



## **BROWNS BAY RACQUETS CLUB**

### **HEALTH AND SAFETY**

## **POLICIES & PROCEDURES MANUAL**

**Browns Bay Racquets Club**

4-7 Woodland Crescent, Freyberg Park, Browns Bay, 0630  
PO BOX 35 002, Browns Bay, Auckland

**Phone:** +64 9 4786469 **Website:** [www.bbrc.org.nz](http://www.bbrc.org.nz)

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# Club Commitment and Policy

## Objectives

The Tennis Club health and safety programme aims to:

- provide a safe and healthy tennis & squash environment.
- identify and control actual and potential hazards.
- establish and maintain communication on health and safety.
- support members' 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.
- membership education and participation.
- regular reviews and evaluations.
- two-yearly health and safety manual review.

The Club 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 in Employment Act 1992 and Amendment*
- *Other relevant regulations and codes of practice*

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# Hazard Management

## Purpose

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

## Scope

The procedures apply to all Tennis & Squash Club activities.

## Responsibilities

### The Club 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 members to control identified hazards.
- authorising specialist consultants to be contracted where necessary to identify, eliminate or minimise hazards.

### The Club is responsible for ensuring:

- courts, access ways and clubrooms 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 members 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 Club (who will undertake a full identification and risk analysis and enter details into the hazard register).
- informing others (members, 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.

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## 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.

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## Step 1 – Identify hazards

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.

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

## Hazard 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.

### Hazard Register Key

<b>E = ELIMINATE</b>	Take all practical steps to eliminate the hazard, particularly if it presents a significant injury or health risk. <i>Example:</i> replace noise machinery with a quieter process or swap a toxic chemical for a safer product.
<b>I = ISOLATE</b>	If you can't eliminate the threat then try to isolate it. <i>Example:</i> Enclose noisy machine in a room or fit a guard around dangerous parts.
<b>M = MINIMISE</b>	If you can't eliminate or isolate the hazard the minimise it. <i>Example</i> manage the hazard through training, safety manuals, checklists and proactive equipment i.e ear muffs in a noisy workshop.

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# Smoke-Free Environment Policy

## Policy statement

The Club 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 Club supports a safe and healthy environment.

## Scope

This policy applies to members of and visitors to the Club.

## 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.
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 Club 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 Club.

## References

*Smoke-free Environments Act 1990*

*Smoke-free Amendment Act 2003*

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## Policy statement for Dogs

Browns Bay Racquets Club is responsible for assuring the health and safety of all employees and members. In keeping with this objective, Browns Bay Racquets has formulated a policy balancing these concerns with the desire to promote a positive member experience by allowing appropriate pets in the club in a designated area only.

### Scope

This policy applies to members of and visitors to the Club.

### Purpose

This policy is based on the following principles:

- Dogs may cause any person to experience allergic reactions, fear, or any other physical or psychological discomfort;
- distracts any employee, members from their work/play

### Procedure

#### Dog Free buildings:

A dog in the building is prohibited at all times. You may have your dogs on the outside deck area only and they must be on the leash at all times.

#### Complaints:

Complaints regarding dogs and suggestions or complaints regarding a dog free environment should be brought to the attention of the Club.

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# Accident 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 Club 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 members of the Club.

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

## Investigation

The Club 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.

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# Emergency Management

## Policy

The Club recognises the need to be prepared for emergency situations that may be encountered while at the club.

## Scope

This policy applies to all The Club members 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 Club.
- 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 club.
- 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 – grass area outside main entrance.

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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

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### 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 – club manager (Gemma Adams) 0274707120
- 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.

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# Event Management

## Policy statement

The Club 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 Club.

## Scope

This policy applies to all the Club's members and visitors.

## Responsibilities

The Club 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.

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# First Aid

## Policy statement

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

## Purpose

To ensure members know where to find assistance when first aid is required at the Tennis Club.

## Scope

This policy applies to all the Club members.

## Responsibilities

The Club is responsible for:

- ensuring appropriate first aid supplies are provided and accessible at the clubhouse. Located in the kitchen and Tennis Pavilion.
- preparation of poster with details of nearest defibrillator, emergency doctor etc.

## Addendum

The Club's first aid supplies- located in the kitchen cupboard above the fridge & in the tennis pavilion next to the flood light on/off switch.

*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.*

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## Member Information and Training

### Policy statement

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

### Purpose

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

### Scope

This policy applies to all The Club's members.

### Responsibilities

The Club is responsible for ensuring that all members receive:

- the link to the website with our health and safety policy 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 members are responsible for:

- reading *the online health and safety policy and procedure document*.
- reporting hazards.

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## Appendix 1: H & S Checklist

<b>The Club 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>	Monthly by first aid supplier company
<b>Employee information, training and supervision</b>	<ul style="list-style-type: none"> <li><i>Ensure H&amp;S documents are undated and online</i></li> <li>H &amp; S email to members 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>



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## Appendix 4: Hazard notification form

Any member who identifies a hazard should complete this 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:			
Club report including analysis and action taken:			
Date entered into the hazard register:			

Name _____	Signature _____
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