

Health & Safety Policy

Relevant from - 24 June 2024

General

The Cambridge Badminton Club is a volunteer-run sports club.

Although the Club does not employ anyone and is instead dependant on a group of volunteers, it is still the Club's intention that reasonable steps are taken to ensure the health and safety of members, visitors and volunteers.

The objective for the Health & Safety Policy is to provide for the health and safety of the Club's Committee Members, Player Members and all other visitors to the premises.

All those who visit the Club need to take all practicable steps to ensure the safety of everyone on the premises.

Health & Safety

The Cambridge Badminton Club (CBC) is committed to providing a healthy and safe work/play environment for its Committee, Club Captains and volunteers, as well as a safe and enjoyable facility for its players and visitors. It is the responsibility of all to follow the policies and procedures set out by CBC to ensure that these outcomes are attained.

In addition to this general Health and Safety Policy, the Committee, volunteers, players, supporters and other visitors to the CBC should be aware of our Evacuation Plan, Hazard Identification, plus all and any other CBC policies.

Committee Members & Volunteers

CBC is dedicated to providing a safe and healthy environment where the Committee, Club Captains and volunteers can work/play unimpeded by hazards or other unsafe practices.

CBC undertakes to:

- Provide and maintain a safe work/play environment for all those who enter the stadium;
- Provide and maintain our facilities for the welfare of all those who enter the stadium;
- Ensure equipment and machinery is safe;
- Ensure working arrangements are not hazardous;
- Provide procedures to deal with work/play emergencies;
- Ensure Health and Safety engagement and participation are in place;
- Consult and cooperate with others working/playing in the same place/s to keep everyone safe and healthy.

Everyone is required to follow CBC's Health and Safety rules and procedures, taking reasonable care to look after their own health and safety and the health and safety of others by:

- Following all reasonable health and safety rules and instructions;
- Participating in health and safety discussions;
- Exercising their right to refuse to carryout unsafe work/play;

- Taking care to ensure their actions, or in-actions, do not cause harm, or risk of harm, to themselves or others;
- Not reporting for work/play if under the influence of alcohol or drugs that impair performance or fitness for work;
- Wearing all necessary personal protective equipment and clothing;
- Reporting any potential or real risks, incidents and near misses so that the employer can investigate and eliminate or minimise harm or risk of harm.

Contractors & Other Workers

The Cambridge Badminton Club is firmly committed to the provision of a safe and healthy workplace for contractors, sub-contractors and visitors to Club premises. In meeting these requirements the Cambridge Badminton Club seeks to:

- ensure that contractors and subcontractors work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working on the Cambridge Badminton Club premises
- promote measures to prevent injury and illness by insisting on safe methods, safe equipment, proper materials and safe practices at all times
- ensure that all visitors are not harmed while on the Cambridge Badminton Club premises.

Any contractor or other persons working in our facility must read and understand this Health and Safety policy and comply with the requirements of it as outlined for CBC Committee members, Club Captains and volunteers.

The contractor is responsible for:

- providing details of any hazards that they will be bringing onto the site or any hazards that may be created as a result of the nature of the work being undertaken, together with how these hazards will be mitigated.
- ensuring the contractor's employees have received the safety training required for the specific job, including protocols for issuing keys or entry to restricted areas.
- providing and using emergency and personal protective equipment they may require.
- Informing the CBC of any dangerous work where visitors to the stadium may be in danger or may need to keep a safe distance away from any works being carried out.

Members, Players & Other Visitors

CBC does not generally provide supervision of the use of the Badminton courts. You must take full responsibility for your use of the Badminton Stadium, including when unattended and unsupervised. CBC is committed to providing a safe and enjoyable facility to all its users.

This Policy is to be read in conjunction with but not limited to our policies on Child Protection & Code of Conduct.

CBC is committed to providing a safe and enjoyable facility for all Members, players and visitors. It is the responsibility of all people visiting this facility to follow and comply with the terms and conditions set out below:

- Badminton is a physical sport that carries inherent risk of physical injury. Before undertaking physical activity at the CBC you should seek medical advice on the appropriateness of the activity. By making use of the CBC you confirm that you are medically and physically fit and do not suffer from any injury, disease or condition, either physical or mental, that would affect your ability to safely participate in any activities you participate in at the CBC.
- Use appropriate equipment to reduce and manage the risk of injury.

- Any incidents, accidents or near misses must be reported as soon as practicable to CBC via a Club Captain, Committee Member or via the Club email.
- Players must use appropriate equipment and clothing.
 - Appropriate footwear – clean, non-marking indoor court shoes (carried into stadium).
 - Comfortable, non-restricting clothing (no jeans allowed).
 - Racquets specifically designed for badminton when playing badminton (or pickle ball paddles when playing pickle ball).
 - Approved badminton shuttlecocks (or pickle ball balls) are to be used. No other balls or other flying objects are permitted.
- Keep all courts clear of any obstacles which may interfere with or cause injury during play.
 - Clear shuttlecocks from the court area if not in use.
 - Keep the immediate court surrounds clear to allow unimpeded “run-off” space.
 - Avoid having other equipment or clothing on the courts during play unless part of a coaching or training session being conducted under the supervision of a CBC Coach.
 - Keep other people clear of the courts during play, especially young children.
 - Remove all rubbish and used shuttles from the court and surrounding areas once play is finished.
 - Ensure the court surface is clean and dry before, during and after play.
 - If dry mopping a court all dust and debris is to be swept up, collected and placed in a rubbish bin.
 - If after checking the courts and removing any substances the playing surface still feels slippery, you must suspend or cancel play until the surface has been checked by CBC.
 - Nets must not be leaned or swung on.
- Keep off umpire stands unless umpiring. Keep children away from these.
- Closely monitor young children and make sure they are aware of the dangers when coming too close to the playing area.
- Do not attempt to remove shuttlecocks from the lights or walls – leave to CBC.
- Comply with CBC's Code of Conduct.
- Comply with CBC's Evacuation Procedures.
- Report any damage or hazards to CBC via a Club Captain, Committee Member or via the Club email as soon as possible after the damage has occurred or hazard identified.

Fire Evacuation

- You ensure you are familiar with and comply with the emergency evacuation procedures as displayed within the stadium.
- In the event of a fire evacuation you must, at the meeting point specified in our emergency evacuation procedures, account for all people participating in your booking (if applicable).
- If you are a club, you must ensure that you maintain a register of participants at each club event at the CBC to ensure that you can account for your participants at the meeting point.

General Rules & Exclusions

Breaches of the following rules may lead to immediate removal from the facility or other facilities being used by CBC and the possibility of exclusion for any period deemed appropriate by the Committee:

- No alcohol is to be brought onto or consumed in the court areas.
- No glass is permitted in the court areas.
- The entire building and surrounding areas pertaining to the CBC Stadium are strictly SMOKE/VAPE FREE.
- ALL persons in or around the facility or other facilities used by CBC are to be treated with all due respect regardless of age, race, creed, colour, gender or abilities.

- Inappropriate behaviour of any type will not be tolerated, including but not limited to comments regarding gender, race, age, sexual orientation, religion, national origin, disability or appearance.
- Physical abuse of any type may result in criminal charges being laid, including inciting physical abuse.

Code of Conduct

The document outlines the expected code of conduct for all players, coaches, Committee Members, Club Captains, volunteers, parents, guardians, caregivers, and spectators to ensure that everyone is able to enjoy badminton.

This Code of Conduct is to be taken as including other relevant CBC Policies and Procedures including, but not restricted to, the Child Protection Policy.

Players

- Will respect CBC Committee Members, Club Captains, volunteers, coaches, managers, and other players at all times.
- Will direct complaints or feedback to CBC Committee and not slander CBC Committee Members, Club Captains or volunteers.
- Will abide by the Badminton NZ code of conduct and approved clothing code.
- Will demonstrate good sportsmanship and treat all others as they wish to be treated themselves.
- Will cooperate with coaches and opponents, demonstrating modesty in victory and graciousness in defeat.
- Understand that verbal abuse of any other person or deliberately distracting or provoking an opponent, is not acceptable or permitted behaviour in any sport.
- Will always play by the rules and respect the decisions of officials.
- Respect the rights, dignity and worth of all people involved in sport, regardless of their gender, ability, religious or cultural background.
- Will not arrive at the venue or play sport while under the influence of alcohol/drugs.

CBC Committee Members, Club Captains & Coaches

- Will remember that players participate for enjoyment and not verbally or physically abuse players.
- Will direct complaints or feedback to CBC Committee and not slander the CBC Committee Members, Club Captains, Coaches & volunteers.
- Will be impartial, consistent, objective and courteous when making decisions and accept the responsibility for their actions.
- Will help other CBC Committee Members, Club Captains & Coaches highlight appropriate behaviour and manage inappropriate behaviour.
- Ensure that rules, equipment, match-play and training schedules are modified to suit the age, ability and maturity level of players.
- Respect the rights, dignity and worth of all people involved in sport, regardless of their gender, ability, religious or cultural background.
- Will not allow the unlawful supply or consumption of alcohol/drugs, bad language, harassment of players, coaches, officials or spectators.

Coaches

- Will remember that players participate for their enjoyment and never verbally or physically abuse players for making a mistake or not winning.

- Will be reasonable in their demands on players' time, energy, enthusiasm and ensure that the players will have a positive experience.
- Will operate within the rules and spirit of the game, display control, respect and professionalism to all involved with the sport including opponents, officials, coaches, staff, volunteers, parents and spectators and teach players to do the same.
- Will demonstrate good sportsmanship at all times in their position as a role model for younger players, while considering that actions speak louder than words.
- Ensure that equipment and facilities are fit-for-purpose and appropriate to the age and ability of players.
- Will show concern towards sick and/or injured players and follow the advice of a qualified first aid responder when determining whether an injured player is ready to recommence training or competition.
- Respect the rights, dignity and worth of all people involved in sport, regardless of their gender, ability, religious or cultural background.
- Will direct complaints or feedback to CBC Committee and not slander CBC Committee Members, Club Captains or volunteers.
- Will not arrive at the venue or participate while under the influence of alcohol/drugs.

Parents, Guardians, Caregivers & Spectators

- Will encourage any child to play within the rules and respect officials' and coaches' decisions, while remembering that children learn best by example.
- Will give positive comments to motivate and encourage player's efforts.
- Will not arrive at the venue under the influence of alcohol/drugs or consume alcohol/drugs at any point during a CBC-related activity.
- Will not use bad language, discipline or harass players, coaches, officials or other spectators nor criticise or ridicule a player's performance during or after the game.
- Will direct complaints or feedback to CBC Committee and not slander CBC Committee Members, Club Captains or volunteers.
- Will lead by example and respect all players, coaches, staff, volunteers, officials and spectators.
- Physical or verbal abuse of any players, coaches, staff, volunteers, officials or spectators will not be tolerated.
- Recognise all volunteers who give up their valuable time and never publicly criticise volunteers or staff, rather raise personal concerns with the CBC Committee in private or in writing.
- Will not interfere with the team or players during training or games.
- Respect the rights, dignity and worth of all people involved in sport, regardless of their gender, ability, religious or cultural background.

Breaches of the Code of Conduct

- Minor breaches can be dealt with on the spot by an appropriate person (i.e. CBC Committee Member, Club Captain, coach, official).
- If the breach is more serious or repetitive, then it should be reported in writing to the CBC Committee. The offender may receive a verbal or written response.
- If, in the opinion of the CBC Committee, the breach is very serious or repetitive, the offender will be asked to meet with a CBC representative to discuss.
- CBC has the right to stand down (suspend from active involvement in CBC activities) any person(s) that is perceived to have breached the CBC Code of Conduct for any (reasonable) length of time pending an investigation.
- All players, coaches, staff, volunteers, parents and spectators should also be familiar with the CBC Child Protection Policy, available at the CBC stadium.

Emergency Evacuation Procedures

The CBC recognises the need to be prepared for emergency situations that may be encountered when the stadium facilities are being used by any person.

When emergency services are required;

- For emergency services dial 111 from a mobile phone and ask for the service you require:
FIRE
AMBULANCE
POLICE.
Stay calm, give your name, details of the emergency, and street address - which is
Cambridge Badminton Club, 5 McLean Street, Cambridge.

In the event of a FIRE;

- Activate the alarm and inform ALL people in the building of the fire.
- DO NOT attempt to put out the fire unless trained in the use of the fire extinguishers and these can be accessed without danger or unless there is no personal danger to you or anyone else. An extinguisher is located in the CBC kitchen.
- Evacuate the building via the nearest clear exit - emergency exit doors on either side of badminton courts or via Club Room and main entry door if safe to do so.
- Walk quickly and calmly to your nearest exit, making sure all visitors leave the building with you and do not stop to take personal items with you.
- Once outside ring the Fire Brigade – Dial 111.
- Assemble away from the stadium, in the carpark in the designated location by the Judo Club building.
- If time permits and there is no danger, close all doors and windows.

All EXITS are clearly signposted and emergency lighting over the doors will operate.

DO NOT re-enter the building until an All-Clear is given by the Fire Brigade and/or the active Emergency Warden.

In the event of an EARTHQUAKE

- Keep calm.
- DO NOT evacuate unless instructed to do so by the active Emergency Warden.
- Where possible, move away from positions where overhead objects may fall – if on courts, move to central areas within each court away from overhead lights. Otherwise DROP, COVER, HOLD wherever you may be, keeping clear of windows.
- If an Evacuation signal is given assemble on the grass areas outside of the main entry and away from all buildings.
- Do not evacuate until the shaking stops.
- Be prepared for aftershocks.
- Once the shaking stops, the Club Captain, Committee Member or Safety Person will turn off all electrical sources and gas taps.
- Check for hazards and extinguish any fires if safe to do so.
- Listen to the radio for civil defence instructions.

In the event of an UNWANTED VISITOR

If a person is displaying unusual behaviour:

- keep calm, make no sudden movements.
- do what the offender asks.
- try to memorise as many details about the offender as possible.
- notify police as soon as it is safe to do so. Leave the phone line open until police arrive.

In the event of a BOMB THREAT

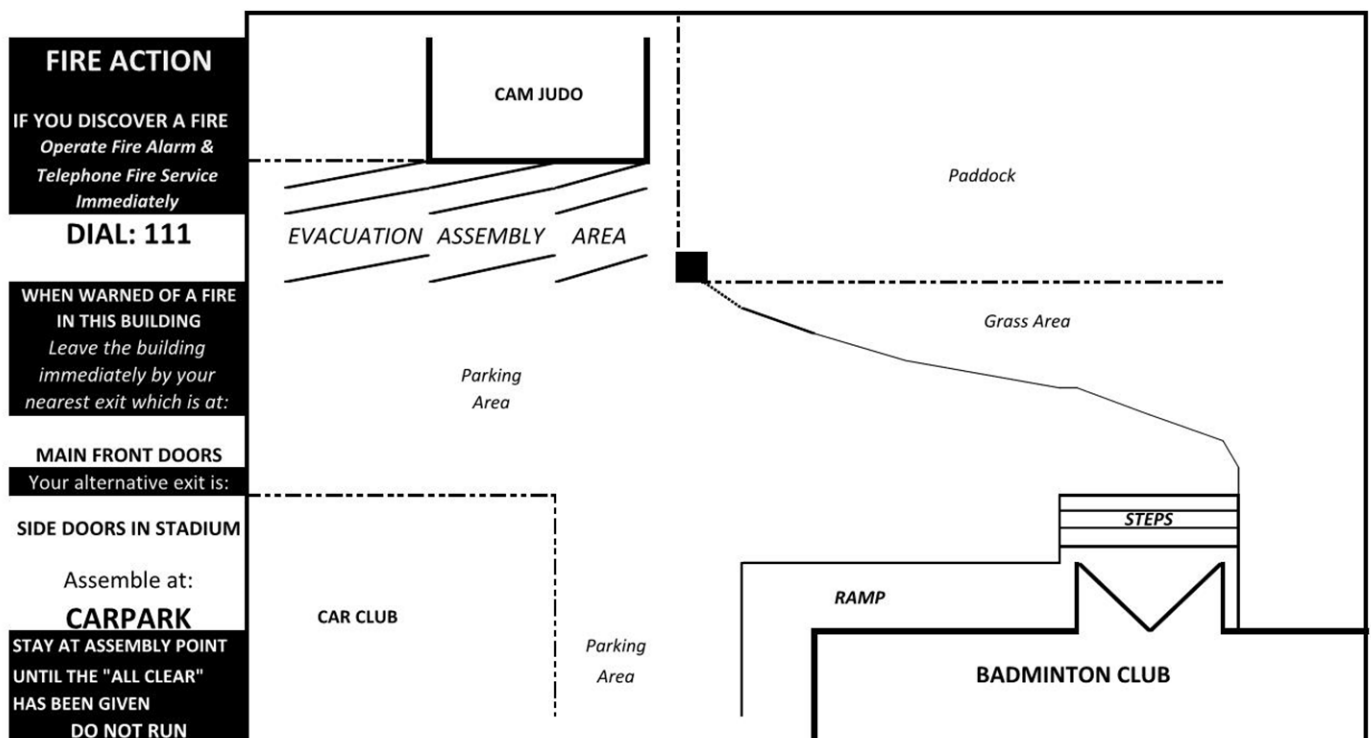
When a bomb threat is received, or a suspicious object is discovered, it must be treated as genuine until proven otherwise. Do not touch or move any suspicious object. Treat unusual or suspicious objects as a bomb, as they can be made to resemble almost anything. The Police will determine the action to take with the object.

- Keep calm.
- Keep the person talking – don't interrupt.
- Let them feel in charge – keep the person on the line, don't hang up.
- Ask Bomb Threat Checklist questions and record responses.
- Do not operate the manual alarm points or electrical switches, or use a mobile telephone as this may activate the device.
- Attract assistance if possible and have this person alert staff and notify Police on 111.
- Evacuate the building if directed to do so by the Police (but do not hang the phone up on the caller).

Emergency Wardens

- The Club Captain (during a CBC session).
- Any attending CBC Committee Member.
- The Health and Safety Officer if in attendance.
- If a designated Warden is not in attendance users of the CBC stadium are personally responsible for ensuring this procedure is followed.

Evacuation Assembly Area



Hazard Management

CBC will identify, assess and control hazards within the stadium facilities.

The Cambridge Badminton Club President, aided by the Health & Safety Person, is responsible for:

- ensuring regular health and safety inspections are carried out.
- maintaining the hazard register (where applicable) including identification and risk analysis.
- working with Club Committee Members to control identified hazards.
- contracting specialist consultants, where necessary, to identify, eliminate or minimise hazards.

Club Committee Members are responsible for:

- implementing hazard management procedures at the CBC.
- taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled.
- completing a hazard notification form if a serious enough hazard is identified and provide this to the Club President (who will undertake a full identification and risk analysis and register this with the CBC Committee).
- informing others (committee members, visitors and contractors) of any hazards to health and safety.
- ensuring unsafe acts and unsafe conditions are appropriately addressed.

Procedure

Hazard management steps include:

1. Identification – describe the hazard and state the location of the hazard.
2. Risk analysis – rate the risk.
3. Control – Recommend the control measure (eliminate, isolate or minimise).

Complete details on the hazard management register.

If difficulties are experienced in identifying, eliminating or controlling hazards, the Club President will engage an outside contractor with appropriate experience.

Hazard management needs to be completed:

- systematically for all areas and processes at regular twelve-monthly intervals.
- when an accident occurs; a check is needed to ensure hazards listed and their controls are adequate.
- when a new process or equipment is introduced.
- if a new hazard is observed or reported.

Step 1 – Identify hazards

Hazard Identification Process			
1.	Use inspection, audits, walk-through surveys and checklists to determine hazards		
	Working Environment Area used and its physical condition Workplace layout Location of material/equipment and distances moved Types of equipment used Energy hazards Hazards which could cause injury Characteristics of materials, equipment Hazards which could cause ill health Psycho-social environment Organisation environment	Human Factors Knowledge and training Skills and experience Health, disabilities, fitness Age and body size Motivation Risk perception and value systems Protective clothing, equipment, footwear Leisure interests	Tasks Task analysis Working postures and positions Actions and movements Duration and frequency of tasks Loads and forces involved Intensity Speed/accuracy Originality Work organisation
2.	Analyse any 'near miss' accidents that may have been recorded in the incident and accident register or documented in the minutes from health and safety meetings		

Step 2 – Risk analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and impact scales below.

Score	Scale	Frequency of accident or illness
1	Rare	May occur only in exceptional circumstances, e.g. less than 5% chance of occurring
2	Unlikely	Could occur at some time, e.g. 5-29% chance of occurring
3	Possible	Should occur at some time, e.g. 30-59% chance of occurring
4	Likely	Will probably occur in most circumstances, e.g. 60-79% chance of occurring
5	Almost certain	Will occur in most circumstances, e.g. 80%+ chance of occurring

Impact scale

Score	Scale	Severity of accident or illness
1	Minimal	Negligible injury or illness
2	Minor	Minor injury or illness requiring minor first aid and/or less than one weeks' recovery
3	Moderate	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1-6 week's recovery
4	Major	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than six weeks' recovery
5	Extreme	Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than six weeks

A risk assessment category (critical, high, moderate or low) for each hazard is compiled by using the chart below. Hazards with the highest rating are given priority.

Risk assessment chart

Likelihood	Impact				
	Minimal	Minor	Moderate	Major	Extreme
Almost certain	H	H	C	C	C
Likely	M	H	H	C	C
Possible	L	M	H	C	C
Unlikely	L	L	M	H	C
Rare	L	L	M	H	H

Legend:

C	Critical risk; immediate action required
H	High risk; senior management attention is needed
M	Moderate risk; management responsibility must be specified
L	Low risk; manage by routine procedures

The risk assessment category is entered into the Risk Score column beside the hazard on the Hazard Management form. 'Significant Hazards' are identified according to the definition above.

Step 3 – Control

Where a significant hazard is to be controlled, this must, if practicable, be by elimination. Where elimination is not practicable then the hazard must be isolated. Only where both elimination and isolation are not practicable are methods of minimisation to be applied.

If a minimisation strategy is used, the Act requires monitoring of all workers/players/others exposure to the hazard. In this event, a schedule should be developed and implemented whereby the Health and Safety Representative regularly monitors the hazard noting variances and taking appropriate action where necessary (such as obtaining expert advice).

Definitions

- **'Hazard'** means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) 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.
- **'Significant hazard'** means a hazard that is an actual or potential cause or source of:
 - Serious harm; or
 - Harm (that is more than trivial) the severity of whose effects on any person depends on

- the extent or frequency of the person's exposure to the hazard; or
- Harm that does not usually occur, or is not easily detectable, until a significant time after exposure to the hazard.
- 'Harm' means 'illness, injury or both'. The term is only used in the context of harm that is more than trivial.
- 'Serious harm' is essentially a work/play-related injury, illness or condition that will result in admission to hospital for 48 hours or more or being off work for more than one week.

Accident Management

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work/play-related personal injury prevention and management. Early reporting is essential to this process and the Cambridge Badminton Club has a specific accident reporting and investigation form that must be used in the event of all Health and Safety accidents and incidents. Club Captains are responsible for ensuring the accident report book is correctly completed with the person's name, date and nature of the accident/incident.

This policy applies to all Committee Members, Club Captains, Club Members and visitors to the Cambridge Badminton Club with the purpose being to record and investigate CBC-related incidents and accidents to ensure correct record keeping in the case this information is required for ACC or other claims and also to help eliminate future incidents where possible.

To assist the CBC in meeting its aims in the prevention and management of Club-related personal injury, there are responsibilities for the CBC through Committee Members and Club Captains working in partnership with Club Members and visitors.

The Cambridge Badminton Club President, aided by the Health & Safety Person, is responsible for:

- aiming to prevent accidents and injury by providing a safe and healthy work/play environment at the CBC.
- taking all practicable steps to see that all Committee Members and Club Captains are aware of the accident reporting system, know where to obtain the appropriate form, and report such events when they occur.
- arranging for appropriate first aid and emergency care (or other assistance) where required if an accident does occur.
- acting as the health and safety representative where necessary, including liaison with groups such as ACC in the investigation of injury or accident.

Committee Members and Club Captains:

Every Committee Member and Club Captain is responsible for:

- observing any established health and safety procedure that relates to the CBC.
- participating in relevant health and safety training, where necessary.
- accurately reporting and documenting all accidents, incidents and observed hazards to the CBC Committee, Club President or Health & Safety Person.

Club Members:

Every Club Member is responsible for:

- relating CBC-related accidents and incidents to a Club Captain or Committee Member.
- obtaining initial medical treatment from a registered treatment provider of his/her choice (this must be a registered medical practitioner if lost time is involved).

Procedures

Record of accident/incident/serious harm:

Club related accidents and incidents will be recorded within the Accident Report Book with note

made of the person's name, nature of the accident/incident, date and name of the Club Captain/Committee Member present.

The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence where necessary.

This information is to be reported by the Health & Safety Person at the next Club Committee Meeting.

Accident/Incident reporting investigation:

In the event of 'serious harm' or a significant hazard, the Club President or Health & Safety Person must be advised immediately so that any necessary measures can be taken without delay.

The Club President, aided by the Health & Safety Person, should:

- ensure receipt of all relevant information (accident/incident report).
- initiate and carry out an investigation without delay.
- ensure any hazard that is identified as the cause of the event is eliminated, isolated or minimised.
- a report will be discussed at the next Committee Meeting to ensure that the corrective actions have been carried out as indicated.

When events result in 'serious harm', take the following steps:

- Make sure anyone injured or suspected of injury has received medical attention if necessary.
- Do not interfere with the accident scene without the permission of an Inspector from the Occupational Safety and Health Service of the Department of Labour (OSH).
- Complete the reporting and investigation procedures and take steps to eliminate, isolate or minimise any identified significant hazards.

First Aid

The CBC has a responsibility to take 'all practicable steps' in providing effective first aid arrangements and to ensure safe and consistent care is taken when first aid may be required within the CBC. This policy applies to all CBC Committee Members, Club Captains, Club Members and visitors.

Pain relief is included in the first aid kit and can be offered to the person who has suffered the accident - the acceptance of pain relief being the responsibility of the injured person.

The defibrillator is available in the Stadium Club Room. The next nearest defibrillator is located at Bunnies Childcare Centre, 197 Thornton Road, 07 8277184 via combination locked box. Call 111 for combination.

Responsibilities;

The Cambridge Badminton Club President, aided by the Health & Safety Person, is responsible for:

- ensuring appropriate first aid supplies are provided at the Cambridge Badminton Club kitchen.
- ensuring that first aid supplies are accessible to all during sessions within the kitchen.

Every Committee Member and Club Captain is responsible for:

- accurately reporting and documenting all accidents, incidents and observed hazards to the Club President or Health & Safety Person.

Every Club Member is responsible for:

- relating Club related accidents and incidents to a Club Captain or Committee Member.
- obtaining initial medical treatment from a registered treatment provider of his/her choice (this must be a registered medical practitioner if lost time is involved).

Appendix 1: Checklist for yearly manual review

Health & Safety System	Policy components	Review date
Employer commitment to health and safety	<ul style="list-style-type: none"> • Outline of Health and safety programme (objectives) • Club commitment including employer and employee responsibilities • Quality systems that support health and safety such as internal audit 	1 March of each year.
Hazard identification and management	<ul style="list-style-type: none"> • Hazard identification process and risk analysis • Managing hazards • Smoke-free workplace • Forms for hazard identification and analysis 	1 March of each year.
Accident reporting and management	<ul style="list-style-type: none"> • Procedures for investigating and recording accidents • Forms for recording accidents and investigations 	1 March of each year.
Emergency planning and readiness	<ul style="list-style-type: none"> • First Aid • Disaster management (fire, earthquake) • Management of an unwanted visitor, bomb threat 	1 March of each year.
Contractors and visitors	<ul style="list-style-type: none"> • Definitions • Processes to ensure safety while on-site • Responsibilities 	1 March of each year.

Appendix 2: Hazard Register

[illegible]

Appendix 3: Hazard notification form

Any employee who identifies a hazard should complete this form, for example a new hazard that is not entered into the hazard register or an existing hazard that has been entered into the hazard register that has not been correctly managed to eliminate or mitigate risk.

Hazard Notification Form			
Your name:	Date:	Location:	Notification to:
	Date observed:		
Description of hazard including significance in your opinion:		Any immediate action taken to mitigate: (please describe)	Your recommendations to control or eliminate the hazard:
Signature of person notifying this hazard:			
Health and safety representative report including analysis and action taken:			
Date entered into the hazard register:			
Signature of health and safety representative:			

Child Protection Policy

Policy Statement

CBC is fully committed to safeguarding the welfare of all children in its care. We recognise the responsibility to promote safe practice and to protect children from harm, abuse and exploitation while participating in our activities.

Committee members, Club Captains, Coaches and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

This policy is based on the following principles:

- The welfare of children is the primary concern
- All children, whatever their age, culture disability, gender, language, racial origin, socioeconomic status, religious beliefs and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everybody's responsibility.
- Children have the right to express views on all matter which affect them, and are encouraged to do so.
- Our organisation will work in partnership together with children and parents/caregivers to promote the welfare, health and development of children.

The aim of this policy is to promote good practice through:

- Promoting the health and welfare of children by providing opportunities for them to participate in sports activities safely.
- Respecting and promoting the rights, wishes and feelings of children.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruiting, training, supporting and supervising coaches and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce the risk to themselves.
- Requiring coaches and volunteers to adopt and abide by the Child Protection Policy and procedures.
- Responding to any allegations of misconduct or abuse of children in line with this Child Protection Policy and procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitoring and evaluating the implementation of this Child Protection Policy and procedures.

Procedures

I. Recruitment and Screening

- As part of our duty of care, we must ensure that suitable and appropriate employees and volunteers (including parents) are engaged to work with children. When recruiting people to engage with children we will ensure that there is a robust recruitment process that includes

properly vetting and interviewing via the CBC Committee, WBA and Police Vetting (where appropriate). These techniques are used to assess any risk to children from the individual.

II. Child Protection

The CBC Committee will manage child protection issues by:

- Ensuring that child protection procedures are understood and adhered to by all members
- Organising promotional activities, training and raising awareness within the organisation where necessary
- Acting as the main contact for child protection matters
- Respond in an appropriate manner to children who have been harmed or are suspected of being harmed.
- Keeping up to date with developments in child protection legislation
- Liaising with local child protection agencies where required
- Maintaining confidential records of reported cases and any action taken
- Regularly monitoring and reviewing existing policies and procedures
- Understand our responsibilities in relation to keeping children safe both in terms of prevention and management responsibilities of cases that may arise.

III. Good Practice Protocols

These protocols provide guidance to those working with children by outlining good practice and establishing boundaries in a range of situations.

- Applying a child-centred approach where all children are treated equally and with dignity.
 - Activities should be appropriate for the age and development of the children in your care.
 - Ensure feedback to children is about their performance and not of a personal nature.
 - Use positive and age-appropriate language when talking to children and in their presence.
- Creating a safe and open working environment.
 - Ensure that all physical contact with children is relevant and appropriate to the activity.
 - Seek permission to touch when doing the above.
 - Do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years.
 - Ensure that any filming or photography of children is appropriate. (Obtain consent prior to filming or photographing & explain purpose.)
 - Request parental consent before transporting young people in a vehicle. (Ensure vehicle is insured and has a current WOF.)
 - Ensure you have parental consent to administer first aid required.
 - Do not use alcohol in the presence of children and do not offer alcohol to children under any circumstances.
 - Do not engage in communication on a one to one basis or otherwise through social media or email other than relevant coach/ trainee feedback or administration.
 - Do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber bullying).
 - Do not engage in any bullying.
- Avoiding situations where you are alone with a child.
 - Avoid private or unobserved situations, including being alone with a child in the changing rooms.
 - Avoid entering changing rooms when children are known to be present. If you must enter, knock and announce yourself and try to have at least one other adult with you.
 - Avoid driving a child unaccompanied.

- Do not invite or encourage children to your home.
- Always have another adult present when staying overnight anywhere with children.
- Same sex chaperones should be used wherever possible.
- Do not share a room with a child, other than your own.

IV. Complaints Procedure

In accordance with any person's responsibility to act on any serious concerns, the following should be brought to the attention of the CBC Committee:

- Any instance where this policy is breached, good practice guidelines are not followed or there is an increase in the risk of harm to a child or children
 - Initial concerns should be discussed with the Junior Convenor, Club Captain or CBC Committee
 - Consider the allegation and where there is a legitimate concern provide a written notice to the individual(s) involved.
 - If the poor practice is continued or repeated poor practice following a written notice then the CBC Committee is required to enact suitable disciplinary procedures.
- Any disclosure by a child that abuse or harm is occurring or any suspicions or concerns about a child being subject to abuse.
 - The welfare and interests of the child or young person are the first and foremost considerations.
 - Ensure the child is safe from immediate harm
 - Consult immediately with the Junior Convenor, Club Captain or CBC Committee
 - Consult immediately with the Junior Convenor, Club Captain or CBC Committee and/or person in charge of the event/activity. As soon as possible, record accurately and appropriately the information received
 - Records must be factual (not opinion or hearsay) and concise and include
 - a. The nature of the allegation
 - b. Who noticed/ disclosed the abuse and their relationship to the child
 - c. Details of any witnesses (name, address, phone number, email)
 - d. Signs and symptoms noted (including behavioural change)
 - e. Any particular incidents with dates, times and places (if possible)
 - f. Any action taken
 - Consult with others as necessary – do not work alone.
 - Avoid questioning the child beyond what has already been disclosed.
 - Do not question or counsel the alleged offender.
 - Do not investigate/ presume expertise unless very experienced and qualified to do so.
 - Notify Oranga Tamariki, Child, Youth and Family Government Agency and/or Police.

V Policy Review

This Policy and Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within CBC.
- Following any issues or concerns raised about the protection of children within CBC.
- In all other circumstances, at least every twelve months.

VI Additional Guidance

CBC will:

- Have access to a register of every child involved with the group including relevant medical details and have a contact name and number accessible in case of emergencies.
- Set an example we would wish others to follow.

- Where possible consider activities that involve more than one adult being present or within sight and hearing of others.
- Be aware that on occasions our actions may be misinterpreted by others even if they were well-intentioned.
- Respect a child's right to personal privacy.
- Provide time and attention for children to talk to us.
- Encourage children to respect and be courteous to others.
- Intervene to stop any inappropriate verbal or physical behaviour.
- Have a pre-arranged policy for the safe collection of children after CBC training and/or events have finished.
- Ensure that any suspicions or allegations of abuse are REFERRED not investigated
- Only refer and seek support from other agencies for those identified under the child protection policy.

Child Protection Appendix

Relevant Legislation

Health and Safety in Employment Act 1992

- This Act deals with the health and safety obligations of an employer to its employees. If a child is an employee of the sports club, the general health and safety obligations of employers under the Act will apply.
- There is also an obligation to ensure the safety of volunteers (some of whom may be children) while they undertake the work activity.
- Employers will be held vicariously liable to a third party of acts of its employees. For example, if an employee coach breached a sports club's duty of care to a child member, the club can be liable.

Children, Young Persons and their Families Act 1989

- The act deals with the responsibility for reporting likely or actual harm in the form of physical or sexual child abuse.
- Section 15 of the Act provides that:
Any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally or sexually), ill-treated, abused, neglected or deprived may report the matter to Social Worker or a constable.
- Section 16 of the Act provides protection for people who report ill treatment or neglect. No civil, criminal, or disciplinary proceedings shall lie against any person in respect of the disclosure or supply, or the manner of the disclosure or supply, by that person pursuant to section 15 of information concerning a child or young person (whether or not that information also concerns any other person), unless the information was disclosed or supplied in bad faith.

Crimes Act 1961 – Protection of Children

- The key purpose of this part of the Act is to ensure that children are adequately protected from assault, neglect and ill-treatment.
- It places greater responsibility on adults (parent or persons in place of a parent) who have actual care or charge of a child to take reasonable steps to protect that child from injury. While 'a person in place of a parent' is not defined in the Act, it appears possible that sports club personnel could at times be considered to be a 'person in place of a parent'. For example, when taking children away to an event or tournament.
- The Act also compels people who live with a child and those who are in frequent contact with children and know, or ought to know, that the child is at risk of death, grievous bodily harm or sexual assault to take reasonable steps to protect the child from that risk.

Vulnerable Children's Act 2014

The Vulnerable Children Act 2014 brought into force a large range of changes to protect vulnerable children and to help them thrive, achieve and belong. This Act includes but is not restricted to:

- More comprehensive safety checking for children's workers
- Restrictions on people with certain criminal convictions being engaged or employed as core children's workers (unless they have an exemption). Children's worker safety checking – Legislation website Safety checking Safety checking is a careful process of gathering and assessing information. It includes:
 - Identity confirmation
 - Interviewing
 - Referee checking
 - Police vetting
 - Carrying out risk assessment that assesses the risk the person would pose to the safety of children.

Other relevant legislation includes:

- Privacy Act 1993
- Human Rights Act 1993
- Smoke Free Environments Act 1990
- New Zealand Bill of Rights Act 1990
- Care of Children Act 2004