

HEALTH AND SAFETY PLAN

1. Purpose

The purpose of this plan is to provide and maintain a safe environment for all staff, members, visitors, and contractors whilst at Club Kelburn (Club K). It outlines how the club identifies, manages, and reviews risks associated with squash, gym activities, and facility operations, in line with the Health and Safety at Work Act 2015.

2. Scope

This plan applies to:

- All Club Kelburn staff (paid and volunteer).
- Club members and casual users.
- Contractors, suppliers, and service providers.
- Visitors and spectators.

3. Health and Safety Policy

- Club Kelburn is committed to providing a safe and healthy environment.
- We will take all reasonably practicable steps to eliminate or minimise risks.
- Health and safety is a shared responsibility among all individuals at the club.

Our key commitments are to:

- Comply with NZ health and safety legislation.
- Identify hazards and manage risks effectively.
- Provide safe facilities, equipment, and practices.
- Ensure staff and contractors are trained and competent.
- Encourage reporting of hazards, near misses, and incidents.
- Review and improve our safety systems regularly.

4. Responsibilities

Management (General Club Manager):

- Ensure health and safety systems are in place and resourced.
- Provide induction, information, and training.
- Maintain equipment and facilities to a safe standard.
- Investigate incidents and take corrective actions.

Staff:

- Follow health and safety procedures.
- Use equipment safely and as instructed.
- Report hazards, near misses, or incidents immediately.

Members and Visitors:

- Act responsibly and with care for themselves and others.
- Follow club rules, signage, and staff instructions.
- Report any unsafe conditions or incidents to staff.

Contractors:

- Must comply with Club Kelburn's health and safety requirements.
- Follow safe work practices and maintain appropriate insurance coverage

5. Hazard and Risk Management

Key hazards identified in the facility include:

- Squash courts: collisions, slips, racquet/ball impact.
- Gym equipment: misuse, equipment failure, poor technique, overexertion.
- Wet areas: changing rooms, showers, sauna – risk of slips.
- Building: fire, earthquake, electrical hazards.
- Working alone: increased risk if an accident or emergency occurs without immediate assistance
- General: manual handling (weights, cleaning), aggressive behaviour, medical emergencies.

Controls include:

- Regular equipment inspections and maintenance schedules.
- Clear signage (rules of play, equipment instructions, emergency exits).
- Inductions and training for new members and staff.
- Provision of first aid kits, defibrillator (AED) and trained first aiders.
- Mop and cleaning supplies to manage wet areas.
- Emergency evacuation procedures.
- Ensure doors locked outside opening hours.
- CCTV/security monitoring in key areas.
- Landline phone provided.

6. Incident and Emergency Procedures

Incident Reporting:

- All accidents, near misses, and hazards must be recorded in the Incident Register.
- Serious incidents must be reported to WorkSafe NZ as required.

Emergencies:

- Emergency exits are clearly marked.
- Evacuation diagrams are posted in key locations.
- Staff are trained in emergency response.
- Fire extinguishers and alarms are maintained regularly.
- Defibrillator (AED) and first aid kits are available onsite.

7. Health and Wellbeing

- Encourage warm-up and cool-down practices before exercise.
- Provide safe guidelines for equipment use.
- Ensure hydration facilities, such as water coolers, are available.
- Support members with information on safe training loads.
- Promote respect, inclusivity, and a safe culture.

8. Training and Induction

- All new staff and contractors receive a health and safety induction.
- Members receive gym and squash inductions as required.
- Staff undertake first aid training as needed.

9. Monitoring and Review

- Management reviews hazards and risks quarterly.
- Equipment inspections carried out monthly.
- Incidents reviewed at each committee meeting.
- Annual review of this Health and Safety Plan.

10. Communication

- Health and safety responsibilities and expectations are displayed on noticeboards and online.
- Regular updates provided to members and staff.
- Encourage open communication and feedback regarding safety matters.