

HOWICK PAKURANGA CRICKET CLUB INC

POLICIES & PROCEDURES: HEALTH & SAFETY

HEALTH & SAFETY RESPONSIBILITIES

Health and Safety is a key component of any successful organization and all involved in the organization have a right to be safe; Health and Safety is the responsibility of all involved in and with the organization; Health and Safety Management requires the participation of all involved in and with the organization.

To be effective and to maximise opportunities and the qualities of the experience, it is essential the Howick Pakuranga Cricket Club Inc has a playing, social and working environment that is safe, secure and healthy for all members, employees and guests.

The Howick Pakuranga Cricket Club Inc will promote and fully support excellence in the management of Health and Safety and will continually seek to improve in all matters related to Health and Safety.

All members, staff and guests are required to fully co-operate in the implementation of all the Howick Pakuranga Cricket Club Inc Health and Safety Policies and Procedures.

This Policy has been developed and written and is to be implemented in accordance with the relevant Government Acts, including subsequent amendments, Regulations, Codes of Practice and Industry Standards. These include, but are not limited to

Health and Safety at Work Act 2015

Smoke Free Environment Act

Employment Relations Act 2000

State Sector Act 1988

In the unlikelyhood of any confusion in the delivery of this policy, the intention of the afore going relevant Government Acts, Regulations, Codes of Practice, Industry Standards will take priority in any decision making.

For the purpose of this policy, the PCBU, 'a person conducting a business or undertaking' will be the Howick Pakuranga Cricket Club Inc Board, including elected members, appointed members, co-opted members and the Howick Pakuranga Cricket Club Inc President and the Howick Pakuranga Cricket Club Inc Manager.

To further support Health and Safety, as needs and situations arise, the Howick Pakuranga Cricket Club Inc will consult, develop, prepare and publish additional Plans. At the time of the approval of this Policy, these publications were: Bomb Threat Plan; Evacuation Plan; Lockdown Plan; Crisis Management Plan.

To further support Health and Safety, as needs and situations arise, the Howick Pakuranga Cricket Club Inc will develop, draft, prepare and publish additional forms and checklists.

On behalf of The Howick Pakuranga Cricket Club Inc Board, The Club Manager will:

provide leadership and direction in matters of health and safety; develop staff commitment to achieving excellent health and safety standards; monitor and report to the Board on the implementation of the Health and Safety Policy; conduct regular health and safety inspections; maintain up-to-date information on changes to health and safety legislation, regulations, codes of practice and standards; act in the capacity of the health and safety representative; ensure any changes to the Club health and safety documentation are distributed to staff and the documentation is kept up to date.

HEALTH & SAFETY IN THE WORKPLACE

Engagement between the Board and staff, through reasonable opportunity for all to be actively involved in the ongoing management of Health and Safety will support and improve Health and Safety in the workplace. Health and Safety Meetings will be held every four months.

The Howick Pakuranga Cricket Club Inc will provide new staff with information and training in Health and Safety in general and in particular to the Club. The training will include information about their Health and Safety roles and responsibilities and their right to a safe and healthy work place.

Risks in the workplace will be identified and assessed; steps taken to control, reduce, isolate and eliminated them and staff will be kept fully informed.

All staff will be informed in writing of Risks and Hazards that exist in the Club. All contractors, sub-contractors and their employees will be informed in writing of hazards that exist in the Club.

The Maintenance Programme will provide for regular checks and servicing of all emergency equipment, playing equipment, machinery, plant, furniture and fittings and electrical equipment.

Recycle, re-use and caretaking and cleaning programmes will contribute to safe practices in the Club.

All work place injuries, accidents, near misses and illnesses will be reported, recorded and investigated.

All player injuries, accidents, near misses and illnesses will be reported, recorded and investigated.

Documentation requirements for all injuries, accidents, near misses and illness to staff and players will be completed accurately and on time.

The Emergency Programme details precautions, resources and equipment, responsibilities and procedures, including Evacuation, for all potential occurrences.

The Evacuation Plan is documented, known by staff and is available.

In any emergency, the priorities are: "The rescue of endangered persons in the premises, first aid to casualty occurring there, and the relief of distress" (Civil Defence Act, 1983)

The appropriate Personal Protective Equipment (PPE) will be provided to protect staff from potential risks in the workplace. The Club will meet the requirements of Worksafe NZ Regulations, PPE provided will meet the relevant AS/NZS compliance standards and will fit the person using it, correctly.

Staff, temporary staff, contractors, volunteers will: wear PPE properly as required; attend the required training sessions; care for, clean, maintain and inspect PPE as required; follow the applicable regulations and guidelines when using PPE; Inform the Manager of the need to repair or replace PPE.

The Manager will: ensure the immediate disposal and replacement of defective or damaged PPE; periodically re-evaluating the suitability of selected PPE; review and update the effectiveness of PPE use and training.

In the event of an agitated or hostile customer, staff will: keep calm, use passive language, call out for assistance, remember aspects of the customer's appearance and alert the Manager as soon as possible. Staff will not approach or attempt to restrain an agitated or hostile customer.

HEALTH & SAFETY PLAYING AND PRACTICING CRICKET

Play will not commence, or will be suspended if the pitch and/or the outfield is unsuitable and could cause or contribute to an accident or injury.

Sun and wind protection practices, including wearing hats and the use of sun cream, will be encouraged in all grades and enforced in youth, junior and midget grades.

Wearing of the appropriate protective equipment during matches and practices is compulsory for all Howick Pakuranga Cricket Club Inc players.

Regular fluid intake will be encouraged in all grades and enforced in youth, junior and midget grades.

Workloads, especially for youth and junior fast bowlers, will be managed in accordance with NZC requirements.

Law 42.8, relating to fast, intimidating bowling will be enforced.

Captains of Howick Pakuranga Cricket Club Inc teams playing on home and neutral grounds, will complete The Pre Match Health and Safety Report, prior to the start of play each day, and forward this report to the Club Manager.

When players aged 18 and under, play in a higher age grade or an open grade, The Howick Pakuranga Cricket Club Inc has a duty of care to these players. This care requires –

The player is not placed in a position that involves unreasonable risk in terms of the match situation and the player's skill.

Members of the opposition are not placed in a position, where they cannot play cricket as they would normally do in their grade.

The Howick Pakuranga Cricket Club Inc will require the written consent of their parents/caregivers before a junior or youth player, can participate in an Open Grade match.

Safe practices during outdoor and indoor net practice and outfield practice are required. These practices must minimise the risk of injury to other players and spectators and damage to property. Coaches of midget, junior and youth teams will regularly outline and revise these with their players. Adult and junior/youth team indoor nets practices, will not be scheduled at the same time.

Bowling machines are a valuable resource, but if not used correctly, can be a potential risk. Use of The Howick Pakuranga Cricket Club Inc bowling machines is subject to:

The manufacturer's recommendations being strictly adhered to.

Balls are inspected prior to use and rejected if worn or damaged.

The coach has the overall responsibility for the operation of and adjustments to, the bowling machine.

Batters observe several deliveries before taking strike. The speed is adjusted to the batter's ability.

The batter is informed of any adjustments to the machine, prior to receiving the next delivery.

The feeder indicates to the batter, prior to feeding the machine for every delivery.

ACCIDENT MANAGEMENT

Club cricket is not immune to accident or injury, however, well considered, documented and known precautions and responses will help manage and minimize their impact.

Parents/Caregivers of midget, junior and youth players, record major health problems, allergies, medication, physical difficulties and contact, emergency contact and doctor's telephone numbers on the Registration Form. Parents/ Caregivers are asked to inform the Club should any of the details change. Coaches receive a summary of this information for the members of their team.

Each Team will be supplied with a full portable first aid kit. Each kit will be replenished at the beginning of the season, during the Christmas break, and at all other times as required.

First aid and emergency equipment, including a defibrillator, will be available in the clubrooms

PROCEDURES

In the event of an accident or injury, The Club Manager/Match Day Liaison Person/Team Coach, will assume the 'Point of Contact' role.

If the accident or injury is minor, treatment as required, will be administered. If Club Officials are in doubt or medical assistance is definitely required, the injured player will be made comfortable, render first aid

and will be transported to the nearest A&E Clinic, East Accident and Medical Clinic, 260 Botany Road, Golflands, Manukau 09 277 1516

or an ambulance will be requested - HOWICK PAKURANGA CRICKET CLUB IN, LLOYD ELSMORE PARK, 2 BELLS ROAD PAKURANGA HEIGHTS 2010

Parents/Caregivers of midget, junior and youth players, if they are not at the ground, will be contacted at the earliest opportunity, informed of the incident and arrangements that have been made. If the Parent/Legal Guardian cannot be contacted the player will remain in the Clubrooms.

All accidents and injuries will be reported, recorded in the Accident Register and investigated. Unless directly involved, The Club Manager will complete and document all workplace accident investigations.

Accidents involving serious injury or death will be reported to the NZ Police immediately and Worksafe within 1-2 hours. Access to the incident site, will be prohibited unless it is to save a life, prevent further harm, prevent serious damage to or loss of property or to maintain an essential service, until it is released by Worksafe and the Police.

CRISIS MANAGEMENT

The impact of an unexpected death, suicide or traumatic event in the Club's community, or a Club activity, can put members, staff and the community at risk.

A Board approved Crisis Management Plan, to minimize and manage risk in the event of a crisis, will be available to all staff and members and will be read in conjunction with this policy.

CULTURAL AWARENESS & EQUITY

The Howick Pakuranga Cricket Club Inc, serves a multi-cultural community, in which Maori, Pacific Island, Asian, Far Eastern, African and European cultures are represented. For the community and the Club to flourish, members of all ethnicities must have access to all programmes, opportunities and facilities the Club provides.

All activities in the Club will be made accessible to all in the community without prejudice to age, race, gender, gender identification, family, financial ability, ethical or moral beliefs or physical attributes.

The Howick Pakuranga Cricket Club Inc will consult with the community of the Club.

The Howick Pakuranga Cricket Club Inc practices and procedures will be culturally sensitive.

DRUGS

DEFINITION: In the context of this policy, the World Health Organisation definition of a drug applies:

“A drug is any chemical entity or mixture of entities, other than those required for the maintenance of normal health, the administration of which alters biological function and possibly structure. This definition would exclude food, water, oxygen and endocrine substances in amounts required for the maintenance of normal health. This definition includes both legal drugs (caffeine, nicotine, alcohol, pharmaceutical drugs) and illegal drugs such as marijuana.”

All Club players, officials and members are personally responsible for ensuring they are not impaired by the use or after effects of alcohol or drugs while playing for, or representing the Club. All captains/club officials are to ensure this policy is adhered to and communicated to all players.

All Club players, officials and members shall refrain from the inappropriate use of any drug (including both prescription and over-the-counter medications) or alcoholic substance while training, representing, or playing for the Club, or a related team.

The use, possession, distribution or sale of illicit drugs by any person is strictly prohibited at, or around any The Howick Pakuranga Cricket Club Inc ground or facility. Laws and regulations relating to the use, possession, being under the influence of drugs by all personnel (staff, members, guests) on the Club site or in a Club activity off the Club site, will be followed and enforced.

The Howick Pakuranga Cricket Club Inc is a sporting and social environment that is free from alcohol abuse or the use of illegal drugs. Any member who violates this requirement will be disciplined. This may include termination of membership.

A member convicted under any criminal drug statute, must notify the Chairperson of the Club within five (5) days. Such a conviction may result in the termination of membership.

EMERGENCY MANAGEMENT

In any emergency, the priorities are: "The rescue of endangered persons in the premises, first aid to casualty occurring there, and the relief of distress" (Civil Defence Act, 1983)

All personnel on the Club premises (staff, members, guests, others) are required to participate in Evacuations, as documented, both real and practice.

The Club Manager will be the Building Warden.

PRECAUTIONS

A. FIRE

Trial evacuations will be held and all staff and members will be familiar with the Club's Evacuation Plan.

Electric heaters will be fixed to the wall in a safe position.

Electrical installations will not be misused i.e light sockets instead of power points.

Appliances with fire resistant stands will be used.

Tampering with electrical wiring and electrical fittings, including the overloading of electrical outlets with appliances, will be discouraged.

Above sink electrical water heaters will be turned off at the wall at the end of the day.

The electric switch board rooms will not be used for storage.

All light fittings will be kept away from softboard ceilings to reduce the risk of fire.

Flammable goods such as petrol, methylated spirits, paints, cleaning materials and solvents will be properly stored and kept away from any area that they could start or support a fire.

Discarded cleaning rags containing solvents, oils or other flammable materials will be kept away from other rubbish and disposed of separately.

Mirrors will be kept away from heat sources.

In the event of a fire being discovered, the alarm will be raised, The Fire Brigade will be notified - THE HOWICK PAKURANGA CRICKET CLUB, LLOYD ELSMORE PARK, 2 BELLS ROAD, PAKURANGA HEIGHTS, AUCKLAND 2010 and the Evacuation Plan implemented.

B. EARTHQUAKE

In an earthquake it is generally safer to remain inside until the shake has stopped and/or further instructions are given. All members, staff and guests will be encouraged to resist the urge to escape from the building as falling debris is responsible for most earthquake casualties.

The 'DROP, COVER, HOLD' procedure will be publicised.

Trial evacuations will be held and all staff and members will be familiar with the Club's Evacuation Plan.

If a building has been structurally weakened, or if there are any signs of structural damage, the affected building will be evacuated.

The bracing and fixing of ceiling panels and suspended ceiling systems will be checked regularly.

Light fittings will be checked for adequate fixing.

Large glazed areas will be avoided when determining escape routes.

Large items of furniture in the Clubrooms that, in the event of an earthquake will block an escape route, will be relocated.

C. FLOOD

The Club will respond to and follow the instructions from local radio stations.

If time permits, valuables will be stored in upstairs rooms, in high cupboards and on furniture as high as possible above floor level.

Weed killers, insecticide chemicals and other possible pollutants will be stored out of the reach of potential flood water.

D. TSUNAMI

The Club will respond to and follow the instructions from local radio stations.

If time permits, valuables will be stored in upstairs rooms in high cupboards and on furniture as high as possible above floor level.

Weed killers, insecticide chemicals and other possible pollutants will be stored out of the reach of potential rising water.

Personnel will be evacuate to high ground, 35 metres above sea level or one kilometre inland, well clear of beaches, streams and rivers that flow into the sea.

E. LANDSLIP

When there have been indications of land movement on or near the Club grounds, a decision as to whether to evacuate the premises will be taken.

In a spontaneous landslip, it is generally safer to remain inside. Personnel will take cover beneath a solid structure such as a table to protect them from falling debris. The structure can also trap an air supply in the event the site becoming buried under rubble. Personnel will not move outside the building until it is clear that all land movement has ceased.

F. STORM FORCE WIND AND CYCLONE

When storm force winds or severe gales are forecast, the warnings and instructions of the local radio stations will be followed.

Rubbish tins, outdoor furniture and anything else that can be carried by the wind, will be stored or secured.

Tapes will be fixed across large windows.

Personnel will be kept indoors and away from the windows.

Personnel will be kept in the strongest part of the building.

If there is a danger of roof lifting, windows on the side that is away from the wind direction will be opened.

G. ELECTRICAL STORM

Personnel will be kept well clear of metal and electrical fixtures as these act as conductors.

Personnel outside will be kept clear of trees.

H. VOLCANIC ACTIVITY

Personnel will not shelter in confined spaces where gas may accumulate.

When ash is falling, personnel will not shelter in buildings with low pitched roofs.

If it is necessary to evacuate the building, personnel will cover their heads and bodies with substantial clothing such as coats, hats, jerseys or blankets if they are available.

Personnel will be encouraged to breath through a handkerchief and carry a torch even in the daytime.

Personnel will evacuate the eruption area as quickly as possible, keeping well above the shoreline of large lakes and avoiding streams and rivers.

I. CHEMICAL SPILLAGE & INDUSTRIAL ACCIDENT

Personnel will be evacuated from the area immediately, up wind if possible.

Personnel will be encouraged to breath through a handkerchief.

The local fire service will be contacted for help and advice.

J. ELECTRICAL INJURY

Whatever the cause of the electrical injury, the casualty should not be touched with bare hands until it is certain the casualty is no longer in contact with the source.

If the casualty has received a high voltage contact, they should not be approached without the approval of the police or a paramedical.

When it is safe to approach the casualty, break the electrical source and as required, apply CPR, treat burns, relocate to hospital.

K. BOMB THREAT

Although threats of terrorist violence in NZ are rare, all threats will be taken seriously and responded to as documented in the interest of the Health and Safety of all personnel.

Most threats are delivered by telephone, the staff member receiving the call can gather important information:

Did the caller use a codeword? *	Did the caller make any demands?
Content – location of bomb, time of detonation ...	Was the caller male or female?
Was the caller's voice disguised?	Did the caller have a pronounced accent?
Were there background noises?	Reason for the call.
Did the caller's number identify on your telephone?	

* The police may have access to the current list of code words and can verify if it is a genuine threat or hoax.

In the Evacuation, the Exit Route will avoid the location of the suspect letter/package or vehicle.

No packages, bags or other possible bombs are to be removed or moved during the Evacuation unless staff are positive that the item has been in their personal possession since leaving home that day.

L. LOCKDOWN

Because of a perceived or imminent threat, armed offender, dangerous animal, it may be necessary to place the Club in Lockdown.

An Emergency Lockdown is, a key component of the Club's Emergency Programme. Whereas in an Evacuation, personnel are being moved from an area of higher risk to an area of lower risk, a Lockdown keeps personnel from moving from an area of lower risk to an area of higher risk.

The Lockdown is an effective way of:

Managing a large population rapidly, making planning further responses easier

Minimising target profile (in case of armed intruder)

Managing information: if done effectively, it controls the unsolicited communication that can be sent via social media.

Lockdown will be a component of the Evacuation Plan.

SAFETY INSTALLATIONS

A. THE ALARM SYSTEM

The Club is equipped with an electric alarm system which is "fail safe" (automatically switches to battery operations if there is a mains power failure).

The Club is equipped with an electronic, externally monitored intruder and, in some locations in the Club a heat sensor, alarm system.

The location of the alarm manual call points will be clearly identified and all staff will know how to activate the alarm or call for help. The alarm will be instantly recognisable by all staff and members and it will be clearly audible from all areas of the clubrooms.

B. FIRE FIGHTING EQUIPMENT

Fire fighting equipment will include fire hoses and appropriate, approved fire extinguishers.

Fire fighting equipment will only be used by staff if the fire is small and can be easily dealt with.

C. WATER MAINS

The water mains which supply fire fighting equipment will not be turned off.

D. EXIT ROUTES

The Primary Exit Route will be the normal daily exit route.

Secondary Exit Routes, as far as possible, will avoid external windows and will be via the next safest door in the Area.

E. EXIT DOORS

Exit doors, including the fire doors and doors on escape routes and doors between adjoining rooms will open from the inside in the direction of outward travel without the use of keys.

All Exits used as escape routes will be checked regularly to ensure that they are clear.

F. SMOKE STOP & FIRE DOORS

Smoke stop and fire doors will not be obstructed, the use of wedges, hooks, locks or other devices to keep these doors open or closed negates their purpose. Automatic closes on these doors will be good working order.

G. EXIT SIGNS

Conspicuous signs will indicate the location of all exits.

H. EVACUATION PLAN NOTICES

A notice detailing the Evacuation Plan, including the location of Assembly Areas will be prominently displayed in all rooms and corridors.

All staff will receive a copy of Evacuation Plan. Contractors and service personnel will be provided with a hard copy of the Evacuation Plan.

I. TELEPHONES

During an emergency, the landline telephone will only be used for emergency communications.

The telephone numbers of the fire service and other emergency organisations will be conspicuously displayed near each telephone in the Clubrooms and in the Club Office and Club Managers' Offices.

In the event of an emergency, the Building Warden will carry the Club mobile telephone. A board/staff group email/text list will be programmed into the Club mobile telephone.

During an Emergency, all staff will be encouraged to have their mobile telephones with them and turned on.

J. FIRE RESISTANT STORAGE

Club records, both hard and soft copies, such as the Building and Site Register, The Asset Register, Club accounts, inventories of equipment and other resources and insurance documents and all other important records will be kept in a secure fire resistant location. Copies of these documents will be held off site.

Club keys will be held by designated staff. They will be readily available in times of emergency.

K. PLAN OF THE CLUB

A plan of the Club showing the location of the following will be held:

- building and physical features
- water mains including those which supply fire fighting equipment
- gas mains, sewer pipes, over and underground power lines, telephone lines, shut off valves for water services, main shut off valves for gas, main switches for electricity, main switches/valve for the heating system
- outside water taps and hoses, static water supplies eg, water tanks
- civil defence siren, fire alarms and manual call points, security alarms and controls, smoke alarms, emergency lighting unit
- fire hose reels, fire extinguishers, fire hydrants, fire brigade inlets, fire alarm indicator panel, sprinkler valve and brigade inlet
- building fire breaks, fire and smoke stop doors, exit ways, egress escape routes/primary and secondary access/egress ramps, lifts
- chemical and dangerous goods store, location and description of hazardous items such as gas bottles
- open areas, vehicle parking, access ways for emergency services and vehicles, assembly areas
- Club keys, telephones, first aid cabinet, emergency kit, rescue equipment, civil defence equipment, battery powered torches, portable radio
- likely location of people with disabilities, the nearest emergency shelter and/or accommodation
- location of any potentially hazardous items in or around the Club.

L. MAINTENANCE

The Maintenance Programme will ensure that all plant and equipment in use at the Howick Pakuranga Cricket Club Inc and relevant to Health and Safety and Emergency Management is:

- checked regularly in correct working order
- serviced to the manufactures requirements in the correct location

EMERGENCY EQUIPMENT

An Emergency Kit to be used specifically for emergencies will be prepared, be accessible in the Club Office and will include:

- heavy duty torch and spare batteries
- battery powered radio
- hand bell or whistle
- loud hailer
- medical kit separate from the Club's first aid kits
- list of equipment which could be used in an emergency, together with the location of each item
- supply of stick on labels
- supply of water purifying tablets
- means of providing toilet facilities
- Candles and matches or light sticks

RESCUE AND FIRST AID EQUIPMENT

Rescue Equipment, to be used specifically for emergencies will be prepared, be accessible in the Club Office and will include: Ladders, axes, shovels and ropes.

A First Aid Kit, to be used specifically for emergencies will be prepared, be accessible in the Club Office and be kept fully stocked.

Blankets will be available.

THE EVACUATION SIGNAL

Continuous ringing of the Club alarm siren. The backup signal will be a continuous ringing of a hand bell.

All personnel will know the location of their nearest alarm call point and know how to activate the alarm.

ASSEMBLY AREA

The Primary Assembly Area is the Number 1 wicket block, to the north west of the clubrooms. In the event of this not being a suitable Assembly Area, the Secondary Assembly area will be the Outdoor Nets, to the south east of the clubrooms. These areas are well clear of buildings and flood levels and away from hazards such as large trees and power lines. 20 meters from a single storey building and 40 meters from a two storey building are considered safe distances.

In the Evacuation for a Bomb Threat, the Exit Route will avoid the location of the suspect letter/package or vehicle.

FIRE

A. EVACUATION PLAN

As required by the Fire Safety and Evacuation of Buildings Regulations 1992, The Howick Pakuranga Cricket Club Inc has an approved Evacuation Plan. The approval for this Plan comes from the NZ Fire Service and the application was made to the Howick Fire Station.

Under terms of the Fire Safety and Evacuation of Buildings Regulations 1992, the safety of the buildings occupants is the Club's responsibility and it must ensure there is a procedure to allow all the occupants to leave the building quickly and safely in an emergency.

The Plan contains:

- a suitable system of warning the building occupants of a fire or other emergencies.
- notices displayed in conspicuous locations detailing the warning signal, the Evacuation Procedure, Responsibilities, Assembly Areas and Exit Routes
- responsibilities
- provisions for disabled persons
- provision for trial evacuations during the year
- means of escape are checked on a regular basis to ensure that they are kept clear of obstacles and exit doors are not locked or blocked.
- provisions for the avoidance of panic by members of the public who are in the building at the time of the evacuation.
- Fire Service approval.

The Howick Pakuranga Cricket Club Inc Evacuation Plan provides important information and detailed requirements, procedures and responsibilities with respect of evacuation of the clubrooms and are implemented as part this policy.

CIVIL DEFENCE

A. RESPONSIBILITIES

Board

- plan and co-ordinate safety procedures for a Civil Defence Event
- ensure that all Club occupants are familiar with the Emergency Plan and Evacuation Plan
- establish effective Emergency Management procedures
- maintain liaison with support agencies
- Protect property

Manager

- Ensure all personnel in the premises know the procedures to be followed in the event of an emergency
- Ensure that regular trial evacuations are held

Staff

- Know the procedures to be followed in the event of an emergency

B. COMMUNICATION

Each Territorial Authority has a local civil defence plan which covers the resources in its district including the use of Club premises for emergency accommodation.

Officers of the New Zealand Fire Service are entitled to enter the Club at all reasonable times to obtain information for fire fighting purposes.

The Fire Service provides advice on equipment and establishing procedures.

The Fire Service approves the Evacuation Plan.

The Police provides support in the event of an emergency that threatens the safety and security of Club and their occupants.

Local radio stations are a key source of information during a Civil Defence Emergency.

POST EVACUATION PROCEDURES

A. HEALTH & SAFETY HAZARDS CHECKLIST

Cracks in the walls.

Dislodged book cases or fittings which could fall in any earthquake after shocks.

Broken gas and water pipes, breaks and/or blockages of sewerage drains and fittings, breaks in electrical wires.

Spillage or insecure storage of hazardous goods such as chemicals.

Mini fires which have not been completely extinguished.

When there appears to be structural damage a qualified professional person such as a registered engineer or architect will be asked to inspect the buildings in order to determine if they are safe for immediate re-occupation.

B. RE-OCCUPATION OF BUILDINGS

After an evacuation, personnel will not re-enter the Clubrooms until all rooms have been checked and the Manager is satisfied that the building is safe for re-occupation.

C. PROPERTY PROTECTION

Immediate Action:

Reasonable precautions to protect the property from further damage will include:

Call emergency services

Turn off all power and gas mains

Turn off water mains, but not main supplying fire fighting equipment

Provide security patrols until buildings are secure

Board up broken windows or doors to prevent weather penetration

precautionary measures to prevent fire damage

Immediate Notification:

The following people and organisations will be notified as appropriate:

Chairperson of the Board of HPCC

Civil Defence Staff

Fire Service

Police

President of HPCC

Territorial Authority

the Club's insurer/s

D. WATER

Water is precious in an emergency and will be conserved.

Water in tanks and cisterns will be saved and water mains will be turned off to preserve water loss from damaged pipes.

Water mains which supply fire fighting equipment will not be turned off.

E. USE OF SANITARY FITTINGS

Toilets will not be used or flushed as drains may be blocked causing sewerage to overflow back through the gully traps or toilet pans.

F. SENDING YOUNG MEMBERS HOME

The Manager will make the decision as to whether to send young members home.

Young members will not be released until it is safe to travel.

Young members will be kept at the Club until collected by parent/caregiver. If appropriate, they will be grouped according to the location of their homes and escorted by an adult. A record of the young members names and the names of the adult escorting them home will be kept.

No young member will be released from an assembly area before the name of the parent/caregiver collecting them is recorded.

Young members will not be left to find their own way home. Members whose parents/caregivers are not available to collect them will be kept at the Club.

FOOD HANDLING AND PREPARATION

For the health, safety and well-being of staff, members and guests, it is vital that appropriate food handling procedures are observed.

Food handling, preparation, storage and serving will be in accordance with current Food Act (2014) and Local Body Hygiene Regulations.

All personnel engaged in food handling must have received adequate instruction and training.

Unopened food will be stored according to the manufacturer's instructions. Opened or prepared food on benches or in the refrigerator, and covered.

Hands are to be washed before food is served to anyone and gloves are to be used during preparation of food.

Food is prepared and served with clean utensils.

No staff member, contractor or member, with a cut, wound or open sore on their hands or lower arms shall prepare food, unless they wear disposable rubber gloves.

All dishwashing is completed immediately after food preparation/serving in clean hot water, using the dishwasher, clean cloths, clean tea towels and wearing rubber gloves.

All users of the Club's facilities will be informed in writing of the Food Handling and Preparation Policy requirements.

HARASSMENT PREVENTION

The Howick Pakuranga Cricket Club Inc is committed to ensuring that all members of the Club's community are treated fairly and with dignity and respect. The Club's work, playing and social environments will be free of harassment.

Harassment is unlawful and will not be tolerated. Harassment constitutes misconduct. Any staff member found to have harassed another staff member or a member of The Howick Pakuranga Cricket Club Inc, will be liable for disciplinary action ranging from an oral warning to instant dismissal in cases of serious harassment.

The Howick Pakuranga Cricket Club Inc is committed to implementing a programme and procedures which will:

- Ensure that management, staff and members have a detailed understanding of what harassment is

- Ensure that management, staff and members know their rights and responsibilities

- Treat any complaints sensitively and seriously

- Provide an effective procedure for complaints based on the principles of natural justice

- Guarantee protection from victimisation to anyone making a complaint.

HIV/AIDS/HEPATITIS (A, B & C)

The Howick Pakuranga Cricket Club Inc is committed to a positive approach in dealing with the issues surrounding the serious communicable diseases HIV/AIDS/Hepatitis.

DEFINITIONS:

HIV – Human Immunodeficiency Virus is the name for the virus that may cause AIDS.

AIDS - Acquired Immune Deficiency Syndrome.

It is recognized that people with HIV/AIDS/Hepatitis are often healthy, and are able to work and to participate. Staff or members, at any stage of HIV/AIDS/Hepatitis infection, do not pose a health risk to others where standard safety and hygiene procedures are maintained. Membership of the Club will not be affected by HIV/Aids/Hepatitis status.

Confidentiality (where a case is known about) of HIV/AIDS/Hepatitis status of any Club or staff member will be maintained, according to the wishes of the person/s concerned, within the terms of the notifiable disease regulations.

There is no basis for needing to know other's HIV status. HIV testing is not required. Disclosure of HIV status (where known) is entirely voluntary, it is left up to the member/staff member concerned.

HIV is a blood-borne virus, but far less infectious than Hepatitis B or C.

Hepatitis A is transmitted via the faecal-oral route. Standard safety and hygiene procedures for infectious control will be followed. Because of the probability of unknown infections, these procedures will be applied universally.

Hygiene and Health Safety Procedures will be documented and displayed.

The Ministry of Health guide on infectious diseases will be used when making decisions about diagnosis, care, isolations and exclusion.

HYGIENE

Because of the probability of Pandemic and unknown infections, all Staff and members must comply with the Hygiene Procedures.

PROCEDURES

Always wash hands: before preparing food; before eating; after using the toilet; before (if possible) and after giving first aid.

Wear adequate footwear to prevent puncture wounds to feet.

Always cover cuts, grazes and open sores.

On the fields, bleeding wounds must be covered immediately, before the player can return to the field.

When administering first aid or dealing with faeces or blood, wear disposable gloves. Gloves will be disposed of after one use. If gloves are not available a towel or cloth will provide a barrier to blood.

The Property Manager will attend to blood spills which will be mopped up then the area soaked for 20 minutes with solution of 1 part bleach to 10 parts cold water, before being wiped dry. Soiled instruments will have excess blood or faeces rinsed off in water, before soaking for 20 minutes in bleach solution.

Used gloves, soiled dressings, etc will be wrapped in plastic bags, and appropriately disposed of. Bloodied or soiled clothing and linen will be laundered by outside agencies.

INCIDENT MANAGEMENT AND REPORTING

The principles of reasonable care, accountability, obligation to act, and collaboration will be applied at each step of the Incident Management and Reporting process.

It is important for all personnel to recognise when an Incident or near miss has occurred and act immediately to make sure those involved are safe and that the workplace poses no further risks. First Aiders will provide immediate assistance to anyone who has suffered an injury or illness.

Staff will notify the Manager when an Incident occurs.

The Manager will assess the level of the Incident that has occurred. In the event of a 'Notifiable Injury or Illness' and/or 'Notifiable Incident' Work Safe NZ be contacted. The site of the Incident will be kept preserved to allow Work Safe NZ to inspect it. Notifiable Incidents include harm that causes hospitalization for 48 hours or more, amputation of a body part.

All notified Incidents, including near misses and Notifiable Incidents, will be investigated to identify the cause/s and to make recommendations on how to reduce or eliminate the cause of the Incident.

In consultation with staff, including those involved in the Incident, the Manager will develop Actions to implement the Recommendation/s arising from the Investigation. Planned Actions will be implemented as soon as possible after the event.

The Manager will complete an Incident Form to document the incident, the findings of the Investigation and any follow up Actions to be undertaken. Implementation of the Actions will be monitored through the Risk Register. Information from the Incident Report and Action monitoring will be collected, collated, reported and used to inform about Incident Management and risk reduction and elimination and to evaluate systems.

Roles and Responsibilities

Everyone has a part to play in managing incidents effectively.

The Board is committed to providing and maintaining a safe and healthy workplace and taking every reasonable care for all staff, Members and other people at the Club and will:

- make Health and Safety a key part of its role
- do everything reasonably possible to remove or reduce the risk of injury or illness
- require all incidents, injuries and near misses to be reported and recorded
- have incidents, near misses investigated and plan to reduce the likelihood of them happening again
- have resources available and processes are in place to remove or reduce the risk of injury or illness
- have an Emergency Programme and Evacuation Plan in place
- inform staff about hazards and risks so they can work safely
- help staff who have been injured or ill, return to work safely
- monitor the Health and Safety performance of the Club

POLICE VETTING

The Howick Pakuranga Cricket Club Inc will fully comply with all NZC Police Vetting policies, procedures and requirements.

The NZC Police Vetting requirement and process is intended to create a safe and secure environment in cricket for young people, vulnerable people and those involved in cricket with duty of care responsibilities.

A Police Vet, as per NZC requirements, is a prerequisite of all appointments to paid positions at the Howick Pakuranga Cricket Club Inc.

Appointments and selections of all coaches will be subject to the NZC Coaching Process: Complete online Coaching Registration, Coaching Module and Child Protection Modules; attend a practical coaching session.

As a result of this process, all coaches will be qualified to NZC requirements, all coaches will know how to deal with suspected or actual child abuse, all coaches will be Police vetted by NZC.

The NZC criteria for Police Vetting are coaches of teams Under 18 and below, coaches of adult teams with youth players; Coaches must be vetted by NZC, irrespective of other or previous vetting; NZC Vetting must be repeated after 3 years.

RISK MANAGEMENT

HAZARDS

A hazard is an actual or potential cause of harm.

The Howick Pakuranga Cricket Club Inc will identify hazards or potential hazards, that staff, members, visitors or contractors, could encounter during any activity involved with the Club. Staff and members will have the opportunity to contribute to hazard identification.

The Howick Pakuranga Cricket Club Inc has a legal obligation to inform and train staff and members and to inform contractors and visitors on site, of any potential hazard.

The Howick Pakuranga Cricket Club Inc will implement the recommended three step response to identified hazards -

Eliminate Remove the hazard at its source, use a less a hazardous item, material or process.

Isolate Use guards, barriers, curtains, gate or fences.

Minimise Introduce safer operating procedures, provide additional training, provide additional personal protective equipment.

RISK REGISTER

All identified hazards will be recorded in The Howick Pakuranga Cricket Club Inc Risk Register. The Risk Register will also record information from the risk management process including:

The identified hazard; The harm the hazard could cause; The likelihood the harm would occur; The level of risk; The effectiveness of current controls; The additional controls needed; How and when the additional controls will be implemented; Who will implement the additional controls: The Review date

ROLES AND RESPONSIBILITIES

Everyone has a part to play in managing, reducing and eliminating risk effectively.

MANAGER

take reasonable care of their own Health and Safety

take reasonable care that their acts are not a risk to the Health and Safety of others

ensure staff and others know about Health and Safety risk processes and procedures

ensure that staff receive the right Health and Safety risk training and are aware of the risks on induction into the work area

hold and maintain the Risk Register

inform 'others in the workplace' of any known risks and controls in place

assess risks that are reported

consult with staff on the most effective controls to manage the risks

regularly review and monitor risks and the controls that are in place

STAFF, TEMPORARY STAFF, VOLUNTEERS

- take reasonable care of their own Health and Safety
- take reasonable care that their acts are not a risk to the Health and Safety of others
- take reasonable steps to eliminate risks when they are first identified
- report any risks to the Manager, including those that have already been eliminated
- comply with all reasonable instructions in relation to risks given by the Board or Manager
- inform others of known risks
- may cease or refuse to carry out work if they believe the work would expose them to a serious risk
- cooperate with the Board and Club staff in instigating, developing, and carrying out measures designed to ensure staff Health and Safety at work
- make recommendations to the Board about work Health and Safety policy, procedures and plans

CONTRACTORS

- take reasonable care of their own Health and Safety
- take reasonable care that their acts are not a risk to the Health and Safety of others
- take reasonable steps to eliminate risks when they are first identified
- report any risks to the Manager, including those that have already been eliminated
- comply with all reasonable instructions in relation to risks given by the Board or Manager
- inform others of known risks
- may cease or refuse to carry out work if they believe the work would expose them to a serious risk

In addition, Contractors must

- provide a copy of their Health and Safety Policy before commencing work
- produce evidence that they have appropriate public and employer's liability insurance in place
- demonstrate that all plant, machinery and the equipment they propose to use, has been inspected and tested to ensure its safe operation.
- be responsible for the conduct of their employees and their sub contractors while working at The Howick Pakuranga Cricket Club Inc.
- complete The Howick Pakuranga Cricket Club Inc Health and Safety Induction
- comply with all requirements of The Howick Pakuranga Cricket Club Inc Health and Safety Policies and Procedures.
- identify potential hazards arising from their planned work

OTHERS: VISITORS, MEMBERS, PARENTS/CAREGIVERS

- take reasonable care of their own Health and Safety
- take reasonable care that their acts are not a risk to the Health and Safety of others
- take reasonable steps to eliminate risks when they are first identified
- comply with all reasonable instructions given by the Board or Manager in relation to risks

SALE AND CONSUMPTION OF ALCOHOL

The Board supports the responsible consumption of alcohol within The Howick Pakuranga Cricket Club Inc premises in accordance with the requirements of the Policy.

The Howick Pakuranga Cricket Club Inc will hold and adhere to the requirements and regulations of a current Sale and Supply of Alcohol License.

All Club members, employees and guests will adhere to the requirements of the Sale and Supply of Alcohol Act 2012.

All Club members and employees are to act as responsible hosts for members and for guests.

All Club members shall respect the rights of fellow patrons and consider the well-being of other members/guests when the consumption of alcohol is taking place.

The consumption of alcohol may only take place in the clubrooms lounge, on the clubrooms deck and on the clubrooms fenced green.

Food, non-alcoholic drinks and free water will be available at all times.

No persons shall:

Bring their own alcohol onto The Howick Pakuranga Cricket Club Inc premises (grounds or pavilion).

Allow anyone under the legal age to consume alcohol on Howick Pakuranga Cricket Club Inc. premises unless a parent or guardian is present, and that parent or guardian has given their express permission for the consumption of alcohol by the minor.

Encourage the over consumption of alcohol by an individual which will jeopardize their health and safety or the well-being of other members and guests.

Bring any alcohol not purchased from the The Howick Pakuranga Cricket Club Inc on to the The Howick Pakuranga Cricket Club Inc premises.

Take any alcohol purchased from the The Howick Pakuranga Cricket Club Inc off the The Howick Pakuranga Cricket Club Inc premises (grounds or pavilion).

The Discipline Committee will consider breaches of this policy and impose as appropriate penalties on any members who do not comply with this Policy. This may include suspension of membership and/or expulsion from Club premises.

SEXUAL HARASSMENT

Sexual Harassment destroys morale, creates a hostile work environment and acts as a barrier to productivity. It almost always affects a person's work performance and undermines positive work relationships, trust and team building. It is prohibited by law.

Sexual Harassment as defined by the Human Rights Act 1993 states:

For the purposes of sections 103(1)(d) and 123(d), an employee is sexually harassed in that employee's employment if that employee's employer or a representative of that employer:

directly or indirectly makes a request of that employee for sexual intercourse, sexual contact, or other form of sexual activity that contains:

- an implied or overt promise of preferential treatment in that employee's employment; or
- an implied or overt threat of detrimental treatment in that employee's employment; or
- an implied or overt threat about the present or future employment status of that employee; or

By:

- the use of language (whether written or spoken) of a sexual nature; or
- the use of visual material of a sexual nature; or
- physical behaviour of a sexual nature -

directly or indirectly subjects the employee to behaviour that is unwelcome or offensive to that employee (whether or not that is conveyed to the employer or representative) and that, either by its nature or through repetition, has a detrimental effect on that employee's employment performance or satisfaction.

For the purposes of sections 103(1)(d) and 123(d), an employee is also sexually harassed in that employee's employment (whether by a co-employee or by a client or customer of the employer), if the circumstances described in section 117 of the Employment Relations Act 2000 have occurred.

Sexual Harassment includes:

- personally sexually offensive verbal comments
- jokes of a sexual nature
- repeated comments or teasing about someone's alleged sexual activities or private life
- persistent, unwelcome social invitations or telephone calls from a fellow employee at work or at home
- following someone home from work
- offensive hand or body gestures
- physical contact i.e. patting, pinching, touching or putting an arm around another person's body
- provocative posters with a sexual connotation
- sexual assault and rape.

All complaints of sexual harassment will be treated sympathetically with sensitivity and seriously.

Staff information detailing Sexual Harassment will be made available to staff via their Collective Employment Agreement or outside Agencies such as Employer Manufacturers Association and Club Trustees Association or Private Agencies.

Professional Development will be available to all staff on request

Support Agencies will be involved where appropriate.

SMOKE FREE ENVIRONMENT

The Howick Pakuranga Cricket Club Inc recognises the use of tobacco and smoking present 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 Howick Pakuranga Cricket Club Inc is a smoke free environment. The Howick Pakuranga Cricket Club Inc acknowledges the Smokefree Environments Act 1990 and believes protecting non-smokers from smoke is important for the health and welfare of all staff, all members and all guests.

Smoking is not permitted: in Club buildings, on the Club Deck; on the Club Green, at any time.

Notices indicating areas where smoking is not permitted will be displayed.

Staff, Members and Parents/Caregivers will be informed and reminded of The Smoke Free Environment Policy by way of the Club Website and Club Newsletters.

The procedure for making complaints in compliance, is as per the Smokefree Environments Act 1990, Page 11, No 15:7

WELFARE OF YOUNG MEMBERS

The Howick Pakuranga Cricket Club Inc is committed to maintaining a healthy, safe and enjoyable environment for all members and their families/ whanau.

The Howick Pakuranga Cricket Club Inc is committed to child protection. The welfare and interest of the child or young person is paramount.

The protection from abuse and neglect is a basic right and The Howick Pakuranga Cricket Club Inc will do its utmost to uphold this right for every child in the Club.

Family/whanau have the right to be informed and participate in decisions made about their child/children.

The Howick Pakuranga Cricket Club Inc has a responsibility to protect the interest of a child by ensuring any ongoing concerns are appropriately escalated.

Abuse and/or neglectful treatment of a child or young person is not tolerated and any identified indicators or instances of such treatment will be reported to Child Youth and Family and/or Police.

The Howick Pakuranga Cricket Club Inc acknowledges and takes into consideration the cultural background of children and families/whanau it engages with.

Practice undertaken will adhere to the principles of the Treaty of Waitangi.

Effective information sharing and consistent communication are the foundations for sound decision making.

The Howick Pakuranga Cricket Club Inc will apply and meet all relevant legislative requirements, in particular:

Vulnerable Children Act 2014

Crimes Act 1961

Crimes Amendment Act 2011

Children, Young Persons and their families Act 1989

Privacy Act 1993

A Professional Development Programme which describes the various forms and indicators of child abuse and neglect and the procedures for managing and acting on disclosures will be available to Staff, Coaches and Managers as required.

WORKPLACE STRESS

Excessive Workplace Stress is a hazard to staff.

The Board recognizes, there may be occasions when working at the Club can be a stressful occupation.

All staff will be encouraged to recognize their own symptoms of stress and to manage the stress.

Professional Development on recognizing, managing and reducing workplace stress will be available to staff, as required.

The Club calendar will be prepared with consideration to workloads and to reduce potential workplace stress.

Times during the year when there is potential for workplace stress, will be known by all staff.

The Club Manager will report to the Chairperson when an employee is displaying symptoms consistent with workplace stress.

Club Programmes, Policies, Procedures, The Organization and Performance Management, will be well documented and all staff will be provided with copies so they are well informed about the Club's operation and the expectations of them.

Staff requiring leave for a workplace related illness or condition, will be granted the leave in accordance with their current Employment Agreement.

Staff, haven taken sick leave as a result of a workplace related illness, will be supported on their return to work.

If required, counselling will be made available to staff diagnosed with workplace stress.