

# [Name] Rugby Club

## Health & Safety Plan

## DOCUMENT CONTROL

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Health and Safety Manual – Changes and Updates

All changes, additions, deletions or discoveries are relevant and must be recorded.

Amendment Number	Date	Section	Location	Amendment/Change
1.				
2.				
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This folder is the only **MASTER COPY**.

All changes or proposed amendments should be forward to:

Person responsible for updating:

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### **Disclaimer**

The information produced in this plan is provided for clubs as a guide only. It is the responsibility of the club's governing body to ensure they are fully informed with the most up to date information on the Health and Safety legislation. New Zealand Rugby does not accept any responsibility for omissions of information or its use resulting from this document.

## **Section 1**

# **COMMITMENT TO SAFETY MANAGEMENT**

### **Health and Safety Policy Statement**

The [Name] Rugby Club is committed to maintaining a safe and healthy environment for members, visitors, and other persons within its operating facilities.

Health and Safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind.

All members and others are expected to act safely at all times to ensure their own welfare and that of their fellow members and others within our operating facilities.

**We will make every reasonable effort to ensure the safety of member's and others by:**

- Providing and maintaining a safe environment.
- Providing suitable facilities.
- Ensuring all plant and equipment is safe.
- Ensuring all members and other people at / or in the vicinity of our facilities are not exposed to unmanaged or uncontrolled hazards caused by our operations.
- Developing and implementing emergency and evacuation procedures.

**To achieve this we will:**

- Systematically identify and control all known hazards in our facilities. Where there are hazards we will take all reasonably practicable steps to eliminate, or minimise these hazards to prevent any injury or damage.
- Inform all members and others of these hazards and the hazard control.
- Ensure members are properly supervised during work/club activities.
- Display emergency and evacuation procedures.
- Record all incidents and accidents that occur during work or club activities, and take all reasonably practicable steps to prevent a re-occurrence of any such incident or accident.
- Carry out planned self-inspections to monitor Health and Safety issues.
- Ensure all members are given reasonable opportunities to participate effectively in ongoing processes for the improvement of Health and Safety.

Committees have a responsibility for Health and Safety Governance within their rugby club.

The Committee is responsible for:

- Ensuring there is a Health and Safety Officer;
- Discussing Health and Safety issues at each Committee meeting;
- Maintaining Health and Safety documentation and ensuring all standards are being met and developed;
- Consulting with volunteers around health and safety practices and prevention measures;

Volunteers and Players, everyone involved in the game will have a responsibility to ensure their own safety as well as those around them.

Any Volunteers or Players are responsible for:

- Following any procedures as outlined in the Health and Safety plan;
- Participating in relevant Health and Safety training.
- Accurately reporting and documenting all accidents, incidents, or illness and observed hazards to the Health and Safety Officer on forms provided.

### Objective

The purpose of this Health and Safety Plan is to ensure that every reasonable effort is made to ensure that people attending or participating in club activities at the [Name] Rugby Club are not caused harm or injury by its activities or operations

### Procedures

All authorised groups, and volunteers participating in club activities are expected to exercise a duty of care and shall not place themselves in a position of danger or be exposed to any environment that can cause them harm.

A Visitors' Registration book is to be kept and filled in with details as required by all visitors entering our facilities.

### Supervision

All activities at the club are to have appropriate levels of supervision. Supervisors can include executive club personnel, club members, consultants, trained volunteers, or personnel appointed by the executive committee.

Supervision of children must be the responsibility of the parent and/or caregiver or a person appointed by the executive committee. Children must be supervised at all times while in attendance at our facilities.

### Health and Safety Officer

At least one club member of the [Name] Rugby Club is to be appointed as the Health and Safety Officer.

This person shall be responsible for:

- Maintaining and updating the **Hazard Register**.
- Ensuring the **Visitor Register** is maintained.
- Addressing new hazards when and where they are identified.
- Completing and dealing with **Accidents and Incident Reports**.
- Ensuring that the facilities meet **Occupational Safety and Health** requirements.
- Hold the required **First Aid Certification**.



## Section 2

# RISK AND HAZARD MANAGEMENT

## Hazard identification

Hazard identification is the process where existing and potential hazards are identified and documented.

Internal hazard audits conducted by management and workers at each club location will be used to identify hazards along with a review of the accident register. Where necessary, specialist advice or external auditors may be used.

Once identified, hazards need to be assessed to determine their level of risk.

Hazards are identified by using:

- Hazard Identification form.
- Hazard Inspection form. (completed quarterly)

## How to complete a risk assessment

**Work out the consequences** - the severity of the harm which could result from the hazard;

- What type of harm could occur? (e.g. muscular strain, fatigue, burns, laceration, plant, equipment, property, hazardous substances)
- How severe is the harm?
- Could the hazard cause a notifiable event, or only minor injuries requiring first aid?

**Work out the likelihood of the harm occurring** - this can be estimated by considering:

- How often is the task carried out? Does this make the harm more or less likely?
- How often are people near the hazard? How close do people get to it?
- Has it ever happened before, either in your workplace or somewhere else? How often?
- The level of risk will increase as the likelihood of harm occurring and/or its severity increases.

## Risk assessment matrix

This risk assessment matrix is just one of numerous examples which are in use. This particular matrix uses the simplest components to calculate the risk score:

**Risk = Likelihood (of harm occurring) x Consequence (of the harm)**

**\*\*\*Risk Assessment is not a method to determine whether to control a hazard - all hazards are required to be controlled\*\*\***

0 – 5 = Low Risk		<b>CONSEQUENCE – the severity of the potential harm</b>				
<b>6 – 10 = Moderate Risk</b>		Insignificant damage to property, equipment or minor injury	Minor injury or first aid injury, minor loss of process or slight damage to property	Injury requiring more than first aid or lost time, moderate loss of process or limited damage to property	Notifiable event, single fatality, critical loss of process/damage to property	Multiple fatalities, catastrophic loss of business
<b>11 – 15 = High Risk</b>						
<b>16 – 25 = Extremely High Risk</b>						
<b>LIKELIHOOD – the chances of the harm occurring</b>	Almost certain <b>5</b>	5	10	15	20	25
	Will probably occur <b>4</b>	4	8	12	16	20
	Possibly occur <b>3</b>	3	6	9	12	15
	Remote possibility <b>2</b>	2	4	6	8	10
	Extremely unlikely <b>1</b>	1	2	3	4	5

### Risk register

The risk register is fundamental to the effective management of hazards, as it allows the club to track its hazards and reference their controls.

For each identified hazard the following information should be recorded:

- The harm the hazard could cause.
- The likelihood the harm could occur.
- The level of risk - the risk score.
- The effectiveness of current controls.
- What further controls are needed.
- How the controls will be implemented - by whom - by when.
- Review date.

Hazards associated with any new or modified equipment, material, services or work processes shall be identified and controlled before entry into the business.

### Hazard control procedures

The most effective method of controlling risk is to eliminate a hazard.

**Eliminate** - consider if you are able to eliminate the hazard at its source. If you cannot do that consider substitution; can you swap the hazardous equipment or process for something less hazardous. If this is not practicable then consider isolation.

If elimination is not possible, the next step is to minimise the hazard.

**Minimise** - controls could include measures such as engineering controls - examples of these could be guards, barriers, electrical interlocks, light curtains, or fences; or administrative steps - examples of these could include safe operating procedures, training and supervision. Minimisation will often involve the use personal protective equipment.

The Club must also ensure the control measure is, and continues to be:

- Fit for purpose.
- Suitable for the nature and duration of the work.
- Installed, setup and used correctly.

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## HAZARD IDENTIFICATION FORM

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**Hazard:**

**Identified by:**

**Date:**

**Department/Area:**

**Harm/Injuries that have happened or could have happened:**

**What action could be taken to prevent this from happening again?**

**NB: Pass this form onto supervisor or department manager as soon as possible.**

**(Manager to complete)**

**Action Taken:**

**Date:**

**Signature:**

## CLUB INSPECTION CHECK LIST

Inspected by:

Date:

Area:

Item	Safe Y/N	Hazard Y/N	Comments/Action to be taken	Signed Complete
<b>FIRST AID</b>				
First Aid Kit available and stocked				
Easy access to kits and clearly labelled				
Accident Register being used				
<b>FIRE</b>				
Fire Extinguishers in correct place and marked for type of fire and serviced				
Fire Extinguishers/Hose Reels not obstructed				
Fire Exits and Fire Alarm Call Points identified				
Fire Exit doors easily opened from inside and clear of obstructions				
<b>ELECTRICAL</b>				
Switchboards not obstructed				
Electrical items tested and tagged				
No broken plugs, sockets, switches				
No frayed, strained or damaged leads				
No temporary power leads in walkways				
<b>WALKWAYS</b>				
Walkways adequate and clearly marked				
No obstructions and clear				

Item	Safe Y/N	Hazard Y/N	Comments/Action to be taken	Signed Complete
Access/Egress clearly identified				
<b>GENERAL</b>				
Floor area clear of rubbish				
Rubbish/recycling bins not overflowing				
Work areas clean, tidy				
Lighting adequate for job				
Materials safely stored in racks				
Storage racks secured to walls				
<b>GROUND INSPECTION</b>				
Playing surface in satisfactory condition and free of foreign debris				
Playing arena clearly marked				

## **Section 3**

# **HEALTH AND SAFETY INFORMATION, TRAINING AND SUPERVISION**



## Health and Safety Induction and Information

The safe induction of workers is the first step in our injury prevention programme. It gives us the chance to explain in detail the hazardous situations new workers will encounter as well as the specific health and safety requirements.

As a minimum the health and safety induction programme shall cover:

- Emergency procedures.
- Injury, illness and incident reporting.
- Risk management.
- Worker responsibilities.

Health & Safety Visitor Notice

***Welcome to the  
[Name] RUGBY CLUB***

**Please Read Below Prior to Signing the Register**

Health and Safety

Visitors are required to take all reasonably practicable steps to ensure their own safety and that of club members and any property while on this site. Be aware of the local hazards and advise a club member of any hazards you identify on site.

***Please obey any health and safety instructions from club members. The current Health and Safety Officer is:***

***Name:***

***Telephone:***

***Address:***

Emergency Procedures

On hearing the alarm please leave the premises under direction from the Club Members who will direct and accompany you to the Assembly Area which is situated

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**PLEASE ENJOY YOUR VISIT TO THE CLUB  
THANK YOU**

## **Section 4**

# **EMERGENCY PROCEDURES**

### Evacuation Plan

In the case of an emergency event such as fire, earthquake or other event requiring evacuation, all occupants of any of the club's buildings or related facilities shall cease activities immediately and move to the evacuation area, via the safest route (Assemble at designated area - which is clearly sign-posted). The Safety Officer will contact the emergency services.

Club Wardens (executive members) will marshal occupants to the evacuation area, and when everyone is safe and accounted for carry out evacuation procedure.

A copy of the evacuation plan will be displayed in a prominent location in the club facilities and any other buildings on site at all times.

### Fire Plan

Fire extinguishers are to be located in appropriate areas and be readily accessible at the club at all times.

Wardens shall be coordinated by the Health and Safety Officer, and shall be responsible for:

- Contacting emergency services.
- Administering fire extinguisher when appropriate (i.e. not in high risk situations).
- Marshalling occupants to the evacuation area.
- Render first aid as required.

### In the Event of an Accident

- Administer first aid where possible.
- Phone for an ambulance if required giving the following details:  
**Nature and location of the accident**
- Follow the accident and incident reporting process.
- In the event of a serious accident resulting in either notifiable injury or death the following organisations will also need to be informed immediately by phone:

WorkSafe New Zealand - 0800 030 040  
Police - 111

## Section 5

# INJURY, ILLNESS AND INCIDENT REPORTING AND INVESTIGATION

### **Accidents and Incidents**

All accidents and incidents on site are to be reported to the Health and Safety Officer and recorded in the onsite register. For serious accidents or incidents, the following information is required:

- Name of person/people affected.
- Address and contact details of the person/people affected.
- Details of next of kin
- Date of accident or incident.
- Cause of accident or incident.
- Effect of accident or incident.
- Action taken in response to accident or incident.

### **Notification of a Notifiable Event**

Our first responsibility is to the safety and wellbeing of the injured person.

All notifiable events (as per S56 of the Health and Safety at Work Act) shall be notified to WorkSafe New Zealand as soon as possible.

Notification shall be by phone or email and written notice must be in a form approved by WorkSafe New Zealand. If required by WorkSafe New Zealand, a written notice of the incident must be provided within 48 hours.

DO NOT interfere with the event scene unless it is necessary to save life, prevent harm or to relieve the suffering of any person; or to prevent serious damage to or serious loss of property; or to make the site safe. Only the WorkSafe New Zealand Inspector has the authority to free the scene and allow business to recommence.

### **Definition of notifiable injury or illness**

A **notifiable injury or illness**, in relation to a person, means—

- (a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):
- (i) the amputation of any part of his or her body;
  - (ii) a serious head injury;
  - (iii) a serious eye injury;
  - (iv) a serious burn;
  - (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping);

- (vi) a spinal injury;
- (vii) the loss of a bodily function;
- (viii) serious lacerations;
- (b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment;
- (c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance;
- (d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work:
  - (i) with micro-organisms; or
  - (ii) that involves providing treatment or care to a person; or
  - (iii) that involves contact with human blood or bodily substances; or
  - (iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair animal carcasses, or animal waste products; or
  - (v) that involves handling or contact with fish or marine mammals:

**Incident Report**

<b>Date:</b>	/	/
<b>Time:</b>	AM	PM
<b>Location:</b>		
<b>Name and Contact Details of Person(s) Harmed:</b>		
<b>Relationship to Club (Player, Supporter, etc.):</b>		
<b>Description of Incident:</b>		
<b>Names and Contact Details of Witnesses:</b>		
<b>Follow Up Action:</b>		
<b>Signed By (Health &amp; Safety Officer):</b>		



## ACCIDENT INVESTIGATION FORM

Name of organisation:

Branch/department:

**1. Particulars of Accident**

Date of Accident: DD / MM / YEAR

Time:

Location:

Date Reported: DD / MM / YEAR

**2. The Injured Person**

Name:

Address:

Date of Birth: DD / MM / YEAR

Phone Number:

Length of employment - at plant:                      on job:

Type of Injury:

Bruising     Dislocation     Strain/sprain

Scratch/abrasion     Internal     Fracture

Amputation     Foreign body     Laceration/cut

Burn/scald     Chemical reaction

Other (specify)

Injured part of body:

Comments:

**3. Damaged Property**

Property or material damaged:

Nature of damage:

Object/substance causing damage:

**4. The Accident**

Description:

Describe what happened.  
If this was a vehicle accident, add a drawing of the accident scene on the other side of this page.

Analysis:

What caused the accident?

How serious could it have been?  
 Minor     Serious     Very serious

How often is this likely to happen again?  
 Not often     Occasionally     Often

**Prevention:**

What action has or will be taken to stop another accident like this happening?  
 Tick items already actioned.  
 Write below if you need more space.

ACTION	TICK	BY WHOM	WHEN

**5. Treatment and Investigation of Accident**

Type of treatment given:

Name of person giving first aid:

Doctor/Hospital:

Accident investigated by: Date: DD / MM / YEAR

WorkSafe advised:  Yes  No Date: DD / MM / YEAR

## **Section 6**

# **CONTRACTOR MANAGEMENT**

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## Third Party Health & Safety Agreement

Dear

To comply with the Health and Safety at Work Act 2015, the [Name] Rugby Club requires all contractors who wish to tender for contracts or maintain a service agreement, remain a preferred contractor or supplier to the club, to provide the following information:

1. Health and Safety Management Plan that includes:
  - Health and Safety Policy;
  - Hazards Identification and Hazard Management procedures;
  - Incident reporting procedures; and
  - Emergency Procedures.
  
2. Contractors are reminded that all work is subject to the provisions of the Health and Safety at Work Act 2015. In particular:
  - Contractors are to comply with all regulations, and codes of practice applying to the trade or profession within which they operate.
  - The [Name] Rugby Club, as the Principal, are to be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace.
  - Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required, are to be reported to [Name] Rugby Club, as the Principal.
  - All safety clothing/equipment required to minimise the risk of injury is to be provided, accessible to and used by any person engaged in the workplace.
  
3. Before commencing work on our premises, all contractors must ensure that any employee, subcontractor, or individual brought onto the premises are conversant with:
  - Emergency procedures (to be followed in the event of an emergency);
  - Safety rules and procedures;
  - Hazards which have been identified, and the hazard controls.
  
4. The [Name] Rugby Club as the Principal to the contract, retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.

I agree to abide by all the above conditions, on behalf of:

Contractor's Name: .....

Contractor's Signature: .....

Date: .....

## Section 7

# RISK REGISTER

Hazards Identified	Potential Harm	Hazard Controls	Residual Risk	Review Date
Assault by fans	Contusions, cuts	Crowd control by security, fenced off areas		
Tackled and tackling	Sprains, strains, fractures, dislocation, contusions, cuts	Ongoing professional coaching in techniques to minimize risk of injury during tackling.  Availability of protective wear, if players choose to wear it.  Requirement to wear mouth guard.		
Rucks and mauls	Sprains, strains, fractures, dislocation, contusions, cuts	Ongoing professional coaching in techniques to minimize risk of injury during rucks and mauls.  Availability of protective wear, if players choose to wear it.  Requirement to wear mouth guard.		
Tripping or slipping on wet ground	Sprain / strains, contusions	Ensure adequate sprigs on boots to minimize chance of slipping		
Training Equipment	Sprains/ Strains contusions, cuts	Ensure quality of all equipment Preseason and post season. Replace where appropriate  Ensure protective pads on posts, Scrum machine other equipment stored and utilized away from main area.		
Training Field Equipment / obstacles	Sprains/ Strains contusions, cuts  Tripping, collision with posts, other equipment. Injury to children	Temporary or permanent signage to be put on the scrum machine to not climb on it when children access our worksite on the weekends when club games are on. Temporary or permanent hazard board hung on the green gate advising parents/caregivers of their responsibility to be in control of their children on our worksite and for children to not climb on the scrum machine.		

Hazards Identified	Potential Harm	Hazard Controls	Residual Risk	Review Date
Physical surface	Tripping, contamination from spraying	Ensure filed is level 'potholes are marked off' Undertake repairs when needed and on annual basis Postpone/ transfer other matches trainings to preserve the surface Spraying rosters to not conflict with training/ games. Consultation with spray manufactures. Signs erected after spraying		
Weather	Sunburn, Heat Stroke, Illness	Sunscreen, provided, hats issued, warm clothing provided. Players health monitored by Medical Staff		
Chemicals and Sprays	Burns and asphyxiation	Hazardous chemicals and sprays kept in lockable steel cupboards. Contractors used to apply products to training surface		