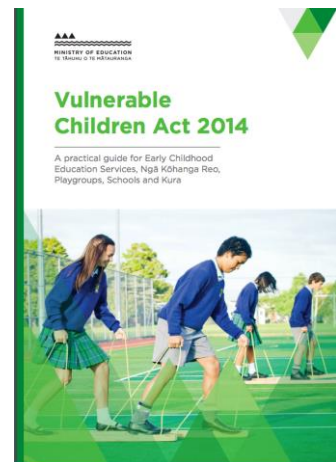
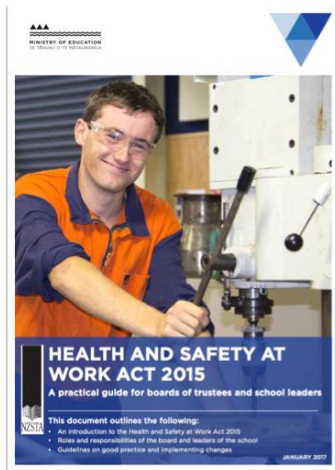




PAPAMOA SPORTS TENNIS CLUB.

HEALTH AND SAFETY POLICIES AND PROCEDURES 2020



INTRODUCTION

The following policy document outlines the health and safety responsibilities of the Papamoa Sports Tennis Club (PSTC), including constitutional policies and management procedures. The intention is to position the 2018 Tennis NZ Participant Protection Policy within the context of this tennis club, to provide a practical guide by which the club can discharge its responsibilities to its members and to ensure that, to the best of its ability, it is providing a safe environment.

The key documents consulted in the construction of this manual include:

- Health and Safety at Work Act 2015
- Vulnerable Children Act 2014 (and 2017 amendments)
- Safer Organisations Safer Children
- Tennis New Zealand Participant Protection Policy.

What Do We Understand to be Health and Safety?

- a) **Physical Safety:** the hazards that the courts, clubhouse, court surrounds and other buildings on the club property may pose for club members and visitors such as a walkway or deck that becomes slippery when wet or has protruding nails or loose planking, slippery court surfaces, insecure or broken court netting, glass doors or divides that are not easily identified, or a leaky roof causing black mould on the inner wall of the clubhouse.
- b) The **physical safety of club coaches and players in other contexts** while they are representing the club. e.g. inter-club or inter-regional matches at other clubs and attendance at graded tier tournaments or national championships.
- c) **Emotional Well-Being:** the safety of players, employees and contractors. e.g. stress, bullying, (both physical and mental) and other aspects identified under the Vulnerable Children Act.

MAJOR POLICIES

A. Health and Safety Policy.

The PSTC Club requires that players, coaches and spectators have a safe physical and emotional environment. The Club Committee / Executive therefore requires that there are clear processes in place that comply with the relevant sections of the Health and Safety at Work Act 2015, New Zealand standards of health and safety and other relevant approved codes of practice.

Explanatory Details

1. The PSTC Club Committee / Executive (The Club) acknowledges that it has the primary responsibility for health and safety processes and practices in all areas controlled by the Club.
2. The Club acknowledges that it holds the primary duty of care to ensure the health and safety of everybody involved with the Club "so far as is reasonably practicable." (See Appendix E)
3. The Club also recognises the significant role of the Club Captain in the day-to-day responsibility for health and safety of the Club and in the provision of relevant information to the Club Committee / Executive.
4. The Club further acknowledges its responsibility for health and safety in the identification of and the management of risk, the provision of appropriate equipment, the management and support of injury and illness including rehabilitation, health and well-being and in the promotion of an effective monitoring and reporting system.
5. In meeting the responsibilities identified in this policy the Club will advise all players, coaches, spectators and contractors that they also have responsibilities for taking reasonable care for their own health and safety while on club premises and that they must comply with any reasonable request or guidelines relating to the safety of themselves and other persons.
6. Specific procedures relating to the implementation of this policy are detailed in this document.

B. Child Protection Policy.

The Club Committee / Executive is committed to the prevention of abuse and to the well-being of children and young people in its care. The Club Committee / Executive delegates responsibility to the Club Captain or other designated person, to ensure that all child safety procedures are implemented and are available to all employees, contractors, volunteers and parents.

Explanatory Details

The Club Captain or other designated person, must:

1. ensure that the interest and protection of the children is paramount at all times
2. ensure that all Club officials are able to identify the signs and symptoms of potential abuse and are able to take appropriate action in response
3. develop an agreed code of conduct for all Club officials, coaches, contractors and employees that identifies appropriate behaviours with Club members, especially children
4. ensures that all Club officials, coaches, contractors and employees are aware of and can work in accordance with this policy
5. make available professional development, resources and / or advice to ensure all Club officials, coaches, contractors and employees can carry out their roles in terms of this policy
6. develop appropriate procedures to meet child safety requirements as required
7. ensure that this policy forms part of the initial staff induction programme for each new employee / contractor.

PROCEDURES

PHYSICAL SAFETY

A. Hazards

In most cases a **hazard** is a physical impediment that may cause injury to a person. A hazard should be graded according to its **risk** - the likelihood that it may cause harm and the degree of severity of that harm.

Risk Rating Matrix

Assessed Risk Level	Risk Level	Actions
Low	If incident occurs, little likelihood of injury	Undertake with existing mitigations
Medium	If incident occurs, some chance of injury requiring first aid	Additional rules or considerations may be needed
High	If incident occurs likely that the injury would require medical treatment	Controls will need to be in place before undertaken
Extreme	If incident were to occur, it would be likely that death or permanent injury would result	Consider alternatives to the activity or additional significant safety measures required.

From Health and Safety at Work Act 2015

Identification and Elimination of Hazards

1. At the beginning of each season the Club Captain, at least one other member of the Club Committee / Executive and a small group of junior players will make an inspection of all Club buildings and grounds for the purpose of identifying and noting any existing or potential safety hazards.
2. The outcome of the inspection will establish a Hazard Register. Each hazard is to be rated according to its risk. (See risk matrix above)
3. Once the Hazard Register has been created, the Club Captain will decide on a process for clearly marking each hazard (e.g. bright orange spray / hazard tape) and establish a timetable for the management of and the elimination of each hazard. The Club Captain is required to take immediate action to eliminate any hazard deemed to be of a high or extreme nature.
4. At the next meeting of the Club Committee / Executive, the Club Captain will table the Hazard Register and discuss with the committee the steps being taken to eliminate them, the resources required and a timeline for completion.
5. As soon as practicable, the Club Captain will publish copies of the Hazard Register in places where they will be easily seen by Club members and other visiting players and officials. S/he will take any other necessary steps to "advertise" the hazards including use of the Club website, signage and public statements to groups of players.
6. The Club Captain will enable copies of current hazards to be given to any external contractor before the contractor begins work on the Club premises. A copy bearing the signature of the contractor must be retained by the Club. The Club Captain is also required to confirm that any contractor on Club premises is working under the health and safety procedures of the contractor's employer.
7. All Club members should be encouraged to report any new hazards to the Club Captain using a simple email or a similar communication process.
8. The Club Captain will conduct regular hazard inspections of the Club facilities throughout the season. A timetable of inspections can be agreed with the committee where players continue to have access to the Club facilities during the off-season.

B. Management of Accidents

1. The Club Committee / Executive will ensure that an adequate first-aid kit is kept on site and that it is easily accessible by all players, coaches and officials. Checks should be made that all first-aid materials are within their use-by dates.

2. Where the Club possesses other specialist first-aid equipment such as a defibrillator, access to them and instructions for their use must be clearly advertised.
3. The Club should place an Accident Register in a highly visible place and encourage all members to register any accidents that they are involved in and / or witness.
4. Should a **Notifiable Event** occur (an event resulting in a death or serious harm) it will be reported to Worksafe NZ in accordance with the processes outlined in the 2016 Health and Safety in the Workplace Act. Any “near miss” to a player, coach or contract worker must also be reported to the Club Captain.

C. Physical Safety of coaches and players in other contexts

1. On arrival at another club’s premises for a tournament or interclub fixture, team managers and coaches should check for any signage identifying hazards and draw the attention of the players and supporting adults to them.
2. All players need to be reminded of their individual responsibility for their own safety.
3. Where players representing the Club are transported to other tennis sites in a private car driven by a person other than the child’s parents, the Club should give consideration to establishing a system that identifies all such drivers as holding a current driving license and a permission slip from parents.
4. If an accident to a player representing the Club occurs at another tennis venue, the responsible manager or parent should request that it be listed in the home club’s accident register once the immediate needs of the injured player have been met.

EMOTIONAL WELL-BEING

A. Abuse

1. A written notice identifying that all forms of abuse, (physical, sexual, emotional) harassment or similar offensive behaviours by Club members are unacceptable needs to be displayed in a public place on club premises. Such a notice will include the complaint process.
2. Where appropriate, attention should be drawn to the contents of this notice prior to the opening of tournaments or on similar occasions.
3. The details of the Club policy will be placed on the Club’s website.
4. All Club officials and contracted coaches are required to sign-off on the Club’s Code of Conduct. (see Appendix A)

B. Employment

1. All employees or contracted persons who use the Club’s premises to conduct their business on a regular basis and who work with young persons under the age of 18, are required to meet the following conditions at the time of their appointment.
 - Confirm their name and photo identity by presentation of a current passport or a NZ Driver License or a Birth Certificate.
 - A NZ Police verification must be confirmed prior to the first day of work. Any convictions noted on this verification must be investigated against the requirements of the Vulnerable Children Act 2014.
 - A chronological summary of the applicant’s five-year work history must be presented and relevant questions asked. Copies of all qualifications should be checked for validity.
 - References should be confirmed and conversations held with referees and / or previous employers.

- Interviews must include questions about any previous professional complaints, reasons for leaving previous employment, attitudes towards children including how children should be disciplined and what the applicant likes and dislikes about children.
 - A risk assessment must be made before the final decision.
 - All copy of all documentation relating to the appointment must be retained by the club.
2. Employees and contracted persons are required to complete a NZ Police verification every three years. This will be at the Club's expense. (see also *Who Should Be Verified?* in Appendix B.)

Other Safety Measures

1. All chemicals, sprays and other harmful or potentially harmful substances must be stored securely.
2. All maintenance implements used by Club employees and members must be stored securely.
3. All Club buildings must have a secure access.
4. All of the above security measures should be checked on a regular basis.

APPENDIX A

Club Code of Conduct

As a member of the PSTC Tennis Club I agree that I will meet the following requirements.

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealing with others.
- Accept responsibility for my actions.
- Operate within the rules of the sport including national and international guidelines that govern TNZ and NZTEs.
- Demonstrate a high level of individual responsibility especially when dealing with persons under 18 years of age; e.g. my words and actions.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age wherever possible. ¹
- Refrain from any form of harassment of others.
- Refrain from any behaviour that may bring the Club into disrepute.
- Provide a safe environment for tennis.
- Show concern and support for those who may be sick or injured.
- Be a positive role model for the Club.

Name:..... Signed: Date:

¹ Excepting my own children

APPENDIX B

Hazard Register (Example Only)

HAZARD	DATE	RISK	ACTION (s)	COMPLETED
Slippery Clubhouse decking	02 / 02/ 19	High	Deck water-blasted and resprayed with a gritty paint. Warning sign on entry.	25 / 04 / 19
Fencing Court 4	02 / 02 / 19	Medium	Broken wires in Eastern corner covered with safety tape initially then fully replaced.	29 / 05 / 19

APPENDIX C

Complaints Process (Example Only)

If a Club member, parent, official, coach or other adult believes that the health and safety policies of the Club have been broken and wishes to make a complaint, the following process must be followed.

- a) The complaint must be in writing and received by the Club President within 7 days of the alleged incident.
- b) The Club President will acknowledge the receipt of the complaint within 48 hours and establish a meeting time within 14 days at which the complaint will be heard.
- c) The Club President will initiate an investigation into the circumstances of the incident and construct a report to be tabled at the meeting with the complainant. ² This report is highly confidential and care must be taken to ensure that no unauthorised persons have access to it.
- d) The Club President or a delegated person will chair the complaint meeting. At least two Club officials should be present. The complainant must be afforded the opportunity to bring support persons to the meeting. The complainant should also be given sufficient time to read the report prior to any discussion of its contents at the meeting.
- e) Minutes of the meeting must be taken including any agreed actions ³ that result from the meeting. These minutes are **confidential**, and the only copy is to be retained by the Club President in a private file held in a secure place.

² Should this investigation reveal that the nature of the incident is such that a court of law is the appropriate course of action, the matter will be referred to the NZ Police.

³ If penalties are to be imposed these should be in accordance with those outlined on p27 of the Tennis NZ Participant Protection Policy.

- f) The Club will make a decision on the complaint at or shortly after the meeting. If the Club is unable to reach a decision, a further meeting may be held. If no such agreement is forthcoming, the Club or the complainant may seek an external mediator to resolve the issue.
- g) If the complainant wishes to appeal the decision of the Club in this matter an appeal may be lodged with the Chairperson of the Tennis Western Bay of Plenty Executive.
- h) The NZ Privacy Act 1993 requires that no details of the persons involved in the complaint may be revealed.
- i) The Club President has the authority to shorten the above timeframe according to the nature of the alleged incident.

APPENDIX D

Who requires a Police Verification

Relationship with the Club		Vulnerable Children's Act Safety
Employed or contracted by the Club. e.g. Manager, Coach	Police Vet required.	New Staff: Core workers from 1 July 2015. Non-core workers from 1 July 2016 Existing Staff Core workers from 1 July 2018. Non-core workers from 1 July 2019
Engaged as a contractor to work on the premises but does not work with children. e.g. plumber, electrician.	Police Vet is the responsibility of the contractor's employer.	No requirement.
Volunteers e.g. Team Managers, support parents	No requirement.	Not legally required to check safety but if person is a regular volunteer and will be alone or have overnight contact with children then the Club Code of Conduct should apply.
Workers	<p>A core worker is one who works with children providing a regulated service and during that work is:</p> <ul style="list-style-type: none"> • the only children's worker present, or • is the children's worker who has primary responsibility for or authority over the child or children present. <p>A non-core worker is a children's worker who has regular but limited contact. e.g. at least once a week or at least four days a month, either overnight or with the same or different children each time</p>	

APPENDIX E KEY DEFINITION

<p>Reasonably Practicable</p>	<p>This is defined against your club's circumstances. In "your situation" you consider <u>how likely is the risk and how severe is the harm it might cause?</u> If you conduct the hazard inspection with a small group, you have a far greater chance of clearly answering this question.</p> <p>You then ask yourselves <u>what you should reasonably know about the risk and ways in which it can be eliminated or reduced?</u> e.g. You identify the cause of intermittent blackouts in the courts lights as an over-heating line in the power supply but will likely need electrical advice about its impact and ways of making it safe. You also need to check that in eliminating or reducing the risk you do not create a risk elsewhere. e.g. In replacing the wire with an upgraded one, you provide more power to the lights control box and create the risk of it blowing.</p> <p>The costs to remove the hazard will always come into the issue of being reasonably practicable. Just because it is possible to remove the hazard doesn't mean that you will do it, but cost can only be used as a reason not to remove the hazard when it is grossly disproportionate. e.g. to fix the light issue you need to replace all of the court lights, install a new control box and have the connection from the road replaced with a wiring of a higher capacity.</p> <p>As far as I know there has been no court case to define what "reasonably practicable" means but this may help.</p>
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