

# Albany United Football Club

## Health and Safety Policy



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### Overview

Albany United Football Club is committed to providing a safe and healthy environment for everyone on its premises. People should be protected against harm as far as possible, and health and safety hazards should be identified and addressed quickly and thoroughly.

Maintaining a safe and healthy environment is everyone's responsibility, though each person will hold specific roles and responsibilities.

- Support an environment at Albany United that is safe and healthy
- Provide a process for proactively identifying, reducing and eliminating hazards and risks to health and safety

This policy applies to anyone involved in Albany United, including volunteers, participants, supporters, members, employees, service providers, and families/whānau of participants.

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### Appointment of Health and Safety Officer

Chairman, Director of Football and Club manager are appointed to share Health and Safety Officer responsibilities as below:

- Updating and maintaining the Hazard Identification Register
- Maintaining the Visitor Register
- Completing Incident Reporting Forms
- Undertaking a dedicated three-monthly hazard identification process, including:
  - Physical inspections of the premises, equipment, and practices
  - Analysis of tasks performed by employees/volunteers
  - Analysis of club procedures and previous 'near miss' incidents
- Reporting to the Committee/Board on identified hazards, incidents and near misses
- Overseeing the implementation and management of this Health and Safety Policy

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### Health and Safety Responsibilities

Everyone

- Take reasonable care of their own health and safety

- Ensure their actions or inactions do not adversely affect the health and safety of others
- Identify and report hazards, near misses, and incidents using club systems
- Join in relevant health and safety training as required
- Follow all aspects of this Health and Safety Policy

#### Board

- Provide and maintain a safe and healthy environment and ensure club premises, equipment and activities meet health and safety standards
- Include health and safety as a permanent agenda item at all meetings
- Ensure employees, volunteers, and contractors use safe practices
- Provide information, training, and supervision to minimise health and safety risks
- Address hazards and actions required from reported incidents/near misses
- Provide opportunities for reports and improvements in club health and safety processes

#### Coaches

- All Albany United coaches are required to hold current First Aid training
- Supervise children/young people in their care
- Model and uphold safe practices throughout all club activities

#### Director of Football

- Holds FIFA Guardians Safeguarding Award, ensuring global best practice standards in safeguarding and child protection
- Provides leadership and oversight on safeguarding and child protection for the club

#### Employees/Volunteers

- Prioritise health and safety in all club activities
- Supervise members and visitors as needed
- Demonstrate knowledge of safe practices in football and club environments

#### Contractors

- Comply with all relevant regulations and codes of practice
- Advise the Club Manager of hazardous equipment, machinery, or substances brought onto club premises
- Record any incident or near miss and submit to the Club Manager

- Use required safety clothing/equipment to minimise injury risk

#### Visitors

- Register on arrival using the Visitor Register
- Supervise all children if required

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### **Emergency Procedures**

Albany United maintains clear procedures for emergency events (e.g., fire, earthquake, severe weather). All club members should familiarise themselves with this.

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### **Reporting a Breach**

Individuals wishing to report an alleged breach of this policy should follow the club Complaints Policy or report directly to the Albany United Club Manager.