



HEALTH & SAFETY POLICY

Health and Safety Policy Statement

Petone FC is committed to providing and maintaining a safe and healthy environment for our members, visitors and other people on its premises and in the programmes and associated activities it provides.

Executive Committee

Secretary@petonefootball.org.nz
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Document Information

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Policy Owner	Executive Committee		

Health & Safety Policy Statement

Petone Football Club (Petone FC or the Club) is committed to providing and maintaining a safe and healthy environment for our members, visitors and other people on its premises and in the programmes and associated activities it provides.

People should be protected against harm as far as possible, and health and safety hazards should be identified and addressed quickly and thoroughly.

Petone FC believes that maintaining a safe and healthy environment is everyone's responsibility, although it acknowledges everyone will have different roles and responsibilities.

Petone FC works closely with Capital Football and the Hutt City Council in relation to the health and safety matters associated with the competitions and facilities where its members, other clubs' members and the general public are involved.

This policy should be read in conjunction with the Health & Safety Policies of these associated organisations.

This policy documents the Club's commitment to meeting its obligations under the Health and Safety at Work Act 2015.

Purpose

This policy aims to:

- Support an environment at Petone FC that is safe and healthy
- Provide a process for proactively identifying, reducing and elimination hazards and risks to health and safety at Petone FC.

Application

This policy applies to anyone involved in the administration and operations of Petone FC, including:

- Volunteers (such as coaches, managers and club administrators)
- Club members (as defined by the Club's constitution, playing and non-playing)
- Where junior club members are under the age of 16 years, their parents or legal guardians
- Contractors
- Service providers
- Employees

Environment

The Club has different physical environments which pose different hazards, and which are used by people with varying obligations for Petone FC under the Health and Safety at Work Act 2015:

1. The Clubrooms and gymnasium: used by a wide range of people, included but not limited to Club members, volunteers, contractors and visitors.
2. The grass and artificial pitches, training grounds and facilities: including clubrooms and carparks.

A key principle of health and safety is that those who are best placed to manage hazards do so. The club wishes to ensure that the welfare of all members is prioritised. This will involve a diverse range of actions (such as coaches/managers prioritising the welfare of an injured player, or members who respect decisions of match officials at games).

Capital Football Federation and the respective local councils are accountable for providing a safe playing environment for our players at their grounds. Any hazards or health and safety issues identified by Club members or supporters will be notified to Capital Football Federation in the first instance.

Objectives

The Petone FC's Health and Safety programme aims to:

- Promote excellence in health and safety management
- Continually improve current health and safety performance
- Provide a safe and healthy club environment
- Identify and control or mitigate hazards and risks
- Establish and maintain communication on health and safety
- Support club 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.

Petone FC will:

- Regularly inspect the Clubrooms to identify, manage, and control/mitigate hazards and risks to establish safe club and work practices
- Provide information to foster awareness of health and safety
- Make adequate preparations for emergencies
- Record all reported accidents and "near misses" and investigate where necessary to ensure future accidents are avoided
- Provide reasonable opportunities for club members to be involved in Health and Safety.
- Appoint a Health & Safety Officer to be the primary club contact for matters relating to Health & Safety in conjunction with the Chairman of the Executive Committee.

Club members (including parents/legal guardians of children under 16) will:

- Contribute to the process of risk identification and as required, assist in the analysis and control of hazards and risks
- Ensure all known accidents or near misses involving club members and/or visitors are reported to the Junior or Executive committees
- Not undertake any activity which is unsafe and use all equipment correctly
- Look out for the safety of fellow club members or visitors
- Observe all safety rules (including warning signs) and risk controls.

Visitors to the Petone FC clubrooms will:

- Fill in the Visitors Register when entering the Petone FC John Bradbury Lounge
- Supervise their children, as and when required.

Hazard Management

The Hazard Register set out in Schedule 1 of this Policy summarises hazards that have been identified as relevant and the steps taken to control them.

A review of the Hazard Register will be undertaken at least annually. There may be additional hazards not identified in the Hazard Register, and these will be added to the register when identified.

Emergency Procedures

Petone FC Clubrooms evacuation procedure

Please familiarise yourself with the evacuation procedure if you are in the Clubrooms and a fire or other emergency occurs.

Fire Safety

How to be fire safe:

- Don't block fire exits
- Keep fire doors closed

In the event of a fire:

- If possible, operate the nearest fire alarm
- Call 111
- Use a fire extinguisher if it is safe
- Immediately vacate the building via the closest exit
- Make sure any visitors leave the building with you
- Walk, don't run
- Don't return for personal belongings
- Report to the meeting point by the Memorial Gardens on Bracken Street.

Smoking

All areas on the artificial turf, in the Petone FC Clubrooms (John Bradbury Lounge and Gymnasium) and balcony are designated non-smoking.

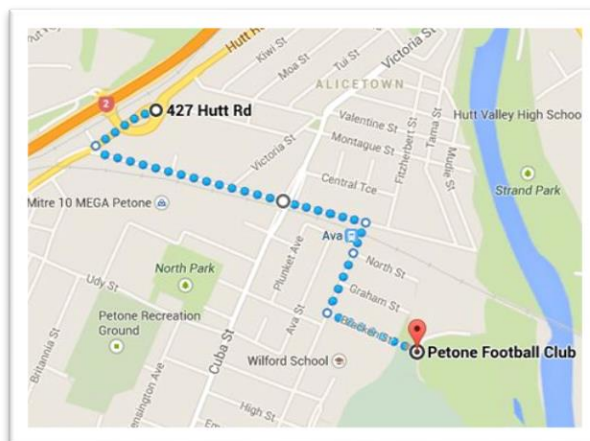
Smoking and vaping is not permitted in these areas.

Earthquake safety

In the event of an earthquake, move away from windows and anything that could be dangerous if it falls. Find cover under tables or doorways.

After the earthquake, evacuate the building or fields/turf and report to the meeting point by the Memorial Gardens on Bracken Street. Check for injuries, hazards and fires.

If the earthquake is long and strong, proceed to the nearest tsunami evacuation point on foot (see map below)



Accident Reporting Procedure

When an accident or near miss occurs, the below steps must be followed.

Firstly, ensure the injured person receives the required medical treatment. All junior and youth gear bags have first aid kits and there is a first aid kit in the Petone FC clubrooms. Petone FC also has an AED (Defibrillator) located under the stairs in the clubrooms. An alternate AED (Defibrillator) is also available at the entrance to the changing rooms.

If an accident or near miss involving serious harm occurs:

- Do not move the person.
- Call 111 for an ambulance and seek the appropriate medical treatment.

All accidents or near misses must be reported to the Health & Safety Officer and the Executive Committee. The Executive Committee will then notify other agencies or organisations (such as Capital Football) as required, and otherwise review the accident or near miss and take steps to mitigate any risks for future prevention purposes.

Head coaches of junior/youth teams and Petone FC junior/youth football programmes (Talent Centre) are primarily responsible for responding to accidents that occur during training or games.

Should an accident or incident (non-injury or illness) occur, these should be notified to the Health and Safety Officer and the Junior or Executive Committee chairman, using the appropriate Accident or Incident Report form.

Head injuries/Concussion

Coaches, players, parents, club administrators and officials need to take responsibility for the recognition of a potential head injury. Where available, the player should be referred to the qualified physiotherapist or a medical professional if onsite, however where this is not practicable, the removal and referral of all players with a suspected concussion or head injury to a medical doctor is required.

Refer to [NZ Football Resources](#)

Concussion and Head Injury Policy 2018: <https://www.sporty.co.nz/asset/downloadasset?id=91ffced4-8ef8-4f01-a00e-8f19d7a3fe8d>

General Conduct Requirements

All Petone FC club members, coaches, facilitators, team managers, club-based referees, parents and legal guardians are required to comply with the [New Zealand Football Code of Conduct](#).

Club Contact Details

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Bracken Street
Memorial Park
Lower Hutt 5012

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chairman@petonefootball.org.nz

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Lower Hutt 5045

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Related Documents

Petone FC Policy

Preventing Bullying and Harassment Policy
Code of Conduct
Privacy Policy

Legislation

Privacy Act 2020
Health and Safety at Work Act (2015)

NZ Football Policy

[New Zealand Football – Privacy Policy](#)
[NZ Football – Safeguarding Children and Vulnerable Adults Policy](#)
[NZ Football – Code of Conduct](#)

Revision History

Version	Date	Summary/Description	Author
0.1	2021	First draft of policy for review	
0.2	February 2024	Reviewed by Executive Committee	Policy Committee
1.0	April 2024	Final draft for approval	Policy Committee



Hazard Register

Hazard Identification and Analysis						Action			
Hazard and potential harm	Risk category	Significant hazard? Yes/No	Practicable to			Controls required (including existing)	Person responsible	Date of action	Completed by
			Eliminate? Yes/No	Isolate? Yes/No	Minimise? Yes/No				
Moving full size or medium goals	M	Y	N	N	Y	<ul style="list-style-type: none"> Ask for assistance from players or adults as appropriate Ensure access to fields or storage is free from hazards 		.../...	H&S officer .../.... In consultation with Junior/Exec Committee
Unsafe playing surface	L	N	N	N	Y	<ul style="list-style-type: none"> Referee inspects pitch before play commences Coach or Team Manager to assess pitch condition and raise concerns with referee (or consult with each other if no referee) Concerns to be raised with Capital Football as appropriate 		.../...	H&S officer .../.... In consultation with Junior/Exec Committee
Spectator injuries from being hit by a ball particularly between main field and training field	M	Y	N	Y	N	Club members and spectators to be aware of danger on the side of football fields.		.../...	.../....
Injuries from swinging/climbing on	M	N	N	Y	Y	Club members or spectators are not to swing or climb on goals		.../...	.../...

goals on the fields or those goals stacked beside the fields									
Injuries to children in carpark	M	N	N	N	Y	Club Members and members of the public to be very aware of children when using car parks, particularly at night. Please use very low speed		.../...	.../...
Concussion	L	Y	N	N	Y	Refer to NZ Football Concussion and Head Injury Policy: https://www.sporty.co.nz/asset/downloadasset?id=91ffc-ed4-8ef8-4f01-a00e-8f19d7a3fe8d Junior/Youth coaches and senior team managers/contacts provided information at beginning of season coaches meeting.	Junior committee (Juniors) Executive committee (Seniors)	.../...	.../...
Children (under 16 yrs) left unattended following training or games	M	N	N	N	Y	The safe area is by the grandstand. If a parent is not present immediately following training, an adult must stay with the child/ren outside by the grandstand until a parent or caregiver arrives.	Junior committee to communicate to coaches and parents	.../...	.../...