



UNIVERSITY
CRICKET CLUB

HEALTH AND SAFETY MANUAL



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Introduction

This manual is designed to assist clubs and their managers to meet their obligations under the Health and Safety at Work Act 2015, its regulations and associated legislation.

This publication is a summary of the Health and Safety at Work Act 2015 and may incorporate additional information that is integral to health and safety but not necessarily covered by the Act.

Additions, deletions or amendments may be made at any time and this manual should be reviewed for completeness and currency annually from the date of publication.

Note: The reference 'we' or 'us' contained in this manual refers to 'we or us' as the PCBU. The reference to 'visitors' refers to players of our team or visiting teams, spectators and general public visiting the club.

Amendments

Date	Details	Actioned by	Version (2016.1)
2016		Oshbox	
June 2020		Sport and Wellbeing	2020.1
May 2021	Customised to HSUCC	Sport and Wellbeing & HSUCC	2021.2
January 2024	Further customised and updated	HSUCC	2023.3

Health and Safety Commitment

HSUCC is committed to providing a safe and healthy work environment for its Workers, Contractors, Players, and Spectators. This commitment extends to ensuring that the company's operations do not place members of the public at risk of injury, illness, or property damage.

In fulfilling this commitment, management will:

- provide a safe and healthy workplace and systems of work for Workers, Contractors, and Players
- provide information, instruction, training and supervision to Workers, Contractors, Players and Spectators to ensure their safety
- provide a safe and healthy work environment
- provide safe equipment, property and materials
- strive to **Eliminate** and/or **Minimise** all actual and potential risks and hazards
- establish and insist upon, safe methods and safe practices at all times
- meet or exceed the requirements of the Health and Safety at Work Act 2015 and its Regulations, Codes of Practice and Safe Operating Procedures
- enable effective Worker engagement practices
- ensure prompt and accurate reporting of all injuries, illnesses, incidents and events
- investigate injuries, illnesses and incidents thoroughly and strive to implement appropriate remedies to prevent recurrence
- support Workers in their rehabilitation and early return to work following injury
- continually improve the health and safety of our operations

These Commitments will be achieved through:

- management's support and commitment to health and safety
- implementation of policies and procedures
- implementation of an annual health and safety programme Plan1
- staff education and participation
- regular monthly reviews and evaluations through committee meetings (H&S is an agenda in each meeting)
- two-yearly health and safety manual review.

Note that volunteers are exempt from prosecution if they fail in their due diligence duty

Health and Safety agenda item

Health and Safety will be an agenda item at each committee meeting where health and safety matters can be highlighted, recorded and discussed.

Accident Management

Policy Statement

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for personal injury prevention and management. Early reporting is essential to this process and HSUCC has a specific accident reporting and investigation form that must be used in the event of all accidents, incidents, and OOS type conditions.

Responsibilities

To assist HSUCC in meeting its aims in the prevention and management of personal injury, there are responsibilities for the employer through line managers working in partnership with employees.

The {President and/or Health and Safety Representative} are responsible for:

- preventing accidents and injury by providing a safe and healthy environment within the CLUB areas of operation
- taking all practicable steps to see that all members are aware of the accident reporting system, know where to obtain the appropriate form, and report such events when they occur
- arranging for appropriate first aid and emergency care (or other assistance) where required if an accident does occur

Members

Every member is responsible for:

- observing any established health and safety procedure
- accurately reporting and documenting all accidents, incidents and observed hazards to the President and/or H&S Representative

Record of accident/incident/serious harm

The Club will keep a record of accidents and incidents that occur to players and members, such as coaches and team managers, at Club events such as trainings and games. The accident and incident form is available on the club's shared drive.

For Club staff that are employed, ie receive payment, such as coaches, the Health and Safety at Work Act 2015 places requirements on employers to record and investigate accidents. "Serious harm" accidents must be reported, in writing, and on the prescribed form, to Worksafe, within seven days of the event. This responsibility will fall to the President or H&S Representative.

The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence. Refer appendix 2 for this form.

The Club accident/incident/serious harm form (appendix 2)

Hazard Risk Register

A Hazard/Risk Register documents all hazards/risks covering the work we do, the environments we work in, as well as the equipment and substances we use. This Register helps us to document the controls we have implemented and manage the maintenance and review process.

All Committee Members are familiarised with the contents of the Hazard/Risk Register during induction, and at Committee Meetings. Members are familiarised with relevant hazards/risks.

Incident Workflow

Emergency Management

Statement

The purpose of an emergency plan is to provide a system to handle emergencies. These include medical, incident, fire, severe weather, earthquake, and other such events that may require the assistance of emergency services.

We have ensured an Emergency Plan is prepared and includes:

- Effective response to an emergency
- Evacuation procedures
- Procedure for notifying emergency services at the earliest moment
- Medical treatment and assistance procedures
- Information, training, and instructions for Members on these procedures
- Maintenance and reviews of these procedures

The emergency plan will be implemented in the event of an emergency.

Members should note the following information which should be read in conjunction with other notices displayed at their present location.

The Evacuation plan for clubs training facility is available as Appendix 6.

University of Waikato Emergency Plans

The Security Services Centre is located in B Block Annex, between the Law School and B Block. The staff are contactable by phoning [\[07\] 838 4444](tel:078384444), 24 hours per day, 7 days per week.

Quick tips

- Take action when you hear an evacuation alarm or receive instructions from Floor/Building Wardens
- Fluorescent vests and/or red hats identify Floor/Building Wardens in an emergency
- Keep updated following an emergency – refer to the University of Waikato website, Facebook & Twitter

University of Waikato Evacuation Instructions

If Fire Alarm sirens sounds or alarm bells ring continuously, or you hear the automated voice message (indicating the need to evacuate) then follow these instructions.

- Everyone must evacuate quickly by the nearest exit (follow the building exit signage/arrows).
- Comply with any requests issued by the Building and Floor wardens (identified via florescent vests) or Security staff present.
- Do not panic and do not run
- Do not use the lifts (elevators) only use the stairs.
- Do not take any items, heavy equipment or personal belongings with you when evacuating.
- Assemble clear of any buildings or roads.
- Do not re-enter the building until the all clear is verbally given by the Building Warden or Fire Service staff.
- Alarm bells (or Fire Alarm message) being turned off is not the all clear signal

Emergency Services

Fire, Police or Ambulance (1) 111 – if you are calling from an internal/campus phone you will need to dial 1 for an outside line before dialing 111.

Emergency phones on campus

Use one of the emergency phones identified by bright blue lights. See locations at waikato.ac.nz/contacts/map.pdf

Fire

If you see or smell smoke or suspect a fire, follow these instructions:

- Remove people from immediate danger
- Raise the fire alarm and alert people around you
- Call Campus Security (Unisafe) and inform them of the alarm and its location. Campus Security (Unisafe) will notify the Emergency Services (Fire). If your location is not serviced by Campus Security, call 111 immediately
- Floor/Building Wardens are to check common areas, bathrooms, lecture theatres and classrooms on route to the evacuation/safe area
- All students, staff and campus users must remain at the evacuation/safe area until the ALL CLEAR is announced from the Floor/Building Wardens, Campus Security (Unisafe) or Emergency Services.

Earthquake

- Remain calm
- Remove anyone from immediate danger if safe to do so
- Report any hazards (fire, damage) to Floor/Building Wardens, Campus Security (Unisafe) and Emergency Services
- Look for emergency personnel in high-viz vests if you require assistance
- Make sure you know the evacuation procedures for all buildings/facilities you attend • Do not use elevators/lifts
- Await and follow directions of wardens, emergency staff and Campus Security (Unisafe)
- Do not re-enter buildings/facilities until the ALL CLEAR has been given by Floor/Building Wardens, Campus Security (Unisafe) or Emergency Services staff
- Expect aftershocks over the next hours or days

Severe Weather

Remove yourself and anyone else from immediate danger if safe to do so

- Ensure all windows and doors are closed
- If you have to move outdoors, be aware of flying debris
- Report any damage or flooding to Campus Security (Unisafe) and Emergency Services (111)

Violent or Aggressive Behaviour (physical/verbal)

- Obey instructions – keep calm
- Remove yourself and others from immediate danger if possible and it is safe to do so
- Do not argue or try to negotiate – do what is asked
- Ensure the safety of other members and campus users
- DO NOT take risks – do not try to disarm or struggle with the person
- Observe the aggressor for:
 - Physical features or clothing worn
 - Distinguishing features, voice or tattoos
 - Any weapons
 - Anything touched or taken
 - Escape route, vehicle
- If you feel unsafe at any time, immediately contact Campus Security (Unisafe) and ask for the Police, giving exact location and details of events
- Take note of all you observed.

First Aid

Policy statement

HSUCC has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

The President and/or Health and Safety Representative are responsible for:

- ensuring appropriate first aid supplies are provided at all required locations or with designated members
- ensuring that first aid supplies are accessible to members
- ensuring a first aid register form and incident and accident register is completed in the event that first aid is rendered (refer appendix 3 and 4).

Minimum contents for workplace first aid kits

A manual giving general guidance on first aid

- 20 individually wrapped sterile adhesive dressings (various sizes), appropriate to the type of work
- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 6 safety pins
- 6 medium-sized, individually wrapped sterile unmedicated wound dressings, about 12 cm x 12 cm
- 2 large sterile individually wrapped unmedicated wound dressings, approximately 18 cm x 18 cm
- 1 pair of disposable gloves
- 1 resuscitation mask.

Note: Pain relief should not be included in first aid kits. Special provision for treating allergic reactions should be the responsibility of the person with the allergy.

AED locations:

The nearest available AED is located on the exterior of the Don Llewellyn Pavilion. It is located on the opposite side of the building to the Cricket nets. It is available 24/7 in a secure cabinet. To obtain the code for access call 07 838 4444.

Appendix One : Risk Register **GEOFF STILL TO SORT**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Manual Handling	Staff/Coaches may injure themselves by using poor lifting techniques	Coaches/staff to be trained in safe manual handling techniques. Wheelie bags are used for team equipment to minimise carrying heavy bags.	Equipment to assist in manual handling activities to be reviewed during annual stocktake to ensure it is in good condition.	HS Rep/Manager	Feb 2025	
Slips and trips	Staff and players may be injured if they trip over objects or slip on spillages.	Advise UoW Sport Assistant and nets committee of any issues with the cricket nets i.e. slippery/weeds/loose matting, and any issues with lighting. Good Housekeeping – Keep areas tidy – rubbish placed in bin Ensure nets are free from trip hazards (in particular side-netting) Spills are cleaned up straight away Wear appropriate footwear Ensure all unused power cords are wound up	Nets committee in charge of maintaining its condition and ensuring it is fit for purpose.	HS Rep/Manager via the nets committee.	Item discussed at all nets committee meetings (Held – Monthly??)	
Heat	Staff, Coaches and Players	Promoting the drinking of water. Opening up the nets as much as possible to allow air-flow into the nets.	Remind players to hydrate regularly.	Coaches/Captains		
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Staff understand what their duties and responsibilities are. Staff can talk to the president if they are feeling unwell or at ease about things at work. 'No bullying' policy.	Remind staff they can speak confidentially to the president if they are feeling unwell or ill at ease because of work.	President		

ANALYSIS: What caused the event?

PREVENTION: What action has or will be taken to prevent a recurrence?

By whom?

By when?

Injured Person:

Date:

Signature

Appendix Three: First Aid Register (Google form)

Injured persons name:	
Team :	

Date of treatment:	
Time of treatment:	
Person giving first aid:	
Accident register completed by:	
Nature of injury:	
Treatment provided:	



QR code for display

Appendix Four: Health and Safety Report for Committee Meeting

1. Incident Reporting

Incident Reporting	Committee to Committee Meeting	Year to Date
Serious Harm Injuries	0	0
Notifiable injuries	0	0
Medical Treatment	0	0
First Aid Required	0	0
Incidents	0	0
Property Damage	0	0
Near Misses	0	0
Total	0	0

2. Risk Register

The Risk Register is attached. Amendments?

Definitions

Accidents

An accident is an occurrence that can result in Serious Harm, a Notifiable Injury, Medical treatment and/or First Aid

Serious Harm

(a) Conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of function such as Respiratory disease, Penetrating wound of eye, Bone fracture, Laceration and Crushing,

(b) Or amputation of a body part, Loss of consciousness, Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more, commencing within seven days of the harm's occurrence or Death

Notifiable Injury (only applies to employer eg paid coach)

All injuries or illnesses that require (or would usually require) a person to be admitted to hospital for immediate treatment are notifiable.

Medical Treatment

Is the treatment provided by a doctor, other health professional or emergency services.

First Aid

First aid is the immediate and basic care given to an injured or sick person before a doctor, other health professional or emergency services take over their treatment (if required).

Incidents

An incident means any occurrence, other than an accident, that is associated with the operation of the CLUB and affects or could affect the safety of operation.

Appendix Five: Annual Health and Safety Checklist

Questions	Response	Follow-up required? (when & who by)
Who is your H&S Representative?		
Has this person been inducted about your H&S commitment?		
Do you provide information to members of hazards & emergency procedures? (How is this done?)		
Do you have a qualified first aid person? (When does their First Aid Certificate expire?)		
Do you have first aid supplies? (Are they current & complete?)		
Have you identified hazards?		
Do you have a hazards register? (Is this regularly updated?)		
Have you had any expert assistance to identify or mitigate hazards?		
Have you had any incidents & accidents?		
Have incidents & accidents been recorded?		
What action has been taken as a result of incidents & accidents?		
Have you had regular H&S meetings? (If yes, how often?)		
Are there minutes of these meetings including who attended & action plans where applicable?		
Do you set yearly objectives for H&S?		
Do you have a management plan of how these objectives will be achieved?		
Have you undertaken a review of objectives to monitor progress toward achievement?		
Do you have copies of H&S inspections of equipment?		

On-Site Accident and Emergency Procedures For Star University Cricket Club

Cricket Nets at the University of Waikato
Gates 3B

IN AN EMERGENCY DIAL 111



1. Raise the alarm with all persons in the net facilities.
2. Head out of the main entrance at the back of the nets and follow the path to the car park
3. Head to the emergency phone located adjacent to car park 3B. (Circled above)
4. Confirm if emergency services have been called (if required)
5. Contact the University's Security Services Centre by calling [\[07\] 838 4444](tel:0718384444). Advise them of the evacuation (if required).