



WHANGAPARAOA TENNIS CLUB

HEALTH & SAFETY POLICY



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Club Commitment and Policy

Our aim is to ensure we have a safe tennis environment, and to achieve this we believe:

- no Club objective will take priority over health and safety.
- we all have responsibility for health and safety.
- all members have the responsibility to stop any practice or process they believe is unsafe or cannot be continued in a safe manner.

Objectives

The Whangaparaoa Tennis Club ("Club") health and safety programme aims to:

- provide a safe and healthy tennis environment.
- identify and control actual and potential hazards.
- establish and maintain communication on health and safety.
- support 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.
- comply with legal and administrative obligations.

Objectives will be achieved through:

- Executive Committee support and commitment to health and safety.
- implementation of policies and procedures.
- membership education and participation.
- regular reviews and evaluations.
- biannual review of this Health & Safety Policy.

The Club has key responsibilities for developing, implementing and improving the health and safety policy.

These include the following:

- providing leadership and direction in matters of health and safety.
- developing member commitment to achieving excellent health and safety standards.
- establishing, monitoring and achieving overall health and safety goals and objectives.
- conducting regular health and safety inspections.

References

- *The Health and Safety in Employment Act 1992 and Amendment*
- *Health and Safety at Work Act 2015*
- *Other relevant regulations and codes of practice*



Hazard Management

Purpose

To further improve the method for systematically identifying, assessing and controlling hazards.

Scope

The procedures apply to all Club activities.

Responsibilities

The Club is responsible for:

- conducting regular health and safety inspections.
- maintaining the hazard register (Appendix 3) including identification and risk analysis.
- ensuring the fire extinguisher is within its expiry period and all H & S notices are up to date and in situ.
- working with members to control identified hazards.
- authorising specialist consultants to be contracted where necessary to identify, eliminate or minimise hazards.
- ensuring courts, access ways and clubrooms are clear of obstructions and litter.
- ensuring there are no fire hazards.

The personnel in charge of maintenance are responsible for:

- ensuring all court surfaces, nets, fences, gates and spectator seating are free of hazardous defects.

All members are responsible for:

- taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled.
- completing a hazard notification form (Appendix 4) if a hazard is identified and providing this to the Club (who will undertake a full identification and risk analysis and enter details into the hazard register).
- informing others (members, visitors and contractors) of any hazards to health and safety and the steps to be taken to control any such hazard.
- ensuring unsafe acts and unsafe conditions are appropriately addressed.



Procedure

Hazard management steps include:

1. Identification – describe the hazard and state the location of the hazard.
2. Risk analysis – rate the risk.
3. Control – Recommend the control measure (eliminate, isolate or minimise).

Complete details on the hazard management register (Appendix 3).

Hazard management needs to be completed:

- systematically for all areas and processes at regular intervals.
- when an accident occurs; a check is needed to ensure hazards listed and their controls are adequate.
- when a new process or equipment is introduced.
- if a new hazard is observed or reported.

Step 1 – Identify hazards

Hazard Identification Process	
1.	Use inspection, audits, walk-through surveys checklists and hazard identification forms (Appendix 4) to determine hazards.
2.	Analyse any incidents and accidents that may have been recorded in the incident and accident register.

Step 2 – Risk analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and impact scales below.

<u>Score</u>	<u>Scale</u>	<u>Frequency of accident or illness</u>
1	Rare	May occur only in exceptional circumstances, e.g. less than 5% chance of occurring
2	Unlikely	Could occur at some time, e.g. 5-29% chance of occurring
3	Possible	Should occur at some time, e.g. 30-59% chance of occurring
4	Likely	Will probably occur in most circumstances, e.g. 60-79% chance of occurring
5	Almost certain	Will occur in most circumstances, e.g. 80%+ chance of occurring



Impact scale

<u>Score</u>	<u>Scale</u>	<u>Severity of accident or illness</u>
1	Minimal	Negligible injury or illness
2	Minor	Minor injury or illness requiring minor first aid and/or less than one weeks' recovery
3	Moderate	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1-6 week's recovery
4	Major	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than six weeks' recovery
5	Extreme	Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than six weeks

A risk assessment category (critical, high, moderate or low) for each hazard is compiled by using the chart below. Hazards with the highest rating are given priority.

Risk assessment chart

<u>Likelihood</u>	<u>Impact</u>				
	<u>Minimal</u>	<u>Minor</u>	<u>Moderate</u>	<u>Major</u>	<u>Extreme</u>
Almost certain	High	High	Critical	Critical	Critical
Likely	Moderate	High	High	Critical	Critical
Possible	Low	Moderate	High	Critical	Critical
Unlikely	Low	Low	Moderate	High	Critical
Rare	Low	Low	Moderate	High	High

Legend:

Critical	Critical risk; immediate action required
High	High risk; senior management attention is needed
Moderate	Moderate risk; management responsibility must be specified
Low	Low risk; manage by routine procedures

The risk assessment category is entered into the Risk Score column beside the hazard on the Hazard



Step 3 – Control

Where a significant hazard is to be controlled, this must, if practicable, be by elimination. Where elimination is not practicable then the hazard must be isolated. Only where both elimination and isolation are not practicable are methods of minimisation to be applied.



Smoke-Free Environment Policy

Policy Statement

The Club recognises that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences. The Club supports a safe and healthy environment.

Scope

This policy applies to all Club members and visitors.

Purpose

This policy is based on the following principles:

1. Everyone is entitled to a smoke-free environment in all the areas normally used to play and watch tennis.
2. Everyone who does not smoke, or who does not wish to smoke must, as far as is reasonably practicable, be protected from tobacco smoke when playing or watching tennis.

Responsibilities

The Club is responsible for:

- The maintenance of "No smoking" signage.

Procedure

Smoke-free buildings:

Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property.

Passive smoking:

Smoking is permitted in areas outside the court fencing, provided others are protected from smoke drift and passive smoking by the smoker keeping their distance from people, and opening windows and doors within their close proximity.

Complaints:

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the Club.

References

Smoke-free Environments Act 1990

Smoke-free Amendment Act 2003



Animal Policy

Policy Statement

The Club recognises that we are a community-based sports club and that members and visitors cherish their pets but we do not allow animals inside the clubhouse.

Scope

This policy applies to all Club members and visitors.

Purpose

This policy is based on the following principles:

1. Everyone is entitled to enjoy the clubhouse equally, and some people do not enjoy having animals inside
2. Animals may pose a health & safety risk e.g. in food preparation areas.

Responsibilities

The Club is responsible for:

- The maintenance of “No Pets Inside” signage.

Procedure

Members and visitors are required to keep any animals outside of the clubhouse, and all animals should not pose a threat to any person e.g. no aggressive animals permitted, no wayward leashes that may pose a trip hazard etc.

If animals are seen to be non-compliant, the animal owner should be requested to adhere to this policy.



Child Protection Policy

Policy Statement

The Club is fully committed to safeguarding the welfare of all children (under 18 years old) in its care. We recognise the responsibility to promote safe practice and to protect children from harm and exploitation while participating in our activities. Members, coaches and volunteers will work together to embrace difference and diversity and respect the rights of children.

The Club has a duty of care when it comes to children and should take steps to ensure that children can participate safely in the activities it provides. This includes protecting them from: injury, bullying, all forms of abuse, age-inappropriate training regimes and unsafe equipment/and or facilities. The Club will work in partnership with children and their parents/carers to promote the welfare, health and development of children.

Scope

This policy applies to members of the Club, including the Coach and his/her assistants.

Procedures

In order to ensure safe sport for children the Club will adopt the following:

1) Prevent those who have been identified as causing harm to children from having contact with our children.

It is important that best effort is made to ensure that appropriate people are working with our children.

The Coach is professionally qualified. Appropriate police vetting is undertaken and references followed up. The Coach employs assistant coaches who (mostly) have come through the Club's coaching programme as juniors themselves. The assistant coaches are well known to the Coach. If, exceptionally, assistant coaches are employed who are not known personally to the Coach, then police vetting is undertaken.

2) Remove/minimise any risks of accident or harm to children

This Health & Safety Policy is updated periodically, and hazards are identified and addressed in a timely manner.

Club members are encouraged to report hazards and accidents

Executive members attend H & S seminars and briefing sessions organised by the regulatory bodies (Tennis Northern "TNR" and Tennis NZ "TNZ").

The Coach attends First Aid seminars organised by TNR & TNZ and has an up to date First Aid certificate.

3) Identify and stop inappropriate behaviour if it occurs

Maintaining good practices amongst coaches, officials and volunteers means the safety and wellbeing of children/young people must be paramount at all times; children are treated with dignity and respect and good practice is promoted to reduce the possibility of abusive situations.

The relationship between the Coach(es) and club officials who hold a position of trust and responsibility with children must be professional and appropriate at all times. This relationship is important - not only does it develop a child's tennis potential and self-esteem, but it also allows them to develop an appropriate and trusting relationship with a responsible adult. The power and influence a coach has in a professional relationship with a child/young person cannot be underestimated.



Code of Conduct for coaches, officials and volunteers:

- a) Always working in an open environment, avoiding private or unobserved situations and encouraging open communication.
- b) Securing parental consent to act on their behalf, if the need arises to administer emergency first aid and/or other medical treatment.
- c) Ensuring any form of abuse directed at a child from others, whether this is from another child or adult, is challenged and reported.
- d) Where a coach believes it is necessary to touch an athlete in order to correct their technique, it is important that they:
 - Consult with the parent/caregiver if present; and/or
 - Ensure the child is made aware of the purpose of the contact and gives consent.
 - Consider the appropriateness of the ways in which technique is corrected involving touch
- e) All coaches, officials and volunteers must ensure they never:
 - Take, or be in the presence of children/young people in secluded places where they will be alone.
 - Reduce a child/young person to tears as a form of control
 - Deliberately make a child feel diminished, humiliated or embarrassed.
 - Use inappropriate language, or allow other children to use inappropriate language unchallenged (e.g. swearing, name calling/put downs, sarcasm, innuendo, sexualised connotations, culturally or racially offensive comments)
 - Leave a venue before all players have been collected or are continuing to be supervised by appropriate adults.
 - Engage in rough, physically or sexually provocative games.
 - Take photographs of, or film children without parental consent.
- f) ensure the safety of children when they are not under your supervision e.g. mention they are not permitted to run around the carpark, leave the Club premises unattended and give them guidelines for when they are in the Clubhouse (e.g. stay away from hazards, do not go in the kitchen or bar, and do not touch the defibrillator).

Code of conduct for supporters:

- Treat all players (Club players and their opponents) with the same respect, using correct and proper language at all times.
- Respect the rights, dignity and worth of fellow parents, team managers and spectators.
- Understand that final team decisions and disputes are to be resolved by the Team Manager/ Captain.
- Never punish or belittle players for losing or making mistakes.
- Focus on efforts and performance rather than results.
- Be a positive role model for all young players having fun and aspiring to improve

4) Handling Disclosures of Abuse

- a) Listen – and tell them that no one deserves to be hurt and that it was not their fault. Let them know you're glad they told you.
- b) Ensure the child/young person's immediate safety. Try not to alert the alleged abuser. Seek advice and support from the Tennis Northern if required.
- c) Do not ask investigative or leading questions (as this can contaminate evidence), but assess safety by asking open-ended questions, such as "Who did this?", "When and where did this happen?" Keep questions to a minimum & record the information
- d) Discuss confidentiality and its exclusions and that you will need to tell someone else.
- e) Consider involvement of Police and/or Child Youth & Family.



Accident Management

Policy Statement

A safe and healthy environment is fostered through a partnership where all involved combine their efforts and share the responsibility for tennis-related personal injury prevention and management. Early reporting is essential to this process and the Club has a specific accident reporting and investigation form that should be used in the event of an accident and incident.

Scope

This policy applies to all Club members and visitors.

Purpose

- To provide consistent procedures for recording and investigating tennis-related incidents and accidents.
- To help minimise tennis-related injury.

Procedures

Notification of accidents/incidents

Whenever there is an accident, incident or 'Serious Harm' injury the member should take the following steps:

- Inform the Club as soon as possible after the accident/incident occurs.
- Complete an accident/incident/serious harm form (Appendix 2), and send a copy to the Club immediately.

Investigation

The Club should:

- initiate and carry out an investigation, ideally within 12 working hours of the event concerned.
- ensure any hazard that is identified as the cause of the event is eliminated, isolated or minimised.

Strategies to minimise accidents/incidents

Emphasise the 'Sunsmart' message – promote the use of hats, sunglasses and sunscreen

- provide free sunblock.
- Sun Protection poster in clubhouse.

Promote injury prevention:

- ACC poster in clubhouse.
- Poster showing warm-up and warm-down techniques for members.
- Check courts and fencing for damage and uneven surfaces.
- Review adequacy of toilets and hand-washing facilities against membership numbers.



Emergency Management

Policy Statement

The Club recognises the need to be prepared for emergency situations that may be encountered while at tennis.

Scope

This policy applies to all Club members and visitors.

Procedures

1. When emergency services are required
 - For emergency services dial 111 and ask for the service you require:
 - FIRE.
 - AMBULANCE.
 - POLICE.
 - Stay calm, give your name, details of the emergency, and street address of the Club.
 - Visitors are the responsibility of the member they are with.

2. Fire

Ensure you are familiar with the building evacuation scheme or evacuation procedure.

If you discover a fire:

- activate the alarm and dial 111.
 - alert other people at the club.
 - do not extinguish the fire unless there is no personal danger to you or anyone else.
 - if time permits and there is no danger, close all doors and windows.
 - evacuate the building through either of the doors and meet at the assembly area (in carpark)
-

If the fire alarm sounds:

- walk quickly to your nearest exit
 - make sure any visitors leave the building with you
 - do not stop to take personal items with you
 - meet at the assembly areas
-



3. Earthquake

- Keep calm.
- Move away from windows, equipment and shelves that may fall.
- Take cover under solid furniture such as tables and desks.
- Do not try to evacuate until the shaking has stopped.
- Be prepared for aftershocks.

When the shaking stops:

- keep calm and help those who need assistance.
- check for hazards and extinguish any fires if safe to do so.
- listen to the radio for civil defence instructions.

4. Flooding (in building, e.g. sprinklers)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Try to identify the source of the flooding if safe to do so.
- Prepare to evacuate.

5. Flood (Natural Disaster)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Notify emergency services.
- Prepare to evacuate.

6. Unwanted visitor

If a person is displaying unusual behaviour:

- keep calm, make no sudden movements.
- do what the offender asks.
- try to memorise as many details about the offender as possible.
- notify police as soon as it is safe to do so. Leave the phone line open until police arrive.



Event Management

Policy Statement

The Club has a responsibility to take 'all practicable steps' to ensure that participants, spectators, volunteers and the general public are protected from avoidable risk.

Purpose

To ensure a hazard and risk assessment is undertaken when planning events at the Tennis Club.

Scope

This policy applies to all Club members and visitors.

Responsibilities

The Club is responsible for:

- ensuring a risk assessment is undertaken at Executive committee meetings when an event is planned.

Procedures

Risk assessment should consider:

- accident and first aid matters (participant competitors, officials, spectators, volunteers).
- crowd control.
- lost children.
- traffic.
- an emergency such as fire, earthquake, evacuation.
- security.
- communication issues.
- food handling.



First Aid

Policy Statement

The Club has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

Purpose

To ensure members know where to find assistance when first aid is required at the Club.

Scope

This policy applies to all Club members and visitors.

Responsibilities

The Club is responsible for:

- ensuring appropriate first aid supplies are provided and accessible at the clubhouse (see minimum list below).
- preparation of poster with details of nearest defibrillator, emergency doctor etc.

Addendum

The Club's first aid supplies include a defibrillator and also a professional first aid kit.



Member Information and Training

Policy Statement

The Club recognises its responsibility to promote a safe and healthy environment. Members need to actively participate in health and safety and require information to support safe practices.

Purpose

To ensure that members are provided with adequate information on health and safety matters.

Scope

This policy applies to all Club members.

Responsibilities

The Club is responsible for ensuring that all members have access to:

- a copy Whangaparaoa Tennis Club Health and Safety instructions and procedures.
- opportunities to contribute to health and safety.
- an opportunity to attend relevant ongoing training in relation to health and safety, such as first aid.

All members are responsible for:

- reading the member handbook, policies and procedures.
- reporting hazards.



Appendix 1: Health & Safety Checklist

<u>Health & Safety System</u>	<u>Policy components</u>	<u>Review date</u>
The Club commitment to health and safety	<ul style="list-style-type: none"> ● Review of Health & Safety Policy by Executive Committee 	<ul style="list-style-type: none"> ● Biannually (normally in October and April)
Hazard identification and management	<ul style="list-style-type: none"> ● Review Hazards and update register ● Check for fire hazards ● Check fire extinguisher and signage ● Ensure supply of forms for hazard identification and analysis 	<ul style="list-style-type: none"> ● Biannually (normally in October and April) ● Monthly ● Biannually ● Monthly
Accident reporting and management	<ul style="list-style-type: none"> ● Ensure supply of forms for recording accidents and incidents. ● Maintain sunblock supply ● Advertise first aid and injury avoidance training 	<ul style="list-style-type: none"> ● Monthly ● Monthly ● 2 yearly
Emergency planning and readiness	<ul style="list-style-type: none"> ● First Aid kit – ensure well-stocked 	<ul style="list-style-type: none"> ● Cleaning clubhouse dates (cleaner responsibility)
Employee information, training and supervision	<ul style="list-style-type: none"> ● Ensure all members have up-to-date handbook ● Health & Safety email to members reminding them of procedures 	<ul style="list-style-type: none"> ● Ongoing ● Biannually after Health & Safety Policy reviewed
Event management	<ul style="list-style-type: none"> ● Checklists managing risk ● Hireage form 	<ul style="list-style-type: none"> ● Ad hoc – when organizing events.



Appendix 2: Incident and Accident Reporting Form/Register

Record of Accident /Incident/ Serious Harm	
To be completed by injured person and sent to <u>President</u> within 48 hours	
Is it an <input type="checkbox"/> Accident / <input type="checkbox"/> Incident/Near Miss	
Surname: First name(s): Residential address: Phone: Gender: <input type="radio"/> M <input type="radio"/> F	Date of event:Time: am/pm Date reported:..... Location where event occurred: Nature of injury (if any) :
THE INVESTIGATION: Describe what happened. ANALYSIS: What caused the event? Is this a serious hazard to others? <i>To be completed by</i> _____ : PREVENTION: What action has or will be taken to prevent a recurrence? By whom?..... By when?	



Appendix 3: Hazard Notification Form

Any member who identifies a hazard should complete this form.

Hazard Notification Form			
Your name:	Date:	Location:	Notification to:
	Date observed:		
Description of hazard including significance in your opinion:	Any immediate action taken to mitigate: (please describe)	Your recommendations to control or eliminate the hazard:	
Signature of person notifying this hazard:			
Club report including analysis and action taken:			
Date entered into the hazard register:			
Name _____		Signature _____	



Appendix 4: Emergency Telephone Numbers

Police	111
Fire	111
Ambulance <i>North Shore Patient enquiries</i> <i>Auckland Hospital Patient enquiries</i> <i>Middlemore Patient enquiries</i> <i>Starship Hospital</i>	111 <i>0800 80 93 42 or 09 486 8900</i> <i>09 375 4300</i> <i>09 276 5004</i> <i>09 307 8900</i>
Civil Defence	111
Traffic Accidents	*555 (mobile phones only)
Poisons and hazardous chemicals	0800 764 766
Medical Advice (Healthline) if not an emergency	0800 611 116

Nearest Doctors

Manly Medical Centre 58 Rawhiti Road, Manly	09 424 9050
Whangaparaoa Medical Centre 16 Wade River Rd, Arkles Bay	09 424 8618

