

Birkenhead United AFC Health and Safety Policy



Purpose

At Birkenhead United AFC, our paramount commitment is to health and safety, a commitment that permeates our operations and is continuously refined through robust systems and processes. This policy outlines our approach to health and safety, encompassing roles, responsibilities, and the essential elements of a comprehensive health and safety framework.

Roles and Responsibilities

At Birkenhead United AFC, everyone shares the responsibility for health and safety. Our committee holds primary accountability for ensuring the health, safety, and wellbeing of all individuals influenced by our activities, including volunteers, workers, visitors, children, and young people.

We are dedicated to maintaining a safe and healthy environment by:

- Integrating health, safety, and wellbeing into our core operations and regularly addressing them in worker, manager, and governance discussions.
- Implementing initiatives for ongoing enhancement of health, safety, and wellbeing.
- Conducting regular reviews of our health and safety protocols and reporting on them.
- Engaging with our workers to continuously refine our health and safety measures.
- Providing comprehensive health and safety information and training to our staff and players and encouraging active involvement in health and safety practices.
- Proactively identifying and mitigating risks through regular hazard assessments.
- Ensuring thorough documentation and investigation of all incidents, injuries, and near misses, with a focus on preventing recurrence.
- Establishing emergency protocols and procedures.
- Providing adequate induction, training, and supervision for all personnel.
- Ensuring compliance with safety checking and vetting requirements.
- Supporting injured or ill workers and volunteers in their safe return to work.
- Ensuring contractors adhere to safety standards while working at Birkenhead United AFC.

Officers

Officers at Birkenhead United AFC have a due diligence obligation under the Health and Safety at Work Act 2015. They are tasked with staying informed about health and safety matters, understanding workplace hazards and risks, ensuring resources for risk management, facilitating incident reporting and response processes, and verifying the effectiveness of health and safety measures.

Workers and Volunteers

All workers and volunteers are pivotal in upholding a safe and healthy workplace culture. They are expected to:

- Take reasonable care of their own health and safety.
- Ensure their actions do not jeopardize the safety of others.
- Adhere to health and safety instructions from Birkenhead United AFC.
- Cooperate with health and safety policies and procedures.
- Promptly report any incidents, risks, or hazards.

Visitors and Football Players

Visitors and football players are also accountable for their safety and the safety of others. They should:

- Exercise reasonable care for their own wellbeing and that of others.
- Report any safety concerns to Birkenhead United AFC management.

Birkenhead United AFC will provide:

- Induction processes for visitors covering risks and emergency procedures.
- Access to health and safety rules for regular visitors.
- Encouragement for all personnel to recognise and report hazards.
- Procedures allowing individuals to remove themselves from risky areas.
- Introductions to health and safety representatives and first aiders.
- Identification of Civil Defence information locations.

Worker Participation

Birkenhead United AFC promotes worker involvement in enhancing health and safety, facilitated through health and safety representatives and the health and safety committee. The board ensures open channels for workers to voice health and safety concerns directly.

Election of Health and Safety Representatives (HSRs)

HSRs are elected every three years, or as needed. The election process ensures inclusivity and transparency, with all workers having the opportunity to nominate and elect HSRs. Health and Safety Committee Membership of the health and safety committee is collaborative, with input from both management and workers, including HSRs. The committee convenes quarterly, with additional meetings convened as necessary to address incidents or near misses.

Managing Risk

Birkenhead United AFC employs rigorous procedures for identifying, assessing, and managing risks, including quarterly hazard reviews, integration of health, safety, and wellbeing in all meetings, risk assessment for new equipment or processes, and collaborative decision-making with workers on risk control measures.

Issue Resolution

A structured approach is adopted for addressing health and safety concerns, involving escalation to relevant leaders, HSRs, and committee members, with a focus on timely and satisfactory resolutions.

Right to Refuse Unsafe Work

Workers and volunteers have the right to refuse work they deem unsafe, with a clear process in place for resolution, including involvement of leadership and, if necessary, WorkSafe NZ.

Provisional Improvement Notices

Trained HSRs may issue provisional improvement notices to address actual or potential contraventions of health and safety regulations, following consultation with the concerned party.

Property and Equipment

Birkenhead United AFC maintains a proactive property maintenance plan and ensures provision of adequate budget for maintenance needs. Property and equipment concerns are regular agenda items at board meetings.

Personal Protective Equipment (PPE)

PPE is provided as needed, with officers responsible for hazard assessment, selection, and maintenance of PPE. All PPE must meet regulatory standards, and training is provided for proper use and care.

Injury and Illness

Birkenhead United AFC has established protocols for injury and illness reporting, investigation, and notification, with a focus on timely response and prevention.

Support and Rehabilitation

The club supports injured or ill workers in their return to work through tailored plans and collaboration with relevant parties, ensuring a holistic approach to rehabilitation.

Health and Wellbeing

Birkenhead United AFC prioritises health and wellbeing, fostering a culture of proactive health promotion and providing necessary support mechanisms.

Induction, Training, and Information

Comprehensive induction and training programs are provided to equip workers with essential health and safety knowledge and skills, including role-specific training and ongoing professional development opportunities.

Monitoring, Reporting, and Assurance

The club maintains a robust monitoring and reporting system, with regular performance assessments and audits conducted to ensure adherence to health and safety standards and continuous improvement.

Approved by: BU AFC Board
Date: September 2025