

# Health Safety and Welfare Policy

## For Christchurch Avon Athletic Club

Reviewed	Approved	Date & Version No.
July 2023	July 2023	July 2023 Version 2

The health welfare and safety of our members is a top priority, and it is our intention to make the environment and activities as safe as possible for everyone who engages with our club.

This policy applies to all club members, players, visitors, contractors, and volunteers of the Christchurch Avon Athletics Club Inc. The policy is effective from 1<sup>st</sup> December 2021 and will be reviewed annually

(Note that we are a Volunteer Organisation as defined under the Health and Safety at Work Act 2015 and thus not liable for prosecution under it. However, we still have a responsibility to keep our members safe while participating in Club activities.)

### To achieve this, we will:

- Proactively identify hazards and unsafe behaviour and take steps to manage these to as low a level as reasonably practicable.
- Communicate and actively promote participation with members, contractors, and supporters to ensure they have the knowledge to maintain a safe club environment.
- Have systems in place to record all incidents, near misses or injury as well as systems to ensure these incidents are investigated and changes made to minimise or eliminate any ongoing associated risk.
- Ensure Club committees have up-to-date knowledge of workplace health and safety. including understanding the operations of our club, and the associated hazards and risks.
- Ensure all activities at the club have appropriate levels of supervision.
- Review and continually improve our Health and Safety systems
- Require our contractors to demonstrate the same commitment to our HWS standards
- Comply with relevant legislation and regulations.

### Health and Safety – Everyone’s Responsibility

Health and Safety is everyone’s responsibility, and everyone is expected to share in our commitment to work together to keep contractors, volunteers, participants and anyone else engaged with our Club safe against harm to their health, safety and wellbeing by eliminating or minimizing risk.

All members, contractors, supporters and officers have a duty of care to take all practicable steps to identify and control risks to ensure the safety of everyone involved. Working together we can ensure that any significant hazards to workers are minimized and ensure everyone goes home safely

### Emergency Procedures

In the case of an emergency event such as fire, earthquake or other event requiring evacuation, all occupants of any of the club’s buildings or related facilities shall cease activities immediately and move to the evacuation area, via the safest route (Assemble at designated area – which is clearly sign-posted).

### Reporting and responding to incidents

All accidents and incidents affecting members, volunteers, visitors or workers at any Club event are to be reported to the Health and Safety Officer and recorded using the associated form within 24 hours

Any HWS concerns can also be reported at any time via the email link [info@chav.org.nz](mailto:info@chav.org.nz)

The duty of care of all individuals engaged with the club includes the responsibility to stop any task they believe is unsafe or cannot proceed in a safe manner and to report any hazards or risks that they see that may endanger others.

The H&S officer will review all incidents and, as appropriate, devise a solution that eliminates or minimizes the hazard and/or will escalate any significant issues to the President.

### **Fit and Proper Persons**

Many of the Clubs Athletes are younger persons under 18 years of age who come to us under an expectation of trust. Accordingly, it is a requirement that there will always be a “fit and proper” person present at any formal club event who will exercise oversight on activities and interactions. A fit and proper person is any person who has qualified as an Athletics NZ Gold Standard Coach or alternatively is recognized as a responsible adult able to supervise a school sports or field trip. Normally the respective Club Captain will be the Fit and Proper person for events.

### **Smoke Free Environment**

Christchurch Avon Athletic Club Inc has a smoke free environment policy. Smoking, including Vaping, is prohibited in any building (including temporary structures) that is being used by the Club.

Smoking may be permitted in open areas provided others are not subjected to smoke drift or passive smoking. These restrictions apply to members, volunteers, spectators and contractors.

### **Harassment or Bullying**

Physical injuries are not the only way in which our members can be harmed. Bullying and harassment forms of abuse are also a potential risk for our children’s grade members in particular. While generally our sport is conducted in the open and in groups it is important for adults to be alert to the possibility and report to any concerning behaviors to the designated Fit and Proper person or President.

Children can also bully other children within their groups, so it is important that any instances of bullying such as name calling, excluding or picking on a particular child are quickly called out by the Coach or Crew Chief. It is important for the children to know that if they feel unsafe at any time they know who to raise it with (the Health and Safety Officer) and that they will be listened to.

### **Protocols**

H&S is an agenda item at every meeting of all Club committee meetings

All those present are reminded of who the H&S officer and Fit and Proper Person is at the start each training session and given an update on any hazards identified at previous sessions.

Any H&S issues raised are listened to, investigated, and responded to in a timely manner

All Club Coaches, Assistant Coaches, Captains and Crew Chiefs will agree in writing to the Club H&S Policy and will within a reasonable time period undertake an Athletics NZ police check.

### **Code of Conduct**

This policy is to be read in conjunction with the Clubs Code of Conduct which sets standards of expected behaviour.