

HEALTH AND SAFETY POLICY

Policy Name:	Health and Safety Policy
Date of Approval:	20-6-2016
Signature:	P. Maym
Date of Review:	October 2017

1. Policy Statement

The well being of its athletes, volunteers, employees and spectators is a major consideration in every aspect of the operations of Mitchelton Youth Club Inc. Every reasonable effort will be made to ensure a safe and healthy environment for all athletes, volunteers, employees and spectators. To demonstrate commitment to this policy, Mitchelton Youth Club Inc will place the safety and health of these parties foremost, ahead of property and equipment.

Mitchelton Youth Club Inc will manage health and safety by:

- 1.1 Controlling the health and safety risks at work.
- 1.2 Involving employees on health and safety issues that affect them.
- 1.3 Making sure that where employees work, and any equipment they use, is safe.
- 1.4 Making sure that dangerous substances are stored and used safely.
- 1.5 Making sure employees, especially new employees, have relevant information and training on health and safety.
- 1.6 Making sure employees can do their jobs, and are properly trained.
- 1.7 Trying to stop accidents and work-related health problems.
- 1.8 Regularly checking that working conditions are safe and healthy.
- 1.9 Regularly reviewing this policy and making changes if necessary.

2. Purpose

Accordingly, it is the responsibility of all athletes, volunteers, employees and contractors of Mitchelton Youth Club Inc to play their part in ensuring this policy is carried out. This not only applies to those people in positions that have responsibility for safeguarding the health and safety of athletes, volunteers, employees or spectators in their charge, but also to individuals to ensure they carry out their duties in a safe and healthy manner.

Mitchelton Youth Club will provide opportunities for athletes, volunteers and employees to consult on accident prevention measures and to monitor the operation of this organisation.

3. Definitions

- 3.1. *Athlete*; being a Club Member participating in an appropriate session, visiting athlete in training or competition.
- 3.2. *Volunteer*: a person who works for the club without being paid. This may be on a regular or irregular basis.
- 3.3. *Employee*: a person employed and paid by the club to carry out a defined role.
- 3.4. *Health*; being the individual wellbeing of an athlete, volunteer, employee or spectator.
- 3.5. *Safety*; being protected from the risk of harm or injury.

4. Application

The Policy applies to all of Mitchelton Youth Club Inc. staff, members, visitors, contractors and volunteers. It also applies to all activities on and off Mitchelton Youth Club property; including competitions, displays, events and any other programmed activity outside of Mitchelton Youth Club Inc. venue.

5. Responsibilities

General Responsibilities

To enable Mitchelton Youth Club Inc. and its athletes, volunteers, employees and spectators to comply with the Health and Safety Policy, Mitchelton Youth Club Inc. undertakes to:

- 5.1 Comply with all relevant Occupational Health and Safety legislation and codes of practice to provide a safe workplace.
- 5.2 Commit the necessary funds to meet all legislative obligations, codes of practice and approved minimum standards.
- 5.3 Provide the necessary training for volunteers and employees to perform their work in a safe and healthy manner.
- 5.4 Encourage all work groups to take responsibility of workplace issues and in consultation, develop safe work systems.
- 5.5 Utilise appropriate communication mechanism to raise awareness and promote Occupational Health and Safety matters.

The following people have responsibilities for health and safety at Mitchelton Youth Club Inc.:

Name/Position:	Responsibility:
Club Manager (if onsite) Coaching Director	1) Emergency Evacuation – in case of fire or other emergency, the premises may need to be evacuated. A fire risk assessment should be undertaken and implement emergency procedures.
Club Manager	2) H&S induction – all new staff members should receive training and information about applying this policy.
Club Manager	3) H&S risk assessment – risk assessments will need to be recorded and whoever undertakes them should ideally be trained. A clear process should be documented to control the health and safety risks at work, see Appendix 1.
Club Manager	4) First Aider – Organisations must have a suitably stocked first-aid kit, information for staff about the first-aid arrangements and an appointed person to take charge of these arrangements.
Club Manager	5) Accident recording, investigating and reporting – You must keep all accident report forms and records of the incidents. Keeping records will help identify patterns of accidents and injuries.

Employees are responsible for:

- 5.6 Co-operating with people who are responsible for health and safety.
- 5.7 Using safety equipment when it is necessary.
- 5.8 Taking care of their own health and safety.
- 5.9 Reporting health and safety concerns to the right person as written in this policy.

Specific Responsibilities

The following people will be responsible for making sure that the workplace and equipment are safe;

- 5.9 Club Manager will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.
- 5.10 Coaching Director will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance.
- 5.11 Club Manager will be responsible for making sure that all the necessary maintenance is done.
- 5.12 Any problems with work equipment or the workplace should be reported to Coaching Director or Club Manager
- 5.13 Before buying any equipment or changing where people work, Club Manager will check that health and safety standards are met.

The following people will be responsible for making sure the training and inductions are carried out and documented;

- 5.14 General health and safety induction training will be provided for all employees by Club Manager.
- 5.15 Health and safety training for the particular job will be provided by Club Manager.
- 5.16 Jobs that need special health and safety training are manual handling and food preparation.
- 5.17 Training and induction records are kept by Club Manager.
- 5.18 Any training that is needed will be arranged by Club Manager.

6. Policy Breaches

Mitchelton Youth Club Inc has a Complaints Handling Procedure and will deal with any complaints about breaches of this Policy promptly, seriously, sensitively and confidentially. Mitchelton Youth Club Inc. recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.

6.1 Disciplinary action will be taken by Mitchelton Youth Club Inc. against anyone who:

- Is found to be in breach of this Policy;
- Victimises or retaliates against a person who has complained of a breach of this Policy; and
- Is found to have made a frivolous complaint.

- 6.2 The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action.

7. Confidentiality and Reporting

Mitchelton Youth Club Inc. administration responsible for implementing this Policy will keep confidential the names and details relating to complaints, unless disclosure is:

- 7.1 Necessary as part of the disciplinary or corrective process; and
- 7.2 Required by law.

APPENDIX 1

Risk Assessments – to assist with controlling risks

A risk assessment should be a careful examination of what, in your club, could cause harm to people, with the aim of making sure that no one gets hurt or becomes ill.

Step One – Identify the hazards

First walk around the workplace identifying anything that could be potentially hazardous - **write everything down - make a list** (example provided overleaf). Include *everything* you can think of: not just things that are currently obviously dangerous, but anything with a *potential* risk. Where possible two people will undertake the risk assessment separately and will compare lists afterwards, in case either has missed anything out.

Consider **invisible** hazards – e.g. stress (often related to working long hours, or under pressure). Invisible hazards often include fumes - for example, photocopiers, dirty foam pits or mats.

Finally consider whether things that might not normally be hazardous might be in relation to specific people – e.g. pregnant women.

Step Two – identify who is at risk

Once you have identified and listed all the hazards, you need to (i) identify what the specific risk is, and (ii) who is particularly at risk.

Some people will be more at risk from particular hazards than others - for example a computer user will be more at risk of suffering RSI (Repetitive Strain Injury), a cleaner might have specific risks related to the chemical cleaning agents being used and a coach may have more exposure to tripping hazards or manual handling risks, etc. And there will be those particularly at risk in some circumstances for example because they may be working alone. **List those potentially at risk.**

Step Three – Evaluate the risks and decide on precautions

Think about what you can do to remove the risk. Compare what you currently do with what is accepted as good practice. (It may be necessary to seek advice). The main purpose of doing a risk assessment is to be aware of the risks, so that you can take action to eliminate or at least reduce the risks. E.g. if an electrical wire is exposed, you could replace it, or cover it with insulating tape. E.g. if your cleaner is using potentially dangerous chemical agents - change the cleaning product - use something water-based. **Write down the actions currently taken and those actions you propose to be taken, and write down who will take the action, by when.**

Step Four – Record your findings

Ensure the written record of your findings is made available to staff, and that they co-operate with the carrying out of the recommendations made as a result of the assessment. This might involve a change in working practices, a change in equipment, and **appropriate training** being undertaken.

Step Five

Review your assessment. You **must** review your assessment when there are major changes in the club, such as the introduction of new equipment, or new set ups - but you must carry out regular reviews anyway - possibly annually. If your original assessment was properly recorded the review should be a relatively simple job but be aware of changing working practices.

Risk Assessment Form to be completed as a resource

What are the hazards?	Who might be harmed, and how?	What are you already doing?	List actions to be taken
Spot hazards by walking around the club, talking to workers, checking equipment	Remember: <ul style="list-style-type: none"> some workers have specific needs People who are not present when the assessment is taking place Members of the public 	List precautions already in place	Note Who will take the action, by what date

Points to consider and document where appropriate

- 1 Coaching Director and/or Club Manager will do regular health and safety risk assessments.
- 2 The results of the risk assessment will be given to Club Manager and will be linked to this policy.
- 3 The Committee should agree any action needed to manage the risks that have been found.
- 4 Club Manager will carry out the agreed action points.
- 5 The Committee will check that the actions taken have reduced the risks.
- 6 Assessments will be carried out every 12 months or when there is a change to the way we work.

