

# Waikato Tennis Trust

## HEALTH AND SAFETY

### POLICIES & PROCEDURES MANUAL

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# Trust Commitment and Policy

## Objectives

The Waikato Tennis Trust health and safety programme aims to:

- provide a safe and healthy tennis environment.
- identify and control actual and potential hazards.
- establish and maintain communication on health and safety.
- support users' 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.
- comply with legal and organisational obligations.

Objectives will be achieved through:

- committee support and commitment to health and safety.
- implementation of policies and procedures.
- usership education and participation.
- regular reviews and evaluations.
- two-yearly health and safety manual review.

The Trust has key responsibilities for developing, implementing and improving the health and safety policy. These include the following:

- providing leadership and direction in matters of health and safety.
- developing member commitment to achieving excellent health and safety standards.
- establishing, monitoring and achieving overall health and safety goals and objectives.
- conducting regular health and safety inspections.

## References

- *The Health and Safety at Work Act 2015*
- *Other relevant regulations and codes of practice*

# Hazard Management

## Purpose

To further improve the method for systematically identifying, assessing and controlling hazards.

## Scope

The procedures apply to all Tennis Trust activities.

## Responsibilities

The Trust is responsible for:

- conducting regular health and safety inspections.
- maintaining the hazard register (appendix 3) including identification and risk analysis.
- ensuring the fire extinguisher is within its expiry period and all H & S notices are up to date and in situ.
- working with users to control identified hazards.
- authorising specialist consultants to be contracted where necessary to identify, eliminate or minimise hazards.

The Trust is responsible for ensuring:

- courts, access ways and rooms are clear of obstructions and litter.
- there are no fire hazards.

The personnel in charge of maintenance are responsible for:

- ensuring all court surfaces, nets, fences, gates and spectator seating are free of hazardous defects.

All users are responsible for:

- taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled.
- completing a hazard notification form (appendix 4) if a hazard is identified and providing this to the Trust (who will undertake a full identification and risk analysis and enter details into the hazard register).
- informing others (users, visitors and contractors) of any hazards to health and safety and the steps to be taken to control any such hazard.
- 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 (appendix 3).**

**Hazard management needs to be completed:**

- systematically for all areas and processes at regular 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 <sup>2</sup>	
1.	Use inspection, audits, walk-through surveys checklists and hazard identification forms (App 4) to determine hazards.
2.	Analyse any incidents and accidents that may have been recorded in the incident and accident register.

## 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

<u>Likelihood</u>	<u>Impact</u>				
	<u>Minimal</u>	<u>Minor</u>	<u>Moderate</u>	<u>Major</u>	<u>Extreme</u>
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.

# Smoke-Free Environment Policy

## Policy statement

The Trust recognises that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences. The Trust supports a safe and healthy environment.

## Scope

This policy applies to users of and visitors to the Trusts' facility at 30 Old Farm Road Hamilton.

## Purpose

This policy is based on the following principles:

1. Everyone is entitled to a smoke-free environment in all the areas normally used to play and watch tennis, squash and other sports conducted at the Trust's facility.
2. Everyone who does not smoke, or who does not wish to smoke must, as far as is reasonably practicable, be protected from tobacco smoke when playing or watching tennis.

## Responsibilities

The Trust is responsible for:

- The maintenance of "No smoking" signage.

## Procedure

Smoke-free buildings:

Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property.

Passive smoking:

Smoking is permitted in areas outside the court fencing, provided others are protected from smoke drift and passive smoking by the smoker keeping their distance from people, and opening windows and doors within their close proximity.

Complaints:

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the Trust.

## References

*Smoke-free Environments Act 1990*

*Smoke-free Amendment Act 2003*

# Incident Management

## Policy statement

A safe and healthy environment is fostered through a partnership where all involved combine their efforts and share the responsibility for tennis-related personal injury prevention and management. Early reporting is essential to this process and the Trust has a specific accident reporting and investigation form that should be used in the event of an accident and incident.

## Scope

This policy applies to users of the Trust.

## Purpose

- To provide consistent procedures for recording and investigating tennis-related incidents and accidents.
- To help minimise tennis-related injury.

## Procedures

### Notification of accidents/incidents

Whenever there is an accident, incident or 'Serious Harm' injury the member should take the following steps:

- Inform the Trust as soon as possible after the accident/incident occurs.
- Complete an accident/incident/serious harm form (App 2), and send a copy to the Trust immediately.

## Investigation

The Trust should:

- initiate and carry out an investigation, ideally within 12 working hours of the event concerned.
- ensure any hazard that is identified as the cause of the event is eliminated, isolated or minimised.

## Strategies to minimise accidents/incidents

*Emphasise the 'Sunsmart' message – promote the use of hats, sunglasses and sunscreen*

- *provide free sunblock.*

*Promote injury prevention:*

- *ACC poster in changing rooms.*
- *Poster showing warm-up and warm-down techniques for users.*
- *Check courts and fencing for damage and uneven surfaces.*
- *Review adequacy of toilets and hand-washing facilities against usership numbers.*



# Emergency Management

## Policy

The Trust recognises the need to be prepared for emergency situations that may be encountered while at our facility.

## Scope

This policy applies to all the Trust users and visitors.

## Procedures

1. When emergency services are required
  - For emergency services dial 111 and ask for the service you require:
    - FIRE.
    - AMBULANCE.
    - POLICE.
  - Stay calm, give your name, details of the emergency, and street address of the Trust.
  - Visitors are the responsibility of the member they are with.

2. Fire

Ensure you are familiar with the building evacuation scheme or evacuation procedure.

If you discover a fire:

- activate the alarm and dial 111.
- alert other people at the Trust.
- do not extinguish the fire unless there is no personal danger to you or anyone else.
- if time permits and there is no danger, close all doors and windows.
- evacuate the building through either of the doors and meet at the assembly points –

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If the fire alarm sounds:

- walk quickly to your nearest exit
  - make sure any visitors leave the building with you
  - do not stop to take personal items with you
  - meet at the assembly areas
-

### 3. Earthquake

- Keep calm.
- Move away from windows, equipment and shelves that may fall.
- Take cover under solid furniture such as tables and desks.
- Do not try to evacuate until the shaking has stopped.
- Be prepared for aftershocks.

When the shaking stops:

- keep calm and help those who need assistance.
- check for hazards and extinguish any fires if safe to do so.
- listen to the radio for civil defence instructions.

### 4. Flooding (in building, e.g. sprinklers)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Try to identify the source of the flooding if safe to do so.
- *Contact Centre Manager - Steve Buckmaster 021 2700 798*
- Prepare to evacuate.

### 5. Flood (Natural Disaster)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Notify emergency services.
- Prepare to evacuate.

### 6. 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.

# Event Management

## Policy statement

The Trust has a responsibility to take 'all practicable steps' to ensure that participants, spectators, volunteers and the general public are protected from avoidable risk.

## Purpose

To ensure a hazard and risk assessment is undertaken when planning events at the Tennis Trust.

## Scope

This policy applies to all the Trust's users and visitors.

## Responsibilities

The Trust is responsible for:

- ensuring a risk assessment is undertaken at committee meetings when an event is planned.

## Procedures

Risk assessment should consider:

- accident and first aid matters (participant competitors, officials, spectators, volunteers).
- crowd control.
- lost children.
- traffic.
- an emergency such as fire, earthquake, evacuation.
- security.
- communication issues.
- food handling.
- event set up.
- contractor management.
- insurance cover.
- manual handling.

# First Aid

## Policy statement

The Trust has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

## Purpose

To ensure users know where to find assistance when first aid is required at the Waikato Tennis Trust.

## Scope

This policy applies to all the Trust users, players and visitors.

## Responsibilities

The Trust is responsible for:

- ensuring appropriate first aid supplies are provided and accessible at the Trust facility (see minimum list below).
- *To promote injury prevention and first-aid courses for users.*
- preparation of poster with details of nearest defibrillator, emergency doctor etc.

## Addendum

The Trust's first aid supplies-

Minimum contents for first aid kit:

- A manual giving general guidance on first aid.
- 20 individually wrapped sterile adhesive dressings (various sizes), appropriate to the type of work
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages.
- 6 safety pins.
- 6 medium-sized, individually wrapped sterile un-medicated wound dressings, about 12 cm x 12 cm.
- 2 large sterile individually wrapped un-medicated wound dressings, approximately 18 cm x 18 cm.
- 1 pair of disposable gloves.
- 1 resuscitation mask.

*Note: Pain relief should not be included in first aid kits. Special provision for treating allergic reactions should be the responsibility of the person with the allergy.*

## User Information and Training

### Policy statement

The Trust recognises its responsibility to promote a safe and healthy environment. Users need to actively participate in health and safety and require information to support safe practices.

### Purpose

To ensure that users are provided with adequate information on health and safety matters.

### Scope

This policy applies to all the Trust's users and associated clubs.

### Responsibilities

The Trust is responsible for ensuring that all clubs receive:

- *a copy of the Usership handbook, incorporating an abridged version of the Health and Safety instructions and procedures.*
- opportunities to contribute to health and safety.
- an opportunity to attend relevant ongoing training in relation to health and safety, such as first aid.

All users are responsible for:

- reading *the user handbook*, policies and procedures.
- reporting hazards.

## Appendix 1: H & S Checklist

<u>Health &amp; Safety System</u>	<u>Policy components</u>	<u>Review date</u>
<b>The Trust commitment to health and safety</b>	<ul style="list-style-type: none"> <li>Review of H &amp; S Manual by committee</li> </ul>	<i>2 yearly in June</i>
<b>Hazard identification and management</b>	<ul style="list-style-type: none"> <li>Review Hazards and update register</li> <li>Check for fire hazards</li> <li>Check fire extinguisher and signage</li> <li>Ensure supply of forms for hazard identification and analysis</li> </ul>	<ul style="list-style-type: none"> <li><i>6 monthly June &amp; Dec</i></li> <li><i>Monthly</i></li> <li><i>6 Monthly</i></li> <li><i>Monthly</i></li> </ul>
<b>Accident reporting and management</b>	<ul style="list-style-type: none"> <li>Ensure supply of forms for recording accidents and incidents.</li> <li><i>Maintain sunblock supply</i></li> <li><i>Advertise first aid and injury avoidance training</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Monthly</i></li> <li><i>Monthly</i></li> <li><i>2 yearly</i></li> </ul>
<b>Emergency planning and readiness</b>	<ul style="list-style-type: none"> <li>First Aid kit – ensure well-stocked</li> </ul>	<i>1<sup>st</sup> Thursday of month</i>
<b>Employee information, training and supervision</b>	<ul style="list-style-type: none"> <li><i>Ensure all users have up-to-date handbook</i></li> <li>H &amp; S email to users reminding them of procedures</li> </ul>	<ul style="list-style-type: none"> <li><i>Ongoing</i></li> <li><i>Annually October</i></li> </ul>
<b>Event management</b>	<ul style="list-style-type: none"> <li>Checklists managing risk</li> </ul>	<i>Ad hoc – when organizing events.</i>

## Appendix 2: Incident and accident reporting form/register

Record of Accident /Incident/ Serious Harm	
<b>To be completed by injured person and sent to Centre Manager within 48 hours</b>	
Is it an                   • Accident                   • Incident/Near Miss	
Surname: ..... First name(s): ..... Residential address: ..... ..... ..... Phone: ..... Gender:           o M   o F	Date of event: .....Time: ..... am/pm Date reported:..... Location where event occurred: ..... ..... Nature of injury (if any): ----- ----- ----- -----
THE INVESTIGATION: Describe what happened.          ANALYSIS: What caused the event? Is this a serious hazard to others?          <b><i>To be completed by</i> _____ :</b> PREVENTION: What action has or will be taken to prevent a recurrence?          By whom?.....                   By when? .....	





## Appendix 4: Hazard notification form

Any member who identifies a hazard should complete this form.

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:			
Trust report including analysis and action taken:			
Date entered into the hazard register:			
Name _____		Signature _____	