard:	An actual or potential source of harm.
Health and Safety at Work Act 2015:	Means the Health and Safety at Work Act 2015 and includes the regulations made under that Act.
Health and Safety Representative:	Representative from the Club who participates in the on-going processes for improvement of health and safety at the Club.
Health and Safety Protocols:	The framework for managing health and safety at the Club including this Policy, any associated procedures and guidelines, the Health and Safety Delivery Framework and any other relevant practice, process or policy.
High Risk Activity:	An activity which involves, or has the reasonable potential to expose any individual to, a high level of danger.

Incident:	Any event resulting in, or having a potential for injury, ill health, damage or other loss. (An incident may also be termed a “near-miss”, “close call” or “dangerous occurrence”).
Risk:	The chance that an activity, event or hazard happening will have an adverse impact on an individual’s health, safety or welfare, and/or the Club’s ability to achieve its objectives in relation to health and safety.
Safety Control:	A measure taken to prevent harm by removing a hazard or eliminating or minimising the risk it presents so far as is reasonably practicable.
Staff Member:	Any employee of the Club, Committee Members, independent contractors or consultants engaged by or working at the Club, and any other person providing services to or at the Club.
Visitor:	Any person other than a Staff Member or Committee Member present on the Club’s Premises.

4 Policy Content and Guidelines

4.1 General

- a) The Club is committed to providing a safe and healthy environment for members of the Clevedon Football Club Community.
- b) Health and safety is a shared responsibility. The Club expects every member of the Clevedon Football Club Community to take personal responsibility and accountability for promoting the safety of themselves and those involved in, or affected by, the Club’s activities.
- c) The Club is committed to ensuring that its health and safety practices reflect good practice, with legal compliance as the absolute minimum.
- d) The Club is committed to consulting and actively promoting participation and engagement by all members of the Clevedon Football Club Community in developing the skills, knowledge and resources to maintain a healthy and safe environment.
- e) Where the Club engages another organisation to work at or for the Club, managers responsible for the contract must consult, cooperate and coordinate with that other organisation in relation to health and safety and provide them with access to a copy of this Policy.

4.2 Roles and Responsibilities for Health and Safety

- a) Every member of the Clevedon Football Club Community has a responsibility to maintain excellent health and safety practice.
- b) An identified set of responsibilities for each member of the Clevedon Football Club Community is set out in this section. These responsibilities cannot be delegated, however the actions needed to fulfill them can be delegated to other role-holders.

4.2.1 Committee

- a) As the Club’s governing body, the Committee carries ultimate responsibility for the health

and safety of all members of the Clevedon Football Club Community.

- b) Committee Members, as Officers of the Club, have a duty under section 44 of the Health and Safety at Work Act 2015 to exercise due diligence to ensure that the Club complies with its duties and obligations under that Act.
- c) The Committee will receive regular updates on Health and Safety matters.
- d) The Committee must be notified as soon as possible of any activities or incidents carrying a major risk to health and safety, any enforcement action taken against the Clevedon Football Club Community, and any response taken in relation to these.

4.2.2 The Health and Safety Officer

- (a) The Health and Safety Officer must ensure that the Club complies with its duties under the Health and Safety at Work Act 2015.
- (b) The Health and Safety Officer will:
 - (i) Ensure this Policy is available in a form where it can be accessed by all members of the Clevedon Football Club Community;
 - (ii) Ensure that mechanisms, structures, systems, resources and procedures are in place to ensure that the Club can comply with its duties under the Health and Safety at Work Act 2015;
 - (iii) Support and ensure the implementation of the Health and Safety Protocols;
 - (iv) Ensure the Club Health and Safety Representative(s) will report back to the Health and Safety Officer any health and safety concerns raised by Staff Members; and
 - (v) Ensure regular reporting on health and safety matters, including the Club's health and safety performance, to the Committee.
- (c) The Health and Safety Officer also has the authority to take whatever executive action is considered necessary to prevent harm to individuals and/or to members of the Clevedon Football Club Community; in exceptional circumstances, this may include summarily closing down Club buildings, operations or activities.
- (d) On a day-to-day basis, the Health and Safety Officer may delegate this executive action to relevant Staff Members.

4.2.3 All Staff Members

- (a) All Staff Members have a responsibility for their own health and safety, and that of others who may be affected by their work and their acts or omissions.
- (b) In particular, all Staff Members will:
 - (i) Take reasonable care of themselves and others, cooperate with the Club on health and safety matters, and ensure that their acts or omissions do not adversely affect others;
 - (ii) Carry out their work safely and in accordance with the Health and Safety Protocols;
 - (iii) Not interfere with or misuse any health and safety resources or equipment;
 - (iv) Not undertake activities or bring in to work items that may create a health and safety issue (for example: weapons, machinery, tools and equipment) without prior written agreement from the Health and Safety Officer;
 - (v) Make themselves aware of, and follow, the contents of this Policy;
 - (vi) Report, as soon as possible, to the Health and Safety Officer, any matter that may

be, or may create, a health and safety issue. This includes, for example any:

- o breach of the Health and Safety Protocols;
 - o work related death, illness, injury or incident (including near misses);
 - o unsafe or unhealthy working conditions; and
 - o faulty equipment or building defects;
- (vii) Follow the requirements of risk assessments and any requirements or instructions aimed at managing the safety of themselves and others;
 - (viii) Familiarise themselves with, and adhere to, emergency procedures (including how to raise an alarm, call for first aid and notify the Health and Safety Officer);
 - (ix) Undertake any health and safety induction and training required by the Club;
 - (x) Ensure all appropriate personal protective equipment and other items provided for their safety are worn or used as required;
 - (xi) Cooperate with the Club Health and Safety Representative(s) to investigate incidents which occur at work; and
 - (xii) Not disturb an accident scene until clearance is authorised except in exceptional circumstances, such as when persons or property are at serious risk.

4.3 Health and Safety Representatives

Health and Safety representatives have a number of statutory functions:

- (i) Representing staff in discussions with the Club;
- (ii) Representing staff in investigations of hazards and accidents/incidents;
- (iii) Carrying out assessments of the workplace and inspecting relevant documents; and
- (iv) Representing staff in discussions with WorkSafe New Zealand.

5 Legislative Compliance

The Club is required to manage its policy documentation within a legislative framework. The legislation directing this Policy is the Health and Safety at Work Act 2015 and associated Regulations that have been made pursuant to that Act.

6 Approval Date

This Policy was approved on, and takes effect from 7 February 2023.