

HEALTH AND SAFETY POLICY

Our approach to looking after the welfare of
players, parents and other programme participants

March 2021



INFINITY
FOOTBALL

BACKGROUND



Health and safety is about identifying hazards that exist in the environment we operate, assessing their risk and impact, and then putting in place plans to remove or reduce these hazards.

Health and safety is closely aligned with our “human first” philosophy. We are committed to complying with health and safety best practice so that our players, supporters, coaches and others involved in our programmes can have fun, learn and make the most of their football.

CONTEXT



The legal requirements that apply under the Health and Safety at Work Act 2015 (**Act**) vary depending on whether an organisation has paid employees, contractors and/or volunteers working for it.

Infinity Football has no paid employees, and so is not a “Person Conducting a Business or Undertaking” (**PCBU**) under the Act. However, we must still take reasonable steps to ensure the health and safety of programme participants, contractors and volunteers.

This Health and Safety Policy is our statement on how we will ensure the health and safety of anyone involved in our programmes and other activities. Our Health and Safety Officer will oversee the implementation and management of this policy and ensure it is complied with. This includes hazard management, accident reporting, safety checklists, emergency procedures and accident reporting.

OBJECTIVES



The objectives of this Health and Safety Policy are to:

- promote excellence in health and safety management;
- provide a safe and healthy environment;
- identify and control actual and potential hazards;
- establish and maintain communication on health and safety;
- support broad participation in health and safety matters;
- identify needs and provide training on health and safety;
- demonstrate accurate reporting and recording of health and safety matters; and
- comply with legal obligations.

GENERAL RESPONSIBILITIES AND EXPECTATIONS



Duty of care: All people participating or otherwise involved in our programmes and other activities are expected to exercise a duty of care and should not place themselves in a position of danger or take actions that have an unreasonable risk of causing harm.

Supervision of children: All programmes and other activities we deliver will have appropriate levels of adult supervision. Supervisors may include contractors, volunteers, or parents of participants, noting that:

- Many programmes will be supervised by contractors and volunteers we appoint to support their delivery. Our target is 1 adult to every 10 children, but the actual ratio may be slightly more or less than this depending on the particular circumstances.
- Certain other programmes or events will require the support of parents and caregivers (for example, match day facilitators running match days for our football development programme). In most cases it will be clear from the context when this is the case and, if not, we will communicate with parents/caregivers.

Contact and medical details: Parents and/or caregivers are responsible for providing us with complete and accurate contact details at the time of registering for programmes, along with any medical or other information that may be relevant. Parents and/or caregivers are also responsible for promptly informing us of any updates required to those details. Registration forms provide the option for providing more than one contact phone number and email. Information collected by us will be managed in accordance with our Privacy Policy.

Collective responsibility: All programme participants, parents and caregivers, volunteers and other people involved in our programmes and other events have a responsibility to:

- take reasonable care for your own health and safety and that of others who may be affected by what you do or not do;
- cooperate with us on health and safety issues, including reporting known accidents or near misses;
- observe all safety rules and instructions (including warning signs);
- correctly use equipment; and
- not interfere with or misuse anything provided for your health, safety or welfare.

HAZARD MANAGEMENT



The Hazard Register set out in Schedule 2 of this Policy summarises hazards that have been identified as relevant and the steps taken to control them.

A review of the Hazard Register will be undertaken at least annually. There may be additional hazards not identified in the Hazard Register. The Hazard Register will be updated by the Health and Safety Officer as new hazards are identified.

EVACUATION PROCEDURE



In the case of an emergency event such as fire, earthquake or other event requiring evacuation of the relevant premises, all occupants of any of the buildings or related facilities shall cease activities immediately and move to the evacuation area, via the safest route, in accordance with the facility's evacuation procedure.

The Safety Officer will contact emergency services if required.

In the event that a programme or other event is unable to continue following an emergency event, participants will be held at the evacuation area (or another safe location if the evacuation area is unsafe) until a person recorded as a contact person in the participant's registration details (or another person authorised by the contact person) can collect them.

ACCIDENT RESPONSE PROCEDURE



Response leadership: The person designated as the lead coach for a programme (or another person of similar status for other events) will be primarily responsible for responding to accidents that occur under their watch (the **Health and Safety Officer**). The Health and Safety Officer will be trained in first aid (except where this is not reasonably possible, in which case other arrangements will be made) and familiar with this policy. Should an accident occur, the Health and Safety Officer will determine whether the injury is a serious injury or a minor injury and then respond in accordance with the following procedures, to the extent reasonable in, and modified as appropriate to, the circumstances.

Serious injuries: In the case of an accident involving serious harm:

- Don't move the person.
- Call 111 – request appropriate service.
- Identify yourself and location.
- Identify number of people injured and type of injury.
- Follow the instructions of the emergency personnel on the phone.
- Stay with the injured person until emergency services arrive.
- Contact the injured person's emergency contact at the earliest opportunity.
- Ensure that other people in the vicinity are cared for.

Minor injuries: In the case of a minor injury not requiring emergency services support:

- Determine what treatment might be required.
- If appropriate, treat the injury with the first aid kit kept by the Health and Safety Officer. Notify the injured person's emergency contact at the earliest opportunity (for example, at the end of a programme session, or by text).
- If additional care is required, contact the injured person's emergency contact at the earliest opportunity, so that person can collect the injured person and arrange appropriate care.

Injury register: All accidents or near misses must be notified to the Health and Safety Officer, and recorded in a register. For serious accidents or incidents, the following information must be recorded:

- Name of person/people affected.
- 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.

Head injuries and concussion: Coaches, players, parents, clubs and officials need to act in the best interest of player safety and welfare by taking responsibility for the recognition of potential head injuries, and the removal and referral of all players with a suspected concussion or injury to a medical doctor. Actual or suspected head injuries must be treated in accordance with New Zealand Football's Concussion and Head Injury Policy (available at <https://fit4football.co.nz/injuries-and-concussion/concussion/nzf-head-injury-concussion-policy/>).

SMOKE-FREE



Infinity 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.

Infinity is smoke-free and as such asks that all players, parents and supporters do not smoke on the premises, at games, or when wearing KCU / Infinity uniform.

POLICE VETTING



Refer to our separate policy on Police vetting.

GENERAL CONDUCT REQUIREMENTS



Infinity, all participants, players, coaches, match day facilitators, team managers, referees, parents and guardians are required to abide by the New Zealand Football Code of Conduct.

This can be found on New Zealand Football's website at <https://www.nzfootball.co.nz/ABOUT-US/Important-Information/Statutes-Regulations>

WHO YOU CAN CONTACT FOR FURTHER INFORMATION



If you have any queries about this Health and Safety Policy, please contact us by email at support@infinityfootball.co.nz.

DEFINITIONS AND OTHER COMMENTS



In this Health and Safety Policy:

- "we" means Infinity Community Development Limited (and includes its directors and the coaches and administrators it engages to support the delivery of programmes);
- "you" means you, the person registering for our products or participating (in some way) in our programmes; and

We may modify or amend this Privacy Policy at any time and for any reason. You can view our most current Health and Safety Policy on our website.

SCHEDULE 1

Health and Safety Policy Statement

Infinity Community Development Limited 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 significant hazards we will take all practicable steps to eliminate, isolate and/or minimise these hazards to prevent any injury or damage.
- Inform programme participants and others of these hazards and the hazard control.
- Ensure members are properly supervised during work/club activities.
- Record all incidents and accidents that occur during work or club activities, and take all 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.

SCHEDULE 2

Hazards Register

Hazard	Probability	Severity	Minimised By	Responsibility
Unsafe playing/training pitch	Low	High	<ul style="list-style-type: none"> Referee inspection before play commences Coach or Team Manager to assess pitch condition and raise concerns with Referees Concerns to be raised with Capital Football as appropriate 	Referees Team Managers
Unsafe warm up areas	Medium	High	<ul style="list-style-type: none"> Coach or Team Manager to assess warm-up area conditions before the warm-up Concerns to be raised with Capital Football as appropriate 	Coach / team manager
Unsafe facility	Low	Low	<ul style="list-style-type: none"> Serious concerns to be raised with venue owner/operator 	Anyone
Unsafe spectator facilities	Low	Low	<ul style="list-style-type: none"> Serious concerns to be raised with Capital Football and/or venue owner/operator 	Coach / team manager Anyone
Adverse weather conditions	High	Low	<ul style="list-style-type: none"> Coaches, referees and team managers to monitor conditions and determine if it is safe to play 	Referees Coach / team manager
Transport to and from venue	Medium	Low	<ul style="list-style-type: none"> Vehicles to be registered and warranted Driver to allow plenty of travel time and ensure they are not fatigued or otherwise not in a suitable and safe condition to drive 	Driver

Misbehaviour by spectators	Low	Low	<ul style="list-style-type: none"> • Referees and coaches to manage behaviour of spectators • Team managers to manage player behaviour 	Referees Team Managers
Earthquake	Low	Low	<ul style="list-style-type: none"> • Referees to determine if it is safe to play 	Referees
Unsafe equipment	Low	Medium	<ul style="list-style-type: none"> • Players are responsible for their own playing equipment • Coaching equipment to be well maintained and regularly checked by coaches 	Players Coach