

HEALTH & SAFETY PLAN

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Health and Safety Policy Statement

The **Ashburton Bridge Club** is committed to maintaining a safe (physical and emotional) environment within its operating facilities for members, visitors & other persons associated with Club activities.

Health and Safety is everyone's business with everyone expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind.

The **Ashburton Bridge Club** has integrated into the management and daily affairs of the club the Principles and Practices of Health and Safety to ensure the club provides a quality environment.

All members, employee[s] and visitors are expected to act safely at all times to ensure their own welfare within our facilities and in the use of our amenities.

1 HEALTH AND SAFETY PLAN

The purpose of this Health and Safety Plan is to outline the steps the Club takes to prevent harm during club activities & support the implementation of a safety management system complying with the Health & Safety at Work Act 2015.

1.1 Health & Safety Management

The Club committee will oversee the health & safety activities of the club and the implementation of the policies & procedures contained in the Health & Safety Plan.

The committee will review & minute Health and Safety activity within the Club via a standing "Health & Safety" item on the agenda of its regular meetings.

The committee will allocate appropriate resources to fulfil the aims of the Health and Safety Plan.

A Health & Safety Officer will be appointed from within the committee to manage the health & safety activities of the club. Tasks may be delegated.

1.2 Engagement & Communication

Health & Safety is the collective responsibility of all persons using the club.

Members need to be familiar with the Club's Health & Safety Plan and be proactive in abiding by it at all times.

The Committee will be responsible for informing members as to safety issues within the Club.

New club members will be briefed on the Club's Health & Safety Plan as part of their welcoming & induction programme.

All beginners prior to their first lesson should have a guided tour of the club rooms with the following noted:

- Exits
- Siren
- Fire alarms
- Assembly point
- Defibrillator
- Fire extinguishers
- First aid kit
- Reminder there's no smoking or vaping inside or outside close to exits
- An overview of the noticeboard

The above will also be reiterated at their final lesson, plus an explanation of club recorders and the complaints procedure.

A list of members with current First Aid certificates or past or practicing medical personnel willing to assist in medical events during club events will be maintained & posted on the notice board in the foyer.

The club will have contact numbers for members' next-of-kin to ensure that they can be contacted in the case of an illness or injury.

1.3 Supervision

All activities at the club are to have appropriate levels of supervision. Supervisors can include executive club personnel, club members or approved people appointed by the organisation using the club facilities and/or amenities.

The President and directors will supervise the health & safety activities of regular club events & tournaments where no tournament manager is appointed. This may include a briefing on emergency procedures & specific hazards as well as managing any Health & Safety incidents that may arise.

The tournament manager, when appointed, will supervise the health & safety activities of that tournament.

Supervision of the health & safety activities for any authorized activity/event organized by an outside party will be the responsibility of that party. A copy of the Health & Safety Plan will be given to the outside party. A verbal or written report will be made to the Club immediately after the event on any Health & Safety issues that arose. This will be reviewed at the regular Club committee meeting.

The Secretary will ensure any outside party/tradespeople etc using the rooms will be sent a copy of our H & S plan prior to entry.

1.4 Health and Safety Officer

The Ashburton Bridge Club committee will appoint a Health and Safety Officer from within the committee.

This person shall be responsible for:

- Maintaining and updating the Hazard Register.
- Manage hazards and remove/minimise/isolate hazards using the Hazard Identification Checklist
- Completing and dealing with Accidents and Incident Reports.
- Ensuring that the facilities meet Safety and Health requirements. This includes maintaining the First Aid kit, the defibrillator and fire extinguishers. A list of the minimum requirements for the first aid kit will be enclosed within the kit.
- Reporting regularly to committee meetings.
- Collate contact numbers for members' next-of-kin to ensure they can be contacted in the case of an illness or injury.
- Ensure all club members/management and other involved parties are aware of the Health and Safety Plan and how to adhere to the health and safety/emergency procedures.
- Bring to the attention of the president any major health and safety issues, on a regular basis
- Report all major accidents to OSH (if required by law).

- Work with the Treasurer to develop a budget for implementing the Health and Safety Plan.

Some of these duties may be delegated to another club member.

The contact details for the current Health & Safety Officer are to be available on the notice board.

1.5 Hazard Definitions

Hazard means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside of Ashburton Bridge Club) that is an actual or potential cause or source of harm. In effect a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.

Hazard Identification is the process of recognising that a hazard exists and defining its characteristics.

Hazard Assessment is the overall process of determining whether a hazard is significant.

If a person identifies any hazard/s, they are to report immediately to the Health and Safety Officer, and together make decisions to eliminate, isolate and/or minimize the risk levels of the identified hazard/s, and enter them onto the Hazard Identification Register located in the Health and Safety folders in the office on the top shelf.

1.6 Hazard Identification and Control Programme

The Hazard Identification and Control Programme identifies where practicable, all foreseeable hazards and controls implemented to eliminate, isolate or minimise these.

There may be additional hazards not identified in the Hazard Register. Therefore, the Hazard Register is to be updated by the Health and Safety Officer as new hazards are identified.

The Hazard Identification and Control Programme will be reviewed by the committee at the first committee meeting following the AGM, and should also be included in the monthly agenda.

1.7 Hazard Register

HAZARD	CONTROL
Falls and Slips	Provide suitable walkways for walking and wheelchairs. Provide suitable lighting (make sure carpark lighting is turned on at night). Ensure floor & walkways clear of any items or hazards that could lead to falls or slips.
Personal Health	All club members and visitors to take adequate precautions to manage known health problems in advance. First Aid Kit in middle of room under the TV screen Defibrillator housed outside, in cabinet next to main door.
Kitchen Management	All activities in the kitchen area must be supervised by an appointed person under the control of the House Convenor/Committee.
Bar Management	The bar will be managed by someone nominated on the licence issued by ADC.
Traffic Management	All club members to park in unnamed car park spaces unless otherwise permitted. Disabled parks are to be used only by those persons authorised to do so by the committee.
Communicable illness	The Club will take all reasonable & practicable measures to limit the spread of infectious illness amongst playing members. This may include measures such as the provision of hand sanitisers or cancelling bridge sessions. All members are to assume personal responsibility for their health and to remain home if unwell.
Smoking/Vaping	The club maintains a smokefree environment in the building and on the grounds.
Earthquakes	Remain in building, take cover.
Electrical equipment	Tag and test to be completed annually.
More??	

1.8 Emergency Procedures

Health and safety announcements are to be made at the start of each tournament.

In the case of an emergency event such as fire, or other event requiring evacuation, all occupants of any of the club's buildings shall cease activities immediately and move to the designated evacuation area, via the safest route.

The person designated responsibility for the health & safety activities of that event shall ensure the emergency services are contacted.

Club committee members [when available & appropriate] will assist the director or tournament manager in the evacuation of the building & accounting for the safety of everyone.

A copy of the evacuation plan will be displayed in a prominent location in the club facilities all times.

1.9 Emergency Procedures Fire

Fire extinguishers are located in appropriate areas of the Club rooms and are readily accessible at all times.

Wardens [committee members] shall be coordinated by the person designated responsibility for supervising the health & safety activities of that event.

The supervisor designated responsibility for that event shall ensure the emergency services are contacted immediately.

Wardens shall be responsible for

- Administering fire extinguishers when appropriate, but not in high-risk situations.
- Marshalling occupants to the evacuation area & ensuring everyone is safe & accounted for.
- Calling first aid person to render any required first aid.

1.10 Accident and Incident Reporting & Recording

All accidents and incidents affecting visitors or personnel on site are to be reported to the Health and Safety Officer and recorded in the onsite register, found in the committee room.

Non-injury events and near misses should also be recorded because harm might have occurred and we may wish to make changes to prevent future possible harm.

Following the investigation the accident/incident/hazard will be reported to the next Committee meeting.

The first priority in the event of a serious accident or injury is to preserve life & prevent further harm. This should be done by any member at the scene of the event.

The supervisor designated responsible for that event shall as soon as practicable contact the Health & Safety Officer. If the Health & Safety Officer is not available the President is to be contacted.

A serious accident or injury is to be investigated within 24 hours by the Health & Safety officer [or person designated by the Club President if the Health & Safety officer is unavailable] with the following information recorded, as per the NZ Bridge Incident Form:

- Date of accident or incident
- Address & contact details of person/persons affected
- Details of next of kin
- Cause of accident or incident
- Effect of accident or incident
- Action taken in response to accident or incident

This report will be made immediately available to the Club President who will be responsible for ensuring the necessary corrective action & appropriate responses are actioned.

1.11 Site Safety Inspections

The Health and Safety Officer will on a regular basis (monthly) complete a site safety inspection of the facility and its surrounding operations to ensure that the conditions and standards are maintained at all times.

1.12 Health and Safety Forms

Health and Safety Forms are used to ensure compliance with the Health and Safety Plan and current Health and Safety Legislation.

All forms and checklists are held in the coloured folders in the committee room, labelled as HEALTH & SAFETY.

2. HEALTH AND SAFETY AND EMERGENCY PROCEDURES AND EVACUATION PLAN

To be displayed on the notice board:

HEALTH and SAFETY

Welcome to the Ashburton Bridge Club

All club members are required to take all reasonable steps to ensure that visitors and fellow members are safe while on site.

Be aware of any local hazards as notated on the Hazard's Board.

Please advise the Health and Safety Officer of any hazards you may identify on site, or record on the "Hazards recording sheet" on the notice board.

The Health and Safety Officers are appointed by the Committee.

Please obey any Health and Safety instructions.

The first Aid kit is found in the middle of the room underneath the TV screen.

The AED (defibrillator) is found in a cabinet on the wall outside the building, next to the front door.

Fire extinguishers can be found in the committee room, the bar and the kitchen.

Emergency Procedures and Evacuation Plan:

On hearing an alarm please leave the premises under instructions of the Director or Club Officers who will direct and accompany you to the Assembly Area, at the north-eastern end of the carpark.