



## Health and Safety Policy

### Values

PlayOn knows everyone involved in the activity/sport is here because of a shared passion for the activity/sport and care for the people involved.

PlayOn aims to provide a safe, inclusive and enjoyable environment for everyone involved in its activities. People are expected to show respect and courtesy in their interactions with others.

Children and young people in particular must be cared for, treated with respect and their welfare placed at the centre of everything we do in the activity/sport.

Everyone involved in the activity/sport joins with good intentions and we are all expected to do our part responsibly and to comply with our policies and rules.

### Purpose

This code aims to:

- provide guidance on the behaviour expected of all people when participating in PlayOn activities
- support an inclusive environment where all people are treated with dignity, respect and courtesy.

### Application

This code applies to anyone involved in PlayOn and its regional and national operations, where applicable.

This includes volunteers, participants, supporters, club members, employees, service providers, and families/whaanau of participants.

It is to be read together with PlayOn's policies and procedures.

## Appointment of Health and Safety Officer

At least one member of PlayOn is to be appointed as a Health and Safety Officer. The Health and Safety Officer is responsible for:

- updating and maintaining the Hazard Identification Register
- maintaining the Visitor Register
- completing Incident Register Form
- undertaking a dedicated three monthly hazard identification process, including:
  - physical inspections of the premises, equipment, and practices - appointment of a delegate in place when inspections cannot practically be undertaken
  - analysis of tasks and how they are carried out by employers/volunteers
  - analysis of processes carried out on each premises
  - analysis of previous 'near miss' incidents
- reporting to the Committee/Board on identified hazards, incidents and near misses
- overseeing the implementation and management of this Health and Safety Policy

## Health and safety responsibilities

### Everyone

Everyone will:

- take reasonable care of their own health and safety
- take reasonable care to ensure their actions or inactions do not affect the health and safety of others
- share the responsibility equally, by identifying and reporting hazards, near misses and incidents using the Hazard Identification Register and Incident Reporting Form to the Health and Safety Officer
- join in relevant health and safety training as required
- follow this Health and Safety Policy

## **Committee/Board**

The Committee/Board will:

- provide and maintain a safe and healthy environment at PlayOn, including making sure PlayOn's premises, equipment and activities meet appropriate health and safety standards
- appoint at least one Health and Safety Officer
- make health and safety a permanent agenda item at all meetings
- ensure employees, volunteers and contractors use safe ways of working
- provide all information, training and supervision required to minimise health and safety risks
- address identified hazards and actions required from reported incidents/near misses
- provide specific opportunities for employees/volunteers to raise health and safety issues and suggest areas for improving PlayOns health and safety processes.

## **Employees/volunteers**

Employees/volunteers will:

- prioritise health and safety in everything they do
- supervise the children/young people in their care
- make sure they understand what good health and safety practices look like in the context of the activity/sport

## **Contractors**

Contractors will:

- comply with all regulations, and codes of practice applying to their trade or profession
- advise the Health and Safety Officer of all hazardous equipment, machinery or substance that are brought into PlayOn's premises
- record any incident or near miss on the Incident Reporting Form and provide it to the Health and Safety Officer
- use all safety clothing/equipment required to minimise the risk of injury to themselves and others

## Visitors

Visitors will:

- fill in the Visitor Register when entering PlayOn premises
- supervise their children, as and when required

## Emergency procedures

[Insert your emergency event procedures e.g. fire, earthquake, tsunami, avalanche].

## Reporting a breach

Individuals who wish to report an alleged breach of this policy should:

1. Email [hello@playon.co.nz](mailto:hello@playon.co.nz)
2. Set out who was involved
3. What the incident was including, time, date, place

If you are concerned about an incident or activity that is happening, then you should say something to the referee, coach or other person that appears to be supporting the group or event.